

PUBLIC NOTICE
PSEC AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, December 15, 2022, 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: Dustin Freeman, Chairman
Brennan Merrell, Treasury
James McCain, Jr., OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRA EXP	OUTCOME
Dr. Charles Moreland Leeann Krieg	P-44-20	Contract Amendment No. 2 State Government Relations Consultant Services Office of the Mayor	That Contract No. 615378-21 between the City of Jacksonville and Ballard Partners, Inc., for State Government Relations Consultant Services, be amended to exercise the second renewal option extending the period of service from January 27, 2023, thru January 26, 2024, with two (2) renewal options remaining at terms mutually agreeable; and increase the maximum indebtedness by \$120,000.00 for the services to a new not-to-exceed total maximum of \$360,000.00. All other terms and conditions, as previously amended shall remain the same.		
Mary DiPerna Carolina Teran-Ocegueda	P-48-22	Subcommittee Report ACA Benefits Consultant Employee Services Department	It is the consensus of the committee that of the two (2) proposals received in response to the Request for Proposal and both 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 services and alphabetically they are: 2) Benefit Scope 1) Equifax Workforce Solutions We recommend the above list is forwarded to Mayor for final selection so that fee and contract negotiations may begin with <u>Equifax Workforce Solutions</u> , the number one (1) ranked firm.		
Patrick Greive Tracy Flynn	P-23-22	Subcommittee Report Casualty Actuarial Services Finance and Administration Department/Risk Management Division	It is the consensus of the committee that of the two (2) proposals received in response to the Request for Proposal and both 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 services and alphabetically they are: 2) Glicksman Consulting 1) Pinnacle We recommend the above list is forwarded to Mayor for final selection so that fee and contract negotiations may begin with <u>Pinnacle</u> , the number one (1) ranked firm.		
Keith Powers Dan Pearson	P-13-20	Contract Amendment No. 1 Consultant and Project Management Services Jacksonville Fire & Rescue Department	That POA-0804779 between the Jacksonville Fire and Rescue Department and LAP Consultants of Jacksonville for Consultant and Project Management Services for JFRD be amended to extend the period of services from January 9, 2023, through July 8, 2023; and increase the maximum amount by \$32,000.00 changing the awarded annual amount for services from \$64,000.00 to \$96,000.00 and the maximum indebtedness from \$192,000.00 to a new not-to-exceed total maximum amount of \$224,000.00. All other terms and conditions shall remain the same.		
Bill Killingsworth Ann Coglianesse	P-31-22	Fee & Contract Negotiations Professional Services for Resilience Updates to the Land Development Regulations Department of Planning & Development	That the City of Jacksonville enter a Contract with CSRS, LLC to provide Professional Services Updates to the Land Development Regulations that incorporates the attached Scope of Services Identified as Exhibit 'A' and Contract Fee Summary Identified as Exhibit 'B'; the period of service is from execution of the contract through project completion; the maximum indebtedness is through project completion; the maximum indebtedness is a not-to-exceed amount of \$349,375.00. All other terms and conditions are per the City's standard contract language and as provided in the Request for Proposal.		

Robin Smith Tom McKnight	P-46-22	Approval to proceed with Evaluation of Two Proposals Received Construction Engineering and Inspection Services for Federally Funded Projects Department of Public Works/Engineering & Construction Management Division	That the committee approves proceeding with evaluation of the two (2) proposals received in accordance with Section 126.302 (f) of the Procurement Code.	
Robin Smith Tom McKnight	P-49-22	Approval to proceed with Evaluation of One Proposal Received Construction Engineering and Inspection Services for the Rivers Edge Development Project Department of Public Works/Engineering & Construction Management Division	That the committee approves proceeding with evaluation of the one (1) proposal received in accordance with Section 126.302 (f) of the Procurement Code.	
Robin Smith Nikita Reed	P-52-22	Introduce & Review Scope Miscellaneous Architectural/Engineering 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 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.	
Robin Smith Nikita Reed	P-53-22	Introduce & Review Scope Professional Structural Engineering Services for 5 Bridge Projects 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 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.	

Meeting Adjourned:

"The next PSEC meeting is scheduled to be held on Thursday, January 12, 2023."



"Happy Holidays"



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

City of Jacksonville
Office of Mayor Lenny Curry
117 West Duval Street, Suite 400
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

MEMORANDUM

Date: November 29, 2022

To: Dustin Freeman, Chief, Procurement Division
Finance & Administration Department

From: Dr. Charles E. Moreland, Deputy Chief Administrative Officer
Mayor's Office *Chd*

SUBJECT: Renew Service Contract between COJ and Ballard Partners, Inc
State Government Relations Consultant Service: P-44-20 (Contract #615378-21) *AMU #2*

The Mayor's Office is requesting to execute one (1) of the 2-year renewable options for the service contract between COJ and Ballard Partners, Inc. for State Government Relations Consultant Service. The initial contract period is from January 27, 2021 and continue for a period of two (2) years until January 26, 2024. The contract can be renewed for up to two (2) additional one (1)-year periods on terms mutually agreeable to the parties. Both parties are amenable to executing/renewing this contract under the above provisions. The scope of service and contract fee schedule will remain unchanged with a contract annual amount, not-to-exceed amount of \$360,000.00. The Mayor's office is requesting that this item be placed on the upcoming PSEC meeting.

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cc: Lawsikia Hodges, Office of General Counsel

Exhibit A

Scope of Services

The selected lobbyist is expected to lobby the Executive Branch and will, in accordance with the highest legal, ethical, and professional standards, provide at the direction of designated City officials, state government relations lobbying services including but not limited to the following services (hereinafter referred to as the "Services"):

- Influence or attempt to influence legislative actions through communicating the desire of the City of Jacksonville.
- Arrange and meet with key decision-makers in the legislative process to convey the positions of the City of Jacksonville.
- All key policy decisions must be communicated and authorized by the Director of Inter-Governmental Affairs, Office of the Mayor.
- Provide representation on issues that arise with other entities.
- Establish and maintain working relationships with Executive and Legislative Leadership, Members of the House and Senate and other lobbyists to achieve passage or defeat of legislation as directed by the City of Jacksonville.
- Continuously identify, track, and respond to all existing and proposed policies, programs, and legislation that might impact the City of Jacksonville and/or related agencies.
- Provide assistance in establishing strategy, obtain sponsors and co-sponsors
- Monitor current state legislation budget process and report to the City both orally and in writing, any legislation events that may directly or indirectly impact the City.
- Secure state monies from various agencies to assist the City in achieving its annual list of goals, priorities, and specific projects.
- Monitor, analyze, and track authorizations and appropriation bill and recommend the appropriate strategy.
- Identify projects with potential funding based on the needs and priorities of the City of Jacksonville.
- Represent the City of Jacksonville before appropriations committees as required
- Focus on state influenced legislation that may have a direct or indirect impact on the City's infrastructure that affects the ability of the city to carry out the essential functions to the citizens of Jacksonville Identify, influence and secure opportunities to enhance and improve the city's infrastructure
- Monitor various state agency actions for potential impact on the City of Jacksonville and in the event, action is needed, advise the City.
- Assist in the development of the City's annual list of goals, priorities and specific projects and identify those which can be addressed at the state level.
- Provide assistance in establishing strategy; obtain sponsors, and co-sponsors in each house for matters designated by the City of Jacksonville.
- Establish and maintain successful working relationships with the Executive and Legislative leadership, Legislators, and staff to achieve passage or defeat of legislation as directed by the City.

P-44-20 – State Government Relations Consultant

Exhibit B

Fee Schedule

Contract Annual Amount, Not-to-Exceed **\$120,000.00**

Authorized Task

Effective date of contract, January 27, 2021 through January 26, 2022: Consultant is authorized a total of \$10,000.00 per month for Consultant to provide lobbyist services as outlined in Exhibit A, Scope of Services.

The fee is inclusive of all costs including travel, lobbyist registration fees, and legislative tracking.



City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

January 27, 2022

The Honorable Lenny Curry, Mayor
City of Jacksonville
4th Floor, St. James Building
Jacksonville, FL 32202

Dear Mayor Curry:

Ref: P-44-20 State Government Relations Consultant (Amendment No. 1)
Office of the Mayor

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of amending the above-referenced contract.

The following motion/recommendation was adopted:


That Contract No. 615378-21 between the City of Jacksonville and Ballard Partners, Inc., as State Government Relations Consultant, be amended to ratify and extend the contract from January 27, 2022, through January 26, 2023, with two (2) one-year renewals remaining at terms mutually agreeable; and increase the maximum by \$120,000.00 to a new not-to-exceed maximum indebtedness of \$240,000.00. All other terms and conditions shall remain the same.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,


Gregory Pease, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:



Lenny Curry, Mayor

This 28th day of January 2022

GP: ab

cc: Council Auditor
James McCain, Jr. OGC
Subcommittee Members

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-001



ONE CITY ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

Employee Services Department
City Hall, 117 West Duval St., Suite 150
Jacksonville, Florida 32202

MEMORANDUM

To: Dustin Freeman, Chairperson
Professional Services Evaluation Committee

From: Mary DiPerna, Chief, Compensation and Benefits
Carolina Teran-Oceguera, Manager, Compensation and Benefits

Re: P – 48-22 – ACA Administrative Services

Date: December 7, 2022

The subcommittee received two (2) proposals for the ACA Administrative Services RFP and both were found to be responsive, interested, qualified, and available to provide services required by the Request for Proposal. The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP and the proposals.

Based on the above, the following firms listed alphabetically and ranked, were determined to be the most qualified:

- (2) BenefitScape
- (1) Equifax Workforce Solutions

The subcommittee requests to meet with the Professional Services Evaluation Committee at your earliest convenience for the purpose of submitting our recommendation to the Mayor for final selection. Upon his signature, we request permission to immediately conduct fee and contract negotiations.

Attachments: Evaluation Matrix



City of Jacksonville, Florida

Lenny Curry, Mayor

Finance and Administration Department
117 West Duval Street, Suite #300
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

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MEMORANDUM

TO: Dustin Freeman, Chairman
Professional Services Evaluation Committee (PSEC)

FROM: Patrick Greive, Director
Finance and Administration Department

Tracy Flynn, Risk Manager
Risk Management Division

RE: P-23-22 Casualty Actuarial Services

DATE: November 27, 2022

The Risk Management Division received two (2) proposals for the **Casualty Actuarial Services** and found both 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 as augmented by the RFP.

Based on the above, the following companies listed alphabetically and ranked were determined to be qualified and available to perform the required services and they are:



- 2) Glicksman Consulting
- 1) Pinnacle

Please advise us when this item is placed on your agenda so we may be present. After a full committee review, we request that this item is sent to the Mayor for final decision.

Attachment(s): Scoring Matrix

MEMORANDUM

TO: Dustin Freeman, Chairman
Professional Services Evaluation Committee (PSEC)

FROM: Anne Coglianese, Chief Resilience Officer,
Department of Planning and Development 
Bill Killingsworth, Director 
Department of Planning and Development

RE: P-31-22 Professional Services for Resilience Updates to the Land
Development Regulations

DATE: December 9, 2022

The Department of Planning and Development has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide **Professional Services for Resilience Updates to the Land Development Regulations** resulting in the attached Scope of Services and Contract Fee Schedule, Exhibit A.

Accordingly, this is to recommend that the Department of Planning and Development enter into a contract with CSRS, LLC, to provide Professional Services for Resilience Updates to the Land Development Regulations that incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The contract period will be from execution of the contract through project completion; The maximum indebtedness is a not-to-exceed amount of \$349,375.00. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachments: Exhibits A

cc: Alex Baker, PSEC Specialist

Professional Services for Updates to the Land Development Regulations

IN RESPONSE TO NOTICE OF AWARD VIA CITY OF JACKSONVILLE RFP: P-31-22

Proposed Scope of Work

Updated: December 6, 2022

Phase I: Land Development Regulations Revisions for Resilience and Housing

Task 1 – Research on Resilience and Housing Challenges and Opportunities: The CSRS team will facilitate a kick-off meeting and review relevant planning documents to fully understand the current and future risks the city faces and the related housing development challenges and opportunities. The goal of this task is to understand how the physical risks, primarily flood risks, affect various areas and building types throughout the city and how housing development is currently hindered by risk, development code, economics, and other factors.

Action: The CSRS team will start with a kick-off meeting with the Planning and Development Department and key city staff (“City Team”) to confirm project goals, identify key areas of concern and opportunity, identify existing plans and analysis, and establish the project timeline. The CSRS team will review the relevant planning and analysis on Jacksonville’s projected flood risk and housing challenges and develop a summary report.

Deliverables: The team will deliver a summary of the findings on challenges and opportunities from the kick-off meeting and research conducted on relevant plans and reports.

Task 2 – Development Code Gap Analysis: The CSRS team will build upon Task 1 by identifying which areas in the code are most relevant for revisions to incorporate meaningful resilience and housing outcomes. The CSRS Team will also identify which code areas, if any, should also be amended to enable the impact of the resilience and housing revisions. As part of the gap analysis, the CSRS team will also develop a scope for undertaking a comprehensive update to the city’s development code.

Action: Based on information collected in Task 1, the CSRS team will review Jacksonville’s development code to identify key areas for improvement and revision and review these recommendations with the City Team. Once consensus is reached on which elements should be revised in the near term as part of improving resilience and housing outcomes, and which should be considered for revision under a comprehensive re-write of the development code, the CSRS team will begin drafting land development regulation updates and revisions. In addition, the CSRS Team will develop a proposed process and associated timeline, scope, and fee for a comprehensive development code update for the city of Jacksonville’s review.

Deliverables: The CSRS Team will deliver a summary of the code sections to be revised and a set of recommendations for approaches to a comprehensive revision of the code. The CSRS team will also deliver a proposal for the city’s comprehensive development code update.

Task 3 – Draft Land Development Regulations: The CSRS team will draft a set of development regulation updates, with new text and/or revised text depending on the existing code, to drive significant outcomes for flood resilience and housing attainment. The development of the deliverables will be fully integrated into the process set forth in Task 4 – Public Outreach and Task 5 – Legislative Processes. The CSRS Team will prepare three drafts for two review cycles by the City Team – an initial draft for a first review, a revised draft based on the first review for a second review, and a final draft based on the second review.

Action: CSRS will outline and assess various approaches for city staff and key stakeholders to react to before drafting specific code revisions. Our subject matter experts will perform reviews to provide quality assurance and control as it relates to local and state law, industry best practices, flood risk science, and Jacksonville real estate market dynamics.

Deliverables: The CSRS team will deliver draft resilient land use regulations and after review from stakeholders, improved and final resilient land use regulations. The deliverable will go through up to two reviews by the City Team and key stakeholders.

Task 4 – Public & Stakeholder Outreach: The City Team will schedule regular meetings with key city and outside stakeholders to provide progress updates and receive feedback on the planning process and draft regulations. CSRS will support these meetings as needed, with in-person and virtual participation based on the needs and content of each meeting. Public meetings will be scheduled by mutual decision and availability by the City Team and the CSRS team.

Action: CSRS will provide draft agendas, overview presentations, draft code text, or other meeting materials as needed to support these meetings and participate in them as directed by the City Team.

Deliverables: The CSRS team will deliver meeting materials as described above and meeting notes following each meeting.

Task 5 – Legislative Process: The City Team will manage the coordination and scheduling of any Planning Commission public meetings and/or Land Use & Zoning Committee public hearings required to advance the review and adoption of the draft code. CSRS will support these meetings as needed, with in-person and virtual participation based on the needs and content of each meeting.

Action: CSRS will provide presentations, draft code text, or other materials as needed to support these meetings and participate in them as directed by the City Team.

Deliverables: The CSRS team will deliver meeting materials as described above.

Task 6 – Project Management & Other Services as Directed: The CSRS Team will manage the scheduling, coordination, and facilitation of its subconsultants, along with regular project meetings with the City Team to provide progress updates and check-in points throughout the course of the contract period. Where additional analysis or project development is needed – such as conducting a benefit-cost analysis of a regulatory intervention, a market feasibility analysis of a transfer of development rights (TDR) program, or broader development code updates – CSRS and the city of Jacksonville may amend the scope and fee accordingly to include these elements by mutual agreement. It is anticipated that following adoption of the code revisions, that some amount of code maintenance, updates and minor revisions will be needed and the CSRS Team will perform these tasks as needed and directed by the City Team. In addition, the CSRS Team will take on other duties and deliverables as assigned by the City Team and accounted for in the project budget. Any specific actions and deliverables under this task are to be determined in partnership with and by mutual agreement with the City Team.

Pricing Proposal

The table below describes the total estimated costs, inclusive of both professional services time and reimbursable expenses (without any mark-up), to complete Phase I of the proposed scope of work. CSRS proposes to bill for these expenses monthly on a time and materials basis.

Task 1	Research & Preparation	\$ 54,100
Task 2	Code Gap Analysis	\$ 53,125
Task 3	Draft Development Regulations	\$ 76,500
Task 4	Public/Stakeholder Outreach	\$ 57,000
Task 5	Legislative Process	\$ 36,625
Task 6	Project Management & Other Services as Needed	\$ 72,025
	Total	\$ 349,375

This contract may go through no more than two updates/renewals.



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City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
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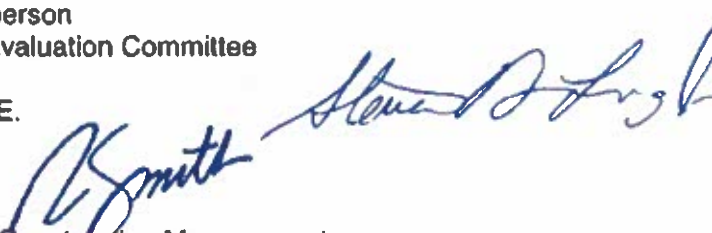
November 22, 2022

TO: Dustin Freeman, Chairperson
Professional Services Evaluation Committee

THRU Steven D. Long, Jr., P. E.
Director

FROM: Robin G. Smith, P. E.
Chief, Engineering and Construction Management

RE: REQUEST FOR PERMISSION TO REVIEW PROPOSALS
P-46-22 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR
FEDERALLY FUNDED PROJECTS



The Department of Public Works received only two (2) proposals for the RFP solicitation for the Referenced RFP. Per Section 126.302(f) of the Procurement Code if:

“PSEC receives responses from less than three proposers, it shall re-solicit proposals from proposers previously solicited and from additional persons, unless it determines, in writing, that no advantage would be obtained by re-soliciting. Notwithstanding the number of responses received, PSEC may proceed to consider those proposers responding to the re-solicitation or to the initial solicitation if it determines, in writing, that no advantage would be obtained by re-soliciting.”

The Department of Public Works does not have sufficient staff to provide CEI services for this project. Since Public Works does not have adequate in-house inspection staff to inspect federally funded projects, the City has, in the recent past been hiring a Consultant to provide the necessary Construction Engineering and Inspection services. The RFP for these services was advertised for 3 weeks and was downloaded by 9 Engineering firms. 8 of the firms downloaded it within 5 days after advertising. We feel that 3 weeks afforded ample time for consulting firms to become aware of the RFP and prepare/submit responses. Additionally, we believe that we have received proposals from qualified firms.

Considering the foregoing information, staff requests permission to review and rank the 2 proposals received.

xc: David D. Hahn, P. E., Engineering and Construction Management
Lori West, Contract Specialist, Engineering and Construction Management



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City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
www.coj.net

November 22, 2022

TO: Dustin Freeman, Chairperson
Professional Services Evaluation Committee

THRU Steven D. Long, Jr., P. E.
Director

FROM: Robin G. Smith, P. E. *R. G. Smith*
Chief, Engineering and Construction Management *Steven D. Long*

RE: REQUEST FOR PERMISSION TO REVIEW PROPOSALS
P-49-22 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR
THE RIVERS EDGE DEVELOPMENT PROJECT

The Department of Public Works received only one (1) proposal for the RFP solicitation for the Referenced RFP. Per Section 126.302(f) of the Procurement Code if:

"PSEC receives responses from less than three proposers, it shall re-solicit proposals from proposers previously solicited and from additional persons, unless it determines, in writing, that no advantage would be obtained by re-soliciting. Notwithstanding the number of responses received, PSEC may proceed to consider those proposers responding to the re-solicitation or to the initial solicitation if it determines, in writing, that no advantage would be obtained by re-soliciting."

The Department of Public Works does not have sufficient staff to provide CEI services for this project. Since Public Works does not have adequate in-house inspection staff to inspect large projects, the City has, in the recent past been hiring a Consultant to provide the necessary Construction Engineering and Inspection services. The RFP for these services was advertised for 3 weeks and was downloaded by 10 Engineering firms. 9 of the firms downloaded it within 6 days after advertising. We feel that 3 weeks afforded ample time for consulting firms to become aware of the RFP and prepare/submit responses. Additionally, we believe that we have received a proposal from a qualified firm.

Considering the foregoing information, staff requests permission to review and rank the 1 proposal received.

xc: David D. Hahn, P. E., Engineering and Construction Management
Lori West, Contract Specialist, Engineering and Construction Management



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City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
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TO: Dustin Freeman, Chairperson
Professional Services Evaluation Committee

THRU Steven D. Long, Jr., P. E.
Acting Director of Public Works

FROM: Robin Smith, P. E., Chief
Engineering and Construction Management Division

Nikita Reed, P. E., Project Manager
Engineering and Construction Management Division

DATE: December 6, 2022

**RE: REQUEST FOR PROPOSALS – RFP NO. P-52-22
MISCELLANEOUS ARCHITECTURAL/ENGINEERING SERVICES – ANNUAL CONTRACT**

Please take appropriate action to issue the attached Request for Proposals (RFP) for subject professional services.

The following information is furnished as required by the Ordinance Code and Procurement Department Regulations:

1. The general purpose of these services is stated in the accompanying RFP.
2. The objective of this request is to make available professional services as stated in the RFP.
3. The services shall be performed in accordance with negotiated time schedules.
4. The cost for these services is estimated at approximately \$2,500,000.
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.
8. The Department of Public Works does not have the in-house capabilities to provide these services.

9. A subcommittee composed of Robin Smith, P. E., Chief, Engineering and Construction Management Division, 255-8710; and Nikita Reed, P. E., Project Manager, Engineering Design Section, Engineering and Construction Management Division, 255-8702, is assigned to review submittals for this RFP.
10. Internal Services administrative costs should be charged to Account No. PWEN011AD.
11. Funding will be identified at the time purchase orders are issued for these services.
12. All firms who have expressed an interest in furnishing Professional Engineering Services as detailed in the RFP should be mailed a notice of this RFP.
13. The subcommittee members assigned to this RFP have read and understand the Procurement Administrative Code dated April 2022.
14. Three (3) weeks is believed to be sufficient time for interested parties to respond to this RFP.

We certify the contents of this memorandum are correct and true to the best of our knowledge.

Attachment: Request for Proposals
Risk Management Approval (sent by e-mail)
EBO Approval (sent by e-mail)

cc: Lori West, Contract Specialist, Engineering Division



ONE CITY ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
www.coj.net

TO: Dustin Freeman, Chairperson
Professional Services Evaluation Committee

THRU Steven D. Long, Jr., P. E.
Acting Director of Public Works

FROM: Robin Smith, P. E., Chief
Engineering and Construction Management Division

Nikita Reed, P. E., Project Manager
Engineering and Construction Management Division

DATE: December 6, 2022

**RE: REQUEST FOR PROPOSALS – RFP NO. P-53-22
PROFESSIONAL STRUCTURAL ENGINEERING SERVICES FOR
5 BRIDGE PROJECTS**

Please take appropriate action to issue the attached Request for Proposals (RFP) for subject professional services.

The following information is furnished as required by the Ordinance Code and Procurement Department Regulations:

1. The general purpose of these services is stated in the accompanying RFP.
2. The objective of this request is to make available professional services as stated in the RFP.
3. The services shall be performed in accordance with negotiated time schedules.
4. The cost for these services is estimated at approximately \$5,000,000.
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.
8. The Department of Public Works does not have the in-house capabilities to provide these services.

9. A subcommittee composed of Robin Smith, P. E., Chief, Engineering and Construction Management Division, 255-8710; and Nikita Reed, Project Manager, Engineering Design Section, Engineering and Construction Management Division, 255-8702, is assigned to review submittals for this RFP.
10. Internal Services administrative costs should be charged to Account No. PWEN011AD.
11. Funding will be identified at the time purchase orders are issued for these services.
12. All firms who have expressed an interest in furnishing Professional Engineering Services as detailed in the RFP should be mailed a notice of this RFP.
13. The subcommittee members assigned to this RFP have read and understand the Procurement Administrative Code dated April 2022.
14. Three (3) weeks is believed to be sufficient time for interested parties to respond to this RFP.

We certify the contents of this memorandum are correct and true to the best of our knowledge.

Attachment: Request for Proposals
Risk Management Approval (sent by e-mail)
EBO Approval (sent by e-mail)

cc: Lori West, Contract Specialist, Engineering Division