

PUBLIC NOTICE
PSEC AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
 Thursday, February 23, 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: Dustin Freeman, Chairman
 Brennan Merrell, Treasury
 James McCain, Jr., OGC

Subcommittee Members	ITEM #	BID/RFP #	TITLE & ACTION	MOTION	CONTRACT EXP	OUTCOME
Mary DiPerna Carolina Teran-Oceguera	1	P-12-22	Contract Amendment No. 1 Medical ASO Pharmacy Benefit Management Services, Stop Loss, EAP, Wellbeing & Chronic Condition Management Services Employee Services Department	That Contract No. 70233-22 between the City of Jacksonville and Blue Cross and Blue Shield of Florida, Inc., for Medical ASO Pharmacy Benefit Management Services, Stop Loss, EAP, Wellbeing & Chronic Condition Management Services, be amended to incorporate the attached Contract Fee Summary identified as Exhibit B-1. All other terms and conditions shall remain unchanged.	12/31/23	
Paul Barrett Andrew Robinson	2	T-72-17	Contract Amendment No. 1 Actuarial Consulting Services Finance and Administration Department/Treasury Division	That Contract No. 10382 between the Board of Trustees of the City of Jacksonville Retirement System and The Segal Company for Actuarial Consulting Services be amended to ratify the contract from December 20, 2022 to date of award and extend the period of service thru December 31, 2024, and increase the maximum indebtedness by \$194,000.00 to a new not-to-exceed amount of \$1,094,000.00. All other terms and conditions shall remain unchanged.	12/20/22	
Paul Barrett Patrick Greive	3	P-39-19 PB#1	Contract Amendment No. 2 General Actuarial Services Finance and Administration Department/Treasury Division	That Contract No. 10382-01 utilizing Contract No. 10382 between The Board of Trustees of the City of Jacksonville and The Segal Company for General Actuarial Services be amended to ratify the contract from December 20, 2022 to date of award and to extend the period of service thru December 31, 2024, and increase the maximum indebtedness by \$94,000.00 to a new not-to-exceed maximum of \$294,000.00. All other terms and conditions, as previously amended shall remain unchanged.	12/20/22	
Robin Smith Renee Hunter	4	P-17-20	Contract Amendment No. 2 Right-Of-Way and Property Acquisition Services - Annual Contract Department of Public Works/Engineering & Construction Management Division	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 exercise the first two, 2-year renewal options extending the period of service from March 28, 2023, thru March 27, 2025, with one (1) renewal option remaining at terms mutually agreeable; and increase the maximum indebtedness by \$2,000,000.00 to a new not-to-exceed maximum indebtedness of \$4,000,000.00. All other terms and conditions shall remain unchanged.	03/27/23	

<p>Nikita Reed Thomas McKnight</p>	<p>5</p>	<p>P-46-22</p>	<p>Subcommittee Report Construction Engineering and Inspection Services for Federally Funded Projects Department of Public Works/Engineering & Construction Management Division</p>	<p>It is the consensus of the committee that of the two proposals received in response to the Request for Proposal, 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:</p> <ol style="list-style-type: none"> 1) England-Thims & Miller, Inc. 2) Half Associates, Inc. <p>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 & Miller, Inc.</u>, the number one (1) ranked firm.</p>		
<p>Robin Smith Tom McKnight</p>	<p>6</p>	<p>P-47-22</p>	<p>Introduce & Review Scope Construction Engineering and Inspection Services for Four (4) Fire Station Projects Department of Public Works/Engineering & Construction Management Division</p>	<p>That the committee approve the Scope of Services/Request for Proposal 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.</p>		
<p>Meeting Adjourned _____</p>						

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



City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY ONE JACKSONVILLE

MEMORANDUM

TO: Dustin Freeman, Chairperson
Professional Services Evaluation Committee

FROM: Mary DiPerna, Division Chief, Compensation and Benefits
Carolina Teran-Ocegucra, Manager, Compensation and Benefits

SUBJECT: P12-22 Medical, Stop Loss and Pharmacy Services
Amendment #1

DATE: February 14, 2023

Mary DiPerna
Carolina Teran-Ocegucra

This is to recommend that the City approve the first amendment to the contract with Florida Blue for Medical, Stop Loss and Pharmacy services. This amendment is to clarify how the Rx rebates will be paid.

All other terms and conditions shall remain the same as proposed. Nothing contained herein shall be amended, modified, or otherwise revised, without prior approval from the PSEC and the Mayor.

Thanks.

Attachment: Florida Blue e-mail

Diperna, Mary

From: Carroll, Andy
Sent: Wednesday, January 4, 2023 10:40 AM
To: Diperna, Mary
Cc: Ann Edenfield
Subject: RE: Blue Cross and Blue Shield of Florida #70233-22 for Medical ASO Pharmacy Benefit Management
Attachments: COJ - ASA effective 1-1-18 thru 12-31-22.pdf; GC-#1540841-v1-Blue_Cross_and_Blue_Shield_of_Florida_#70233-22_for_Medical_ASO_Pharmacy_Benefit_Management.PDF

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Good morning Mary. Thank you for your time earlier to discuss the UF Health Plan ID Cards as well as the couple of missing sentences from the 1.1.2023 Administrative Services Agreement. The agreement is 80 pages long, and these 2-3 missing sentences were a critical oversight by us on how the City will receive their Rx rebates.

What we would recommend is just doing an Amendment to the new ASA that was just signed however we could do an all new agreement as well if the City would prefer that approach.

The two modifications / additions would be:

- Section 3.8 would now include something similar to this:
 - “Florida Blue will retain rebates up to \$7.00 per employee per month as part of its base administrative fee. All rebates exceeding \$7.00 per employee per month will be passed through to the employer on an annual basis.”
- Exhibit B Section IV subsection A would now read:
 - \$28.90 per employee per month from January 1, 2023 through December 31, 2027. This fee includes \$1.20 per employee per month for Teladoc services. This fee also includes a \$7.00 reduction in fee from Florida Blue and HOI for withholding 100% of pharmacy rebates.

Again, we apologize for the non-inclusion of these two critical sections and will wait to hear how the City would best like to have them included and memorialized moving forward.

Thank you.

Andy M. Carroll
Strategic Account Executive

SERVICES CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
BLUE CROSS AND BLUE SHIELD OF FLORIDA, INC.
FOR
MEDICAL ASO PHARMACY BENEFIT MANAGEMENT SERVICES,
STOP LOSS, EAP, WELLBEING & CHRONIC CONDITION MANAGEMENT SERVICES

THIS CONTRACT for Medical ASO, Pharmacy Benefit Management Services, Stop Loss, EAP, Wellbeing and Chronic Condition Management Services (the "Services") is made and entered into as of this 1st day of January, 2023 (the "Effective Date"), by and between the CITY OF JACKSONVILLE, a consolidated municipal corporation and political subdivision existing under the Constitution and laws of the State of Florida (the "City"), and BLUE CROSS AND BLUE SHIELD OF FLORIDA, INC., d/b/a FLORIDA BLUE, and its wholly owned subsidiary, HEALTH OPTIONS, INC., each a Florida corporation with its principal offices at 4800 Deerwood Campus Parkway, Jacksonville, Florida 32246 (collectively, the "CONTRACTOR").

WHEREAS the CITY issued a Request for Proposal No. P12-22 (the "RFP") for the Services, and

WHEREAS, based on CONTRACTOR'S response to the RFP dated June 22, 2022 (the "Response"), the CITY has negotiated and awarded this Contract to CONTRACTOR, as approved by CITY's Professional Services Evaluation Committee and Mayor on September 8, 2022; and

WHEREAS, simultaneously with the execution of this Contract, CITY and CONTRACTOR are entering into the Administrative Services Agreement between CITY and CONTRACTOR attached to this Contract as Exhibit A (the "ASA")

NOW THEREFORE, in consideration of the premises and the mutual covenants contained below, the parties agree as follows:

1. **Performance of Services.** CONTRACTOR shall provide the Services as specified in the ASA, the RFP and the Response (the "Services").

2. **Compensation.** CITY will pay CONTRACTOR for the Services as specified in Exhibit B to the ASA. The fees shown in Exhibit B shall remain fixed for the Initial Term and each Renewal Term (as defined below) except as specifically provided in this Contract.

3. **Maximum Indebtedness.** As required by Section 106.431, *Ordinance Code*, the CITY's maximum indebtedness for all products and services under this Contract shall be a fixed monetary amount not-to-exceed **TWO MILLION SEVEN HUNDRED THOUSAND AND NO/100 DOLLARS (\$2,700,000.00)**. (\$2,700,000.00). Any renewal by the Employer must be accompanied by a contract amendment increasing the Maximum Indebtedness. The Maximum Indebtedness (i) is based on the City's representation that it will have no more than 3550 eligible employees in 2023; (ii) includes all Administrative Fees, Network Access Fees and EAP Program Fees under this Contract; (iii) includes the premium for Stop Loss Insurance; (iv) does not include any PCORI and Transitional Reinsurance Fees due under the Affordable Care Act, which shall be Employers' obligation to pay directly; and (v) does not include any amounts reimbursed to CONTRACTOR for claims paid under the Group Health Plan.

If at any time the Maximum Indebtedness is determined to be insufficient to pay the amount otherwise due to CONTRACTOR under this Contract through the end of 2023, the parties will amend this provision to provide for additional funding to cover the difference, subject to appropriation by the City Council.

4. **Term of Contract.** The term of this Contract shall commence on the Effective Date and shall continue through December 31, 2023 (the "Initial Term"), unless sooner terminated by either party in accordance with the terms of the RFP. CITY shall have the option, in its sole discretion, to renew this Contract for up to four (4) additional terms of one year each (each a "Renewal Term").

5. **Incorporation of Documents.** This Contract consists of the following documents which are hereby incorporated as if fully set forth herein and which, in the case of conflict, shall have priority in the order listed:

- a. This document, as modified by any subsequent signed amendments
- b. The ASA
- c. Any amendments to the RFP
- d. The RFP as originally issued
- e. The Response, provided that any terms in the Response that are prohibited under the RFP shall not be included in this Contract

CITY and CONTRACTOR acknowledge and agree as follows:

- o in the Response, CONTRACTOR provided certain information as of a certain date or in response to a request for "current" information. Any changes to such information during the Term shall not affect the rights and obligations of the parties under this Contract unless such information was inaccurate as of the date the information was provided.
- o If CONTRACTOR included more than one option for certain Services in its Response, the option chosen by the CITY shall control. If the CITY decides to change to a different option during the Term, CITY and CONTRACTOR will negotiate and execute an amendment to this Contract containing terms mutually agreeable to CITY and CONTRACTOR.
- o CONTRACTOR's personnel described in the Response may change from time to time. Notwithstanding the immediately preceding sentence, CONTRACTOR will make every effort to ensure the consistency of CONTRACTOR employees assigned to work with the CITY and, as of the date of this Agreement, CONTRACTOR is not aware of any planned or pending personnel changes to the personnel assigned to CITY's account.

6. **Notices.** All notices under this Contract shall be in writing and shall be delivered by certified mail, return receipt requested, or by other delivery with receipt to the following:

As to the CITY:
CITY of Jacksonville
117 West Duval Street
Jacksonville, Florida 32202
Attn: Mary DiPerna, Chief of Compensation and Benefits

As to the CONTRACTOR:
Blue Cross and Blue Shield of Florida, Inc.
4800 Deerwood Campus Parkway
Jacksonville, Florida 32246
Attn: Andy Carroll

7. **Contract Managers.** Each party will designate a Contract Manager during the term of this Contract whose responsibility shall be to oversee the party's performance of its duties and obligations pursuant to the terms of this Contract. As of the Effective Date, CITY'S Contract Manager is Mary DiPerna, mdiperna@coj.net, 904-255-5552 and the CONTRACTOR'S Contract Manager is Andy Carroll, 904-905-8068. Each party shall provide prompt written notice to the other party of any changes to the party's Contract Manager or his or her contact information; provided, such changes shall not be deemed Contract amendments and may be provided via email.

8. **Amendments.** All changes to, additions to, modifications of, or amendment to this Contract, or any of the terms, provisions and conditions hereof, shall be binding only when in writing and signed by the authorized officer, agent or representative of each of the parties hereto.

9. **Counterparts.** This Contract, and all amendments thereto, may be executed in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument. The parties further agree that electronic transmission of all signatures, with originals to follow, shall constitute and be evidence of an executed Contract.

[Signature page follows immediately.]

IN WITNESS WHEREOF, the parties have executed this Contract as of the Effective Date.

WITNESS:

BLUE CROSS AND BLUE SHIELD OF FLORIDA, INC.



By: Andy Carroll
Strategic Account Executive



By: Carlton Hobgood
VP, Sales

ATTEST:



By: 
James R. McCain, Jr.
Corporation Secretary

CITY OF JACKSONVILLE

By: 
Lenny Curry

Mayor Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2019-02

In accordance with Section 24.103(e), *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered, and un-impounded balance in the appropriation sufficient to cover the foregoing agreement and that provision has been made for the payment of monies provided therein to be paid.



Director of Finance
City Contract No. 72033-22

Form Approved:


Office of General Counsel



ONE CITY. ONE
JACKSONVILLE.

City of Jacksonville, Florida

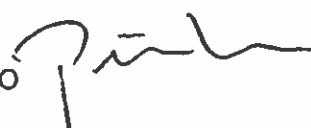
Retirement System Administrative Office

City Hall at St. James
117 W. Duval St. Suite 330
Jacksonville, FL 32202
(904) 255-7280
citypension@coj.net

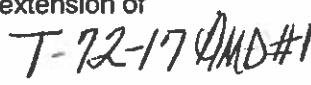
February 8, 2023

MEMORANDUM

TO: Dustin Freeman, Chief of Procurement

THRU: Patrick "Joey" Greive, Director of Finance & Administration / CFO 

FROM: Paul Barrett, Treasurer

RE: Actuarial Services for City of Jacksonville General Employees Retirement Plan
and City of Jacksonville Corrections Officers Retirement Plan – extension of
Contract #10382 

On December 21, 2017, the Board of Trustees of the City of Jacksonville Retirement System entered into Contract #10382 for actuarial consulting services with The Segal Company ("Segal"), with an expiration date of December 20, 2022. The City of Jacksonville requires actuarial consulting services to perform actuarial valuations and studies related to the City of Jacksonville General Employees Retirement Plan and the City of Jacksonville Correction Officers Retirement Plan.

Therefore, the Finance and Administration Department, Treasury Division, requests that the Professional Services Evaluation Committee approve an award to Segal for an extension of the original contract for actuarial consulting services. These services would be approved through December 1, 2024. We also request that the not-to-exceed maximum indebtedness amount for the contract extension be set at \$1,094,000.00 to cover the term of the agreement.

**SERVICES CONTRACT BETWEEN
BOARD OF TRUSTEES OF THE CITY OF JACKSONVILLE RETIREMENT SYSTEM
AND
THE SEGAL COMPANY (EASTERN STATES), INC.
FOR
ACTUARIAL CONSULTING SERVICES**

THIS CONTRACT ("Contract"), made and entered into this 21st day of December, 2017 (the "Effective Date"), by and between the BOARD OF TRUSTEES OF THE CITY OF JACKSONVILLE RETIREMENT SYSTEM (the "BOARD"), a municipal corporation existing under the Constitution and the laws of the State of Florida, and THE SEGAL COMPANY (EASTERN STATES), INC., (the "ACTUARY"), a New York corporation authorized to transact business in Florida and with its principal offices at 2018 Powers Ferry Road, Suite 850, Atlanta, Georgia 30339.

WHEREAS, the BOARD issued a Request for Proposal No. T-72-17 (including all addendum, the "RFP"), bid date August 14, 2017, for certain services described in the RFP (the "Services"); and

WHEREAS, based on ACTUARY'S response to the RFP dated August 14, 2017 consisting of 111 pages (the "Response"), the BOARD has negotiated and awarded this Contract to ACTUARY;

NOW THEREFORE, in consideration of the premises and the mutual covenants contained below, the parties agree as follows:

1. **Performance of Services.** The Services will be performed by ACTUARY as specified in the RFP and the Response.

2. **Compensation.** ACTUARY will be paid by the BOARD for the Services as specified on the Price Sheet attached hereto as Exhibit A.

3. **Maximum Indebtedness.** As required by Section 106.431, *Ordinance Code*, the BOARD's maximum indebtedness, for all products and services under this Contract including all shall be a fixed monetary amount not-to-exceed NINE HUNDRED THOUSAND AND NO/100 DOLLARS (\$900,000.00); however, only \$89,000 is being encumbered at the time of execution of this Contract; remaining sums shall be subject to the approval of annual appropriations by City Council for this Contract.

4. **Term.** The initial term of this Contract shall commence on the Effective Date and shall expire five (5) years thereafter, on December 20, 2022, unless sooner terminated by either party in accordance with the terms of the RFP. This Contract may be renewed for up to two (2), additional two (2) year periods by (i) the BOARD in its sole discretion, upon written notice to ACTUARY at least sixty (60) days prior to end of the then-current term, or (ii) upon the mutual agreement of the parties. The Board may terminate this Contract for convenience as set forth in Section 3.23 and elsewhere of the RFP. Upon termination of this Contract, Actuary

may retain an archival copy of information provided by the Board to Actuary in the course of its performance of the Services hereunder as necessary to document Contractor's provision of the Services and in accordance with Contractor's business continuity and document retention policies.

5. **Ownership of Works; Intellectual Property.** Notwithstanding any other provisions herein to the contrary, except to the extent that they incorporate Actuary's proprietary know-how, software, techniques, methodologies and report formats (collectively, "Actuary's Proprietary Information"), all documents, data, and other tangible materials authored or prepared and delivered by Actuary to Board under the terms of the Contract (collectively, the "Deliverables"), are the sole and exclusive property of Board, once paid for by Board. To the extent that Actuary's Proprietary Information is incorporated into such Deliverables, Board will have a perpetual, nonexclusive, worldwide, royalty-free license to use, copy, and modify Actuary's Proprietary Information as part of the Deliverables, for use internally (and except as the same may be required to be disclosed under applicable law) and for its intended purpose. For avoidance of doubt, any use of the Deliverables for other than their intended use is at Board's sole risk.

6. **Contract Documents.** This Contract consists of the following documents which are hereby incorporated as if fully set forth herein and which, in case of conflict, shall have priority in the order listed:

- This document, as modified by any subsequent signed amendments;
- Any amendments to the RFP;
- Specific Information Regarding the RFP (Section 1 of the RFP);
- Description of Services (Section 4 of the RFP);
- General Instructions (Section 2 of the RFP);
- General Terms and Conditions of Agreement (Section 3 of the RFP);
- Any Purchase Order under the Contract;
- The Response, provided that any terms in the Response that are prohibited under the RFP shall not be included in this Contract.

7. **Notices.** All notices under this Agreement shall be in writing and shall be delivered by certified mail, return receipt requested, or by other delivery with receipt to the following:

As to the BOARD:

Board of Trustees of the City of Jacksonville Retirement System
117 W. Duval Street, Suite 330
Jacksonville, Florida 32202
Attn: Patrick "Joey" Greive / Treasurer

With Copy to:

Office of General Counsel
City of Jacksonville

Attn: Government Operations
117 West Duval Street, Suite 480
Jacksonville, Florida 32202

As to the ACTUARY:

Jeff Williams
The Segal Company (Eastern States), Inc.
2018 Powers Ferry Road, Suite 850
Atlanta, GA 30339

8. **Contract Managers.** Each Party will designate a Contract Manager during the term of this Contract whose responsibility shall be to oversee the Party's performance of its duties and obligations pursuant to the terms of this Contract. As of the Effective Date, BOARD'S Contract Manager is Patrick "Joey" Greive, and the ACTUARY'S Contract Manager is Jeff Williams. Each Party shall provide prompt written notice to the other Party of any changes to the Party's Contract Manager or his or her contact information; provided, such changes shall not be deemed Contract amendments and may be provided via email.

9. **Entire Agreement.** This Contract constitutes the entire agreement between the parties hereto for the Services to be performed and furnished by the ACTUARY. No statement, representation, writing, understanding, agreement, course of action or course of conduct, made by either party or any representative of either party, which is not expressed herein shall be binding. ACTUARY may not unilaterally modify the terms of this Contract by affixing additional terms to materials delivered to the BOARD (e.g., "shrink wrap" terms accompanying or affixed to a deliverable) or by including such terms on a purchase order or payment document. ACTUARY acknowledges that it is entering into this Contract for its own purposes and not for the benefit of any third party.

10. **Amendments.** All changes to, additions to, modifications of, or amendment to this Contract, or any of the terms, provisions and conditions hereof, shall be binding only when in writing and signed by the authorized officer, agent or representative of each of the parties hereto.

11. **Counterparts.** This Contract, and all amendments thereto, may be executed in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.


[Remainder of page left blank intentionally. Signature page follows immediately.]

IN WITNESS WHEREOF, the parties have executed this Contract as of the day and year first above written.

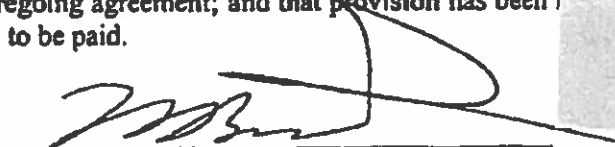
ATTEST:

BOARD OF TRUSTEES OF THE CITY OF JACKSONVILLE RETIREMENT SYSTEM

By N/A
James R. McCain, Jr.
Corporation Secretary

By: 
Name Printed: David Kilcrease
Its: _____

In accordance with Section 24.103(e), of the *Ordinance Code* of the City of Jacksonville I do hereby certify that there is an unexpended, unencumbered and unimpounded balance appropriation sufficient to cover the foregoing agreement; and that provision has been made for the payment of monies provided therein to be paid.


Director of Finance

Form Approved:


Office of General Counsel

ATTEST:

THE SEGAL COMPANY (EASTERN STATES) INC., a New York corporation

By Danelle Cook
Signature
Danelle Cook
Type/Print Name
Associate Actuary
Title

By Jeffrey S. Williams
Signature
Jeffrey S. Williams
Type/Print Name
Vice President and Consulting Actuary
Title

Exhibit A

Price Sheet

9. QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION.

Describe the Contractor's overall willingness to meet both time and budget requirements for the project, and subject to Chapter 126, Part 3 of Jacksonville Ordinance Code, Section 126.302(e) in particular, proposed total compensation or unit price quotations, including, without limitation, hourly rates, fees, or other charges that will ultimately be used during, contract negotiations to calculate or determine total compensation.

Throughout the past seven years working together, Segal has strived to provide value to Jacksonville for the fees charged and keep fees at a reasonable level. To that end, the hourly rates we have billed for the past seven years for non-recurring work have been less than the team members' actual billable rates during this time period; we will continue to provide a discount on our hourly rates.

Our proposed fees for the annually recurring work of which we are aware are as follows:

Project	Annual Fee, Year Beginning January 1				
	2018	2019	2020	2021	2022
Annual valuations for General and Corrections Plans	\$52,500	\$52,500	\$53,500	\$54,000	\$54,500
GASB 67 and 68 disclosures for General and Corrections Plans	\$9,000	\$9,500	\$10,000	\$10,500	\$11,000
Chapter 112.664 filings for General and Corrections Plans	\$5,000	\$5,250	\$5,500	\$5,750	\$6,000
Five-Year experience study for General and Corrections Plans	Minimum \$43,000, Maximum \$45,000				
Annual valuation for Disability Plan	\$15,000 per year, as requested				
GASB 67 and 68 disclosure for Disability Plan	\$5,000 per year, as requested				
Chapter 112.664 filings for Disability Plan	\$4,000 per year, as requested				

Our proposed hourly fees for non-recurring work for which there is not a set fee are:

Position	Hourly Rates, Year Beginning January 1				
	2018	2019	2020	2021	2022
Consulting/Signing Actuary	\$385	\$395	\$410	\$420	\$435
Assistant Actuary	\$325	\$335	\$350	\$360	\$375
Senior Actuarial Analyst	\$275	\$285	\$300	\$310	\$325

If Mr. Rocky Joyner or Ms. Melanie Walker (Compliance Manager) provide routine services to the System, they will be billed at the Consulting/Signing Actuary's rates. If Ms. Danelle Cook provides services, she will be billed at the Assistant Actuary's rates. These are substantial discounts to the usual rates for Rocky, Melanie, and Danelle. Any work related to lawsuits or depositions in which they may be asked to assist will be billed at their true hourly rates.

A set fee can be negotiated for non-recurring project work ahead of the beginning of the assignment, if desired and practical for both parties.



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

July 31, 2017

Ref: T-72-17 Actuarial Services for the Jacksonville Retirement System

Dear Consultant:

The Finance and Administration Department/Treasury Division of the City of Jacksonville, Florida, will require the professional services of a consultant/firm to provide the referenced services. Attached is a copy of the Request for Proposal.

In order to establish a list of qualified, interested and available people, this letter is being directed to you. If interested in providing the specific services, please provide the City with the following:

- A) ONE (1) MANUALLY SIGNED ORIGINAL, FOUR (4) HARD COPIES, AND FIVE (5) EXACT COPIES on CD Rom/USB Flash Drives (in pdf format excluding your financials) of your proposal, unless additional copies are otherwise requested in the Request for Proposals, specifically stating your interest and any other specific information or statements called for in the enclosed Request for Proposals.
- B) Complete information about your firm and staff qualifications.
- C) A list of projects which indicate specific background and experience in the program area being considered.
- D) A quotation of proposed rates, fees or charges and other detailed cost proposal or cost breakdown information, if applicable.
- E) Please note: FIVE (5) copies of the firm's financial statement (if required), may be submitted sealed envelopes, each envelope clearly labeled "Pursuant to Section 119.071(1)(c), Florida Statutes, the document contained herein is exempt from the mandatory disclosure requirements of the Florida Public records Law. Accordingly it is not subject to Public Inspection." Include your firm's name and the number of the project as shown above. In certain cases (roads and public works projects) may not be subject to the Public Records Law.

Please note:

- 1) Section 126.110 of the Purchasing Code requires that a public official who has a financial interest in a bid or contract make a disclosure at the time that the bid or contract is submitted or at the time that the public official acquires a financial interest in the bid or contract, including but not limited to the public official's name, public office or position held, bid or proposal number, and the position or relationship of the public official with the bidder or proposer.
- 2) A person or affiliate who has been placed on the State of Florida convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to



City of Jacksonville, Florida

Lenny Curry, Mayor

ONE CITY. ONE JACKSONVILLE.

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

June 27, 2019

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

Dear Mayor Curry:

Ref: P-39-19 PB# 1 General Actuarial Services
Finance and Administration Department/Treasury Division

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of rescinding the motion approved by PSEC on June 13, 2019 and signed by the Mayor's designee on June 15, 2019, agreeing to the terms and conditions for piggybacking Contract # 10382 per Section 126.211 and 126.309 of the Purchasing Code.

The following motion/recommendation was rescinded:

That the Finance and Administration Department/Treasury Division of the City of Jacksonville is authorized to enter into an agreement utilizing Contract No.10382 per Purchasing Code 126.309/126.211 with **The Segal Company for Actuarial Consulting Services** incorporating the attached Contract identified as Exhibit 'A' and Fee Summary Exhibit 'B'; (i) the period of service is from date of execution of contract to December 20, 2022; and (ii) provide a not-to-exceed maximum indebtedness of \$200,000.00. All other terms and conditions are per the City's standard contract language.

The following motion/recommendation was adopted:

That the Finance and Administration Department/Treasury Division of the City of Jacksonville is authorized to enter into an agreement utilizing Contract # 10382 per Purchasing Code 126.309/126.211 with **The Segal Company for General Actuarial Consulting Services** incorporating the attached Contract identified as Exhibit 'A' and Fee Summary Exhibit 'B'; (i) the period of service is from date of execution of contract to December 20, 2022; and (ii) provide a not-to-exceed maximum indebtedness of \$200,000.00. All other terms and conditions are per the City's standard contract language.

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

Respectfully submitted,

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

APPROVED:

MR
Sam E. Mousa
Lenny Curry, Mayor

This 28th day of June, 2019

GP: ab
cc:

Council Auditor
James McCain, Jr., OGC
Melba Gray, GAO
Subcommittee Members

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05



ONE CITY. ONE
JACKSONVILLE.

City of Jacksonville, Florida

Retirement System Administrative Office

City Hall at St. James
117 W. Duval St. Suite 330
Jacksonville, FL 32202
(904) 255-7280
citypension@coj.net

February 8, 2023

MEMORANDUM

TO: Dustin Freeman, Chief of Procurement

THRU: Patrick "Joey" Greive, Director of Finance & Administration / CFO

FROM: Paul Barrett, Treasurer

RE: Actuarial Services for City of Jacksonville Disability and Survivorship Plan –
extension of Contract #10382-01

[Handwritten signature]
2-29-19 PB#1
AND#1

On August 23, 2019, the City of Jacksonville entered into a contract with The Segal Company ("Segal") that piggybacked off of the original Contract #10382 for actuarial services relating to the Disability and Survivorship Plan of the City. Segal is already familiar with the benefit structure and rules of the Plans and has already been through a competitive bid process resulting in the current contract with the Board of Trustees and the City.

Therefore, the Finance and Administration Department, Treasury Division, requests that the Professional Services Evaluation Committee approve an award to Segal for an extension of the piggybacked contract for actuarial consulting services. These services would be approved through December 31, 2024. We also request that the not-to-exceed maximum indebtedness amount for the contract extension be set at \$294,000.00 to cover the term of the agreement.

10382-01

**AGREEMENT
UTILIZING BOARD OF TRUSTEES OF THE CITY OF JACKSONVILLE
RETIREMENT SYSTEM CONTRACT
BETWEEN
THE CITY OF JACKSONVILLE
AND
THE SEGAL COMPANY (EASTERN STATES), INC.**

THIS AGREEMENT is made and entered into this 23 day of Aug, 2019 (the "Effective Date"), by and between the **CITY OF JACKSONVILLE** (the "City"), a municipal corporation existing under the Constitution and the laws of the State of Florida, and **THE SEGAL COMPANY (EASTERN STATES), INC.** (the "Contractor"), a New York corporation authorized to transact business in Florida with its principal offices at 2727 Paces Ferry Road, Building One, Suite 1400, Atlanta, Georgia 30339.

RECITALS:

WHEREAS, on December 21, 2017, the Board of Trustees of the City of Jacksonville Retirement System ("Board") entered into a contract with Contractor attached to this Agreement as Exhibit A (the "Board Contract") for actuarial consulting services as described in the Board Contract (the "Services");

WHEREAS, the Board Contract is in full force and effect through December 20, 2022;

WHEREAS, Sections 126.211 and 126.309 of the Jacksonville Procurement Code, *Ordinance Code*, allows the City to use contracts of other local governmental entities which have been competitively procured and awarded; and

WHEREAS, City's Professional Services Evaluation Committee ("PSEC") approved this Agreement on June 28, 2019.

NOW THEREFORE, for good and valuable consideration, the parties agree as follows:

1. The above stated recitals are accurate, true, and correct and, by this reference, are made a part of and incorporated in this Agreement.
2. City engages Contractor and Contractor accepts the engagement for the purpose of providing actuarial consulting services to the City related to an actuarial valuation report for the Disability and Survivorship Plan of the City. The provisions, terms, and conditions of the Board Contract shall apply unless superseded by the provisions of this Agreement. Any conflict between the provisions of this Agreement and those in the Board Contract shall be resolved in favor of this Agreement, but only to the extent of any conflict.
3. City shall designate a Project Coordinator who will, on behalf of the City, coordinate with Contractor and administer this Agreement. It shall be the responsibility of

Contractor to coordinate all activities with the CITY's designated Project Coordinator. The City's Project Coordinator shall be Randall Barnes, Treasurer (Telephone: 904-255-5351; E-mail: rbarnes@coj.net).

4. The term of this Agreement shall commence on the Effective Date and shall continue and remain in full force through December 20, 2022 (the "Term").

5. During the Term, the services shall be available to all using agencies and other political subdivisions, boards, agencies, or authorities existing in Duval County that may desire to purchase the services at the contract price provided herein.

6. The City will compensate Contractor for the services provided hereunder in accordance with a purchase order issued and used by the City's Procurement Division; *provided however*, the payment invoice shall be sent to the authorized City representative as specified in the purchase order or other subsequent written instrument signed by City's Project Coordinator.

7. Contractor will comply with the indemnification and insurance obligations set forth in the Board Agreement.

8. As required by Section 106.431, *City of Jacksonville Ordinance Code*, for the Term of this Agreement, the maximum indebtedness of the City for all fees, reimbursable items, or other costs for the Services provided by Contractor under this Agreement is an up to, not to exceed sum of TWO HUNDRED THOUSAND AND 00/100 DOLLARS (\$200,000.00). No funds will be encumbered at the time of execution of this Agreement; funds will be encumbered by subsequent purchase order or check request. All financial obligations of the City under this Agreement shall be subject to the availability of funds duly appropriated hereto.

9. Notices to the parties under this Agreement shall be delivered by certified mail, return receipt requested, or by other delivery with receipt to the following:

As to the City:

Randall Barnes
Treasurer
City of Jacksonville
117 W. Duval Street, Suite 300
Jacksonville FL 32202

As to the Contractor:

Jeff Williams
The Segal Company (Eastern States), Inc.
2727 Paces Ferry Road, Building One, Suite 1400
Atlanta, GA 30339

10. As required by Section 126.108(b), *City of Jacksonville Ordinance Code*, the Contractor must comply with any and all applicable federal, state, and local laws, rules, regulations, and ordinances, as the same exist and may be amended from time to time. Such laws,

rules, regulations, and ordinances shall include, but are not limited to, Chapter 119, Florida Statutes (the Florida Public Records Law), and Section 286.011, Florida Statutes (the Florida Sunshine Law). If any of the obligations of this Agreement are to be performed by a subcontractor, the provisions of this section shall be incorporated into and become a part of the subcontract.

11. The parties will follow the provisions of Section 126.112, *City of Jacksonville Ordinance Code*, with respect to required disclosures by public officials who have or acquire a financial interest in a bid or contract with the City, to the extent the parties are aware of the same.

12. As required by Section 126.404, *City of Jacksonville Ordinance Code*, the Contractor represents that it has adopted and will maintain throughout the term of this contract a policy of nondiscrimination or harassment against any person with regard to race, color, sex (including pregnancy), sexual orientation, gender identity or expression, religion, political affiliation, national origin, disability, age, marital status, veteran status, or any other impermissible factor in recruitment, hiring, compensation, training, placement, promotion, discipline, demotion, transfers, layoff, recall, termination, working conditions and related terms and conditions of employment. The Contractor agrees that, on written request, it will permit reasonable access to its records of employment, employment advertisement, application forms and other pertinent data and records, by the Executive Director of the Jacksonville Human Rights Commission, or successor agency or commission, for the purpose of investigation to ascertain compliance with the nondiscrimination provisions of this Agreement; *provided however*, that the Contractor shall not be required to produce, for inspection, records covering periods of time more than one (1) year prior to the day and year first above written. The Contractor agrees that, if any of the Services to be provided pursuant to this Agreement are to be performed by a subcontractor, the provisions of this Section 12 shall be incorporated into and become a part of the subcontract.

13. The City, pursuant to Section 287.135(3)(c), Florida Statutes, may terminate this Agreement at City's option if Contractor:

- (a) Is found to have submitted a false certification under Section 287.135(5), Florida Statutes;
- (b) Has been placed in the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel;
- (c) Has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Section 215.473, Florida Statutes; or
- (d) Has engaged in business operations in Cuba or Syria.

14. Contractor acknowledges and agrees that City is subject to the Florida Public Records Act, Chapter 119, Florida Statutes (the "Public Records Act") and to certain provisions of Chapter 286, Florida Statutes, relating to public meetings and records. Contractor also acknowledges and agrees that City has certain obligations to allow for inspection and copying of public records pursuant to Article I, Section 24 of the Constitution of the State of Florida (the "Constitution", and together with the Public Records Act and the applicable parts of Chapter 286, Florida Statutes, the "Sunshine Laws"). City is subject to certain disclosure requirements under the Sunshine Laws, and such disclosure requirements and the provisions of this Article 10 shall be

superior to and shall supersede any confidentiality restrictions or other obligations imposed on City under the Board Contract.

In accordance with Section 119.0701, Florida Statutes, Contractor shall:

- (i) Keep and maintain public records required by City to perform the services; and
- (ii) Upon request from City's custodian of public records, provide City with a copy of the requested records or allow records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- (iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term and following completion of this Agreement if Contractor does not transfer the records to City; and
- (iv) Upon completion of this Agreement, transfer to City at no cost all public records in possession of Contractor or keep and maintain public records required by City to perform the service in accordance with this Agreement. If Contractor transfers all public records to City upon completion of this Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Agreement, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to City upon request from City's custodian of public records in a format that is compatible with City's information technology systems.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CITY'S CUSTODIAN OF PUBLIC RECORDS AT (904) 630-7678; PRR@COJ.NET; CITY OF JACKSONVILLE, PUBLIC RECORDS REQUEST, 214 N. HOGAN STREET, SUITE 1180, JACKSONVILLE, FLORIDA 32202.

15. Notwithstanding anything to the contrary in the Board Contract, the rights, obligations, and remedies of the parties as specified under this Agreement and all documents and provisions incorporated herein shall be interpreted and governed in all aspects by the laws of the State of Florida. Should any provision of this Agreement be determined by the courts to be illegal or in conflict with any law of the State of Florida, the validity of the remaining provisions shall not be impaired. Venue for litigation of the Agreement shall be in courts of competent jurisdiction located in Jacksonville, Duval County, Florida.

16. This Agreement may be executed in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

[Remainder of page is left blank intentionally. Signature page follows immediately.]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

ATTEST:

CITY OF JACKSONVILLE:

By James R. McCain, Jr.
James R. McCain, Jr.
Corporation Secretary



Brian Hughes
Lenny Curry, Mayor
Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

In compliance with the *Ordinance Code* of the City of Jacksonville, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing Agreement, and provision has been made for the payment of the monies provided therein to be paid from the following account:

[Signature]
Director of Finance
10382-01

Form Approved:

[Signature]
Office of General Counsel

WITNESS:

THE SEGAL COMPANY
(EASTERN STATES), INC.

By Deborah K. Brigham

By [Signature]

Deborah K. Brigham

Jeffrey S. Williams

Senior Vice President and Actuary

Vice President and Consulting Actuary

**EXHIBIT A
BOARD CONTRACT**



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

ONE CITY ONE JACKSONVILLE.

February 9, 2023

TO: Dustin Freeman, Chairman
Professional Services Evaluation Committee

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

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

Renee H. Hunter
Chief, Real Estate *Renee Hunter*

SUBJECT: P-17-20 Right-of Way and Property Acquisition Services- Annual Contract
HDR Engineering, Inc. Contract 70916-21 Amendment 2

Contract 70916-21 is set to expire 3/28/23. All work has been performed satisfactorily for the past two years. Section 1.2 of the contract allows for two, two year renewals. Therefore, we wish to extend the contract for the 1st of the two year renewals. There is no rate increase associated with this amendment. This agreement is under the Encouragement Plan.

Accordingly, this is to recommend that Contract 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 extend the period of service from March 28, 2023 thru March 27, 2025 and to increase the maximum indebtedness by \$2,000,000.00 to a new maximum of \$4,000,000.00, with all other terms and conditions of the Agreement remaining unchanged.

RGS/aw

cc: Lori A. West, Engineering Contract Specialist



February 1, 2023

City of Jacksonville
Robin G. Smith, PE
Public Works Project Manager
Engineering & Construction Management Division
214 North Hogan Street 10th floor
Jacksonville, FL 32202

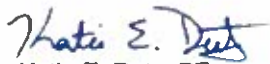
Re: Professional Design Services for Right of Way Property Acquisition Services
Contract No. P-17-20

HDR Engineering, Inc. is requesting to extend to the term of Contract No. P-17-20 in accordance with Section 4 (Term) for an additional two (2) years. The new end date would become March 28, 2025.

In addition, we are requesting a revision to Section 2 (Compensation) to the schedule of proposed price / rates. A revised EXHIBIT B is attached.

We appreciate the opportunity to provide continuing services to the City of Jacksonville. If you have any questions, or comments, please reach out to George McGregor at 904 360 5974.

Sincerely,


Katie E. Duty, PE
Vice President

Cc: George McGregor, V.P.
HDR Engineering, Inc.



Form 1- SCHEDULE OF Proposed PRICE/RATES

NAME OF CONTRACTOR

HDR Engineering, Inc.

Proposal Number

P-17-20 Right-of-Way and Property Acquisition Services -
Annual Contract

1. Average hourly direct labor rates (without Fringe Benefits)

Principal	\$ <u>127.00</u> hr.
Project Manager (Responsible Professional)	\$ <u>63.00</u> hr.
Real Estate Agent	\$ <u>55.00</u> hr.
Engineer	\$ <u>49.50</u> hr.
Project Controls	\$ <u>40.00</u> hr.
Clerical (Typist, Word Processor, Document Assembly, etc.)	\$ <u>25.00</u> hr.

2. Total Overhead Rate (to be applied to Direct Labor:) \$ 159.9 %

3. Profit Rate (to be applied to Direct Labor plus Overhead) \$ 10 %

4. Cost of 4-man survey crew per 8 hour day (If applicable) \$ NA hr.

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

6. Estimated percentage of total fee to be performed by subconsultants 24 %

7. Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel

**FIRST AMENDMENT TO ANNUAL CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
HDR ENGINEERING, INC.
FOR
PROFESSIONAL DESIGN SERVICES
FOR
RIGHT OF WAY AND PROPERTY ACQUISITION SERVICES**

70916-21
AMO #1

THIS FIRST AMENDMENT to for professional services for the acquisition of rights of way, easements, and properties required for the construction of buildings, roadways, drainage projects, and site improvement projects at various locations in Jacksonville is made and entered into this 28 day of October, 2022, by and between the **CITY OF JACKSONVILLE**, a municipal corporation existing under the Constitution and the laws of the State of Florida (the "City"), and **HDR ENGINEERING, INC.**, a foreign profit corporation with its principal office at 1917 South 67th Street, Omaha, Nebraska 68106 (the "Consultant").

WHEREAS, on March 29, 2021, City and Consultant made and entered into City of Jacksonville Contract No. 70916-21 (the "Contract"); and

WHEREAS, said Contract has not been amended previously; and

WHEREAS, said Contract should be amended by increasing the maximum indebtedness by \$1,000,000.00 to a new total maximum indebtedness not to exceed \$2,000,000.00, with all other provisions, terms, and conditions of said Contract remaining unchanged; now therefore

IN CONSIDERATION of the premises and the mutual covenants contained below and of other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree as follows:

1. The above-stated recitals are accurate, true, and correct and are incorporated herein and made a part hereof by this reference.

2. Section 3 of said Contract is amended by increasing the maximum indebtedness by \$1,000,000.00 to a new total maximum indebtedness not to exceed \$2,000,000.00, and as amended shall read as follows:


"3. **Maximum Indebtedness.** As required by Section 106.431, *Ordinance Code*, City's maximum indebtedness for the Services under this Contract for the period of


service shall be a fixed monetary amount not-to-exceed TWO MILLION AND 00/100 DOLLARS (\$2,000,000.00)."

SAVE AND EXCEPT as expressly amended in and by this instrument, the provisions, terms, and conditions of said Contract shall remain unchanged and shall continue in full force and effect.


IN WITNESS WHEREOF, the parties have executed this First Amendment to Contract as of the day and year first above written.

ATTEST:

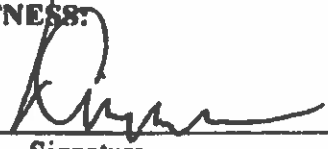
By  _____
James R. McCann, Jr.
Corporation Secretary



CITY OF JACKSONVILLE

By  _____
Lenny Curry
Mayor
Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02


WITNESS:

By  _____
Signature
Victor A. Condezo

Type/Print Name
Administrative Office Manager

Title

HDR ENGINEERING, INC.

By  _____
Signature
Katie E. Duty PE

Type/Print Name
Vice President

Title

Encumbrance and funding information for internal City use:

Account.....

Amount..... \$1,000,000.00

Total Maximum Indebtedness: \$2,000,000.00

The above-stated amount is the maximum fixed monetary amount of the foregoing contract. It shall not be encumbered by the foregoing contract. It shall be encumbered by one (1) or more subsequently issued purchase order that must reference the foregoing Contract. All financial examinations and funds control checking will be made at the time such purchase orders are issued.

In accordance with Section 24.103(e), *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing agreement; *provided however*, this certification is not nor shall it be interpreted as an encumbrance of funding under this Contract. Actual encumbrances shall be made by subsequently issued purchase orders, as specified in said Contract.



Director of Finance
City Contract No. 70916-21

Form Approve:



Office of General Counsel



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

June 30, 2022

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

Dear Mayor Curry:

Ref: P-17-20 Right-Of-Way and Property Acquisition Services - Annual Contract (Amendment No. 1)
Department of Public Works/Engineering & Construction Management Division

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. 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.

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

Respectfully submitted,

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

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

APPROVED:

Lenny Curry
Lenny Curry, Mayor

This 30th day of June 2022

GP:ob

cc: Council Auditor
Trinity Pinisoff, OGC
Subcommittee Members

Contract Purchase Agreement POA-70916-21 Change Order 2



POA-70916-21
26-FEB-2021
2
01-JUL-2022
1
2,000,000.00 USD
P-17-20

Sold To
 City of Jacksonville
 117 West Duval Street
 Suite 375
 JACKSONVILLE, FL 32202
 US

Supplier HDL Engineering, Inc.
 76 South Laura Street
 Suite 1600
 JACKSONVILLE, FLORIDA 32202

Notes C/O to increase maximum by
 \$1,000,000.00 Amd #1

21008	Net 30	Freight Prepaid	FOB Destination	Best Way
03-Feb-2021	02-Feb-2023		Alexandria Baker abaker@coj.net 904-2558830	

DRAFT

This Order is subject to the General conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012821607C-8	Approved by Gregory Pease, Chief Procurement Division <div style="text-align: right; margin-top: 20px;"> </div>
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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

February 14, 2023

TO: Dustin Freeman, Chairperson
Professional Services Evaluation Committee

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

FROM: Nikita Reed, P.
Public Works Project Manager

Thomas G. McKnight
Capital Improvement Construction Manager

RE: P-46-22 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR
FEDERALLY FUNDED PROJECTS

The subcommittee received two (2) proposals for evaluation for the subject project and found them to be responsive, interested, qualified and available to provide the services required by the RFP. A request was submitted to and approved by the Professional Services Evaluation Committee to allow grading of the two proposals.

Permission by PSEC was given to evaluate the proposals using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

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

Based on the above, the following firms were determined to be qualified to perform the required services.

1. England-Thims & Miller, Inc.
2. Half Associates, Inc.

We recommend that the above list be forwarded to the Mayor for final selection.

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

Evaluation Matrix

EVALUATION SCALE 1-----20

PROJECT: P-46-22

QUALIFIED

EXTREMELY QUALIFIED

Construction Engineering and Inspection Services for Federally Funded Horizontal (Civil) and Vertical (Architectural) Projects

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	Willingness to meet time & Budget	OVERALL
MAXIMUM POINTS	20	10	5	20	5	20	10	90
HALFF ASSOCIATES, INC.	18.00	10.00	5.00	18.50	4.63	19.00	8.50	83.63
ENGLAND-THIMS & MILLER, INC	20.00	10.00	5.00	18.50	5.00	20.00	9.50	88.00



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

ONE CITY. ONE JACKSONVILLE

TO: Dustin Freeman, Chairperson
Professional Services Evaluation Committee

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

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

Tom McKnight, Manager, Construction Management Section *Tom McKnight*
Engineering and Construction Management Division

DATE: February 16, 2023

**RE: REQUEST FOR PROPOSALS – RFP NO. P-47-22
CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR
FOUR FIRE STATION 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 \$1,800,000.
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 Tom McKnight, Manager, Construction Management Section, Engineering and Construction Management Division, 255-8744, 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