

**PUBLIC NOTICE  
PSEC AGENDA  
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**

**Thursday, June 1, 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](#)

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

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

Subcommittee Members	ITEM #	BID/RFP #	TITLE & ACTION	MOTION	CONTRACT EXP	OUTCOME
Tracy Flynn Barbara Holton	1	P-12-23	Subcommittee Report Workers Compensation Managed Care Services Finance Administration Department/Risk Management Division	It is the consensus of the committee that of the five (5) proposals received in response to the Request for Proposal, all were found to be responsive, interested, qualified and available to provide the required services. The ranking of first, second and third designates the order of qualification of these firms to perform the services and alphabetically they are:  2) ComplIQ Solutions 1) Rising Medical LLC 3) USIS, Inc., AmeriSys  We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>Rising Medical, LLC</u> , the number one (1) ranked firm.		
Lori Boyer Steve Kelley	2	P-25-23	Introduce & Review Scope Real Estate Development Consultant Downtown Investment Authority	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.		
Paul Crawford Wendy Khan	3	P-13-23	Approval to proceed with Evaluation of the One (1) Proposal Received Contracts Management, Maintenance and Caretaker Support for Cecil Commerce Center/Alliance Florida Office of Economic Development	That the committee approves proceeding with evaluation of the one (1) proposal received in accordance with 126.302(f) of the Procurement Code.		

Robin Smith Nikita Reed	4	P-23-23	<b>Introduce &amp; Review Scope Master Stormwater Management Plan (MSMP) Program Management Services</b> Department of Public Works/Engineering & Construction Management Division	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.		
Robin Smith Tom McKnight	5	P-27-23	<b>Introduce &amp; Review Scope Construction Engineering and Inspection Services For Southbank Bulkhead Replacement Projects</b> Department of Public Works/Engineering & Construction Management Division	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.		
Robin Smith Thomas McKnight	6	P-43-20	<b>Contract Amendment No. 1 Construction Engineering and Inspection Services for the Emerald Trail Tier 1 Projects</b> Department of Public Works/Engineering & Construction Management Division	That Contract No. 71149-21, originally executed August 25, 2021, between the City and Meskel & Associates, PLLC for Construction Engineering and Inspection Services for the Emerald Trail Tier 1 Projects be amended to incorporate the Attached Scope of Services identified as Exhibit 'C' and Fee Summary identified as Exhibit 'D'; increase the not-to-exceed limit for Construction Engineering and Inspection Services by \$289,037.01 to a new limit of \$963,769.90; thereby increasing the maximum indebtedness to the City by \$289,037.01 to a new maximum of \$963,769.90 all other terms and conditions shall remain unchanged.	<i>"To Project Completion"</i>	
Robin Smith Daryl Weinstein	7	P-47-22	<b>Fee &amp; Contract Negotiation CEI Services for Four Fire Station Projects</b> Department of Public Works/Engineering & Construction Management Division	That the City of Jacksonville enter into a contract with VIA Consulting for the provision of CEI Services for Four Fire Station Projects that incorporates the attached Scope of Services identified as Exhibit 'A' and Fee Schedules identified as Exhibit 'B'; each project performed under this agreement shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto; the maximum indebtedness of the City pursuant to this agreement is \$2,500,000.00; the Period of Service will be from execution of the contract to Project Completion. All other terms and conditions are per the RFP and the City's standard contract language.		
Meeting Adjourned:						

*"The next PSEC meeting is scheduled to be held on Thursday, June 15, 2023."*





ONE CITY. ONE JACKSONVILLE.

# City of Jacksonville, Florida


*Lenny Curry, Mayor*


Division of Insurance and Risk Management  
117 West Duval Street  
Suite 335  
Jacksonville, FL 32202  
(904) 630-7521  
www.coj.net

## MEMORANDUM

May 22, 2023

**TO:** Dustin Freeman, Chairman  
Professional Services Evaluation Committee

**FROM:** Tracy Flynn, Chief   
Finance and Administration Department/Risk Management Division

Barbara Holton, WC Manager   
Finance and Administration Department/Risk Management Division

**Subject:** Subcommittee Report Letter for P-12-23 WC Manage Care Services

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The subcommittee received five (5) proposals for evaluation for the above referenced project and found all of them to be responsive, interested, qualified and available to provide the services required by the RFP.

The proposals were evaluated using the criteria outlined in the Purchasing Code as modified by the RFP (Attachment B – Evaluation Matrix). The Price Sheets (Form 1 – Price Sheet) for all proposers are provided.

Based on the above, the following proposers are determined to be qualified to perform the required service and these proposers in ranking order are:

1. Rising Medical
2. ComplQ Solutions
3. USIS, Inc., AmeriSys

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

Attachments:  
Scoring Matrix  
Form 1 – Price Sheet (All Proposers)  
Attachment B – Evaluation Matrix

Evaluation Matrix

EVALUATION SCALE

1 \_\_\_\_\_ 25

PROJECT NO. P-12-23

EXTREMELY QUALIFIED

PROJECT TITLE:

Workers Compensation Managed Care Services

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	Quotation of Rates, Fees, Charges	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
<b>MAXIMUM POINTS ASSESSED</b>	<b>25</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>10</b>	<b>5</b>	<b>10</b>	<b>10</b>	<b>20</b>	<b>5</b>	<b>100</b>
Corvel Healthcare Corp	20.00	4.00	4.50	2.50	8.00	3.50	9.00	3.50	10.00	5.00	70.00
Broadspire	12.50	4.50	5.00	2.50	4.00	4.50	8.50	4.50	4.50	5.00	55.50
CompiQ Solutions	23.50	4.50	5.00	5.00	8.00	2.50	9.00	8.50	15.50	5.00	86.50
AmeriSys Rising Medical Solutions	25.00	5.00	5.00	5.00	9.00	3.50	9.50	10.00	20.00	5.00	97.00

Form 1 - Price Sheet

**NAME OF CONSULTANT** Rising Medical Solutions, LLC

**Proposal Number** P-12-23

**Proposed Flat Annual Cost for ALL REQUESTED SERVICES:**

**Medical Bill Review**

<b>Term</b>	<b>Proposed Cost</b>
October 1, 2023 – September 30, 2024	<b>\$376,250</b>
October 1, 2024 – September 30, 2025	<b>\$387,538</b>
October 1, 2025 – September 30, 2026	<b>\$399,164</b>
October 1, 2026 – September 30, 2027	<b>\$411,139</b>
October 1, 2027 – September 30, 2028	<b>\$423,473</b>

Please outline ALL variable costs which are not included above.

Similar to the City's existing contract with its current vendor, in addition to the flat Annual Cost as outlined above, we propose the City will pay Rising an additional fee for "Catastrophic Claim" medical bill review. The additional fee will be equal to 23% of all savings below Florida Fee Schedule. In order to maximize savings for the City, Rising proposes a "Catastrophic Claim" is any claim with a bill(s) over \$100,000.

If the City's preference is to eliminate variable pricing from all vendor contracts moving forward, adjusted flat rate pricing can be provided.

Please confirm that all services outlined in the Transition Phase are included in above pricing.

Yes. All services outlined in the Transition Phase are included in the above pricing. The pricing includes all the services listed on the following page.

**>> SEE NEXT PAGES:**

- **List of Included Medical Bill Review Services**
- **Pricing & Program Analysis – Opportunities for Added Savings & Value**
- **On-Site Nurse Price Sheet**

Form 1 - Price Sheet

NAME OF CONSULTANT Rising Medical Solutions, LLC

Proposal Number P-12-23

Proposed Flat Annual Cost for ALL REQUESTED SERVICES:

**2 Onsite Nurses**

Term	Proposed Cost
October 1, 2023 – September 30, 2024	\$234,058
October 1, 2024 – September 30, 2025	\$241,079
October 1, 2025 – September 30, 2026	\$248,312
October 1, 2026 – September 30, 2027	\$255,761
October 1, 2027 – September 30, 2028	\$263,434

Please outline ALL variable costs which are not included above.

For two (2) experienced onsite nurses, Rising can provide the staffing for a 35% mark-up over cost or a fixed rate as defined above.

In addition, Rising can perform these services on an ad hoc, remote basis billable to the file.

Please confirm that all services outlined in the Transition Phase are included in above pricing.

Yes. All services outlined in the Transition Phase are included in the above pricing.

**Form 1 - Price Sheet**

NAME OF CONSULTANT ComplIQ Solutions LLC

Proposal Number P-12-23

**Proposed Flat Annual Cost for ALL REQUESTED SERVICES:**

Term	Proposed Cost	
October 1, 2023 – September 30, 2024	<u>Bill Review Services:</u> \$650,000.00	<u>Two Onsite Nurses:</u> Each: \$221,250.00 Total: \$442,500.00
October 1, 2024 – September 30, 2025	<u>Bill Review Services:</u> \$675,000.00	<u>Two Onsite Nurses:</u> Each: \$227,100.00 Total: \$454,200.00
October 1, 2025 – September 30, 2026	<u>Bill Review Services:</u> \$695,000.00	<u>Two Onsite Nurses:</u> Each: \$233,000.00 Total: \$466,000.00
October 1, 2026 – September 30, 2027	<u>Bill Review Services:</u> \$705,000.00	<u>Two Onsite Nurses:</u> Each: \$239,150.00 Total: \$478,300.00
October 1, 2027 – September 30, 2028	<u>Bill Review Services:</u> \$725,000.00	<u>Two Onsite Nurses:</u> Each: \$245,500.00 Total: \$491,000.00

*Tad Kim  
5/12/2023*

Please outline ALL variable costs which are not included above.

**COMPIQ RESPONSE** - None, all variable costs are included in above, including for administering the preferred services of PPO and Pharmacy Management Services which are contained under the Bill Review Services fees outlined above.

Please confirm that all services outlined in the Transition Phase are included in above pricing.

**COMPIQ RESPONSE** - Please accept this as confirmation that all Transition Phase costs, fees, etc. are included in the above pricing.



Form 1 - Price Sheet

NAME OF CONSULTANT USIS, Inc. dba AmeriSys

Proposal Number P-12-23

**Proposed Flat Annual Cost for ALL REQUESTED SERVICES:**

<b>Term</b>	<b>Proposed Cost Including Bill Review and 2 Onsite Telephonic Nurse Case Managers</b>
October 1, 2023 – September 30, 2024	\$724,750.00
October 1, 2024 – September 30, 2025	\$724,750.00
October 1, 2025 – September 30, 2026	\$742,869.00
October 1, 2026 – September 30, 2027	\$761,441.00
October 1, 2027 – September 30, 2028	\$780,477.00

<b>Term</b>	<b>Proposed Cost Including Bill Review Only</b>
October 1, 2023 – September 30, 2024	\$374,750.00
October 1, 2024 – September 30, 2025	\$374,750.00
October 1, 2025 – September 30, 2026	\$384,119.00
October 1, 2026 – September 30, 2027	\$393,722.00
October 1, 2027 – September 30, 2028	\$403,565.00

Please outline ALL variable costs which are not included above.  
**No variable costs.**

Please confirm that all services outlined in the Transition Phase are included in above pricing. Since we are the incumbent, there would be no need for a transition plan. This will assure maximum efficiency, as there will be no loss of claims momentum by changes in claims adjusters, no costs for data conversions, no delays in services related to transition and no additional time required to orient, train and coordinate a new claims team.

## Attachment B- Evaluation Matrix

The evaluations will be based upon the following criteria, and Consultants are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** The response to each of the criterion will be evaluated relative to the other responses received and will be awarded a score of 1 through maximum points. **Consultants are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.**

1. **COMPETENCE.** Including professional and/or technical education and training; experience in the kind of projects to be undertaken; availability of adequate personnel, equipment and facilities and the extent of repeat business of the persons. Provide names and resumes of all individuals to be assigned to this project. List previous projects similar to the one in the RFP, which have been satisfactorily completed. Provide resumes of principal staff/project manager showing years of experience in the field to which they are assigned for this project. **(25 points maximum score)**
2. **CURRENT WORKLOAD.** Provide the number and size of the projects currently being performed. Discuss past ability to deliver projects on a timely basis under similar current workload conditions. **(5 points maximum score)**
3. **FINANCIAL RESPONSIBILITY.** Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Consultant may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion. **(5 points maximum score)**
4. **ABILITY TO OBSERVE AND ADVISE WHETHER PLANS AND SPECIFICATIONS ARE BEING COMPLIED WITH, WHERE APPLICABLE.** Describe experience, ability, and understanding of Consultant and assigned personnel in observing and monitoring instruction or direction to similarly related tasks. **(5 points maximum score)**
5. **PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS.** Provide a list of completed projects that are similar in nature and scope to the project under consideration with references to include owner's contact person and telephone number. Describe any outstanding accomplishments that relate to specific services being sought. Responding to this evaluation criterion necessitates that Consultants include statements of their past and present record of professional accomplishments or performance with the City of Jacksonville and its various "using agencies," which is defined in the Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of Buyer and an independent agency required by law or voluntarily requesting to utilize for services of the (Procurement) Department"; and with any of Buyer's "Independent Authorities"; and on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. **(10 points maximum score)**
6. **PROXIMITY TO THE PROJECT.** Document the location of Consultant's corporate headquarters, which, if located in Jacksonville, Florida, no further information is required under this criterion and maximum points will be awarded. If Consultant's corporate headquarters are not located in Jacksonville, Florida, please document the location and the nature of business of Consultant's branch office(s), if any, that are located in and/or that are closest to Jacksonville, Florida, the number of employees assigned thereto and the period of continuous existence thereof. Additionally, Consultants are requested to






# Downtown Investment Authority

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## MEMORANDUM

**TO:** Dustin Freeman  
Chief of Procurement Division

**FROM:** Lori Boyer  
Downtown Investment Authority, CEO 

**SUBJECT:** Request for Proposal: Real Estate Development Consultant Professional Services

**DATE:** May 1, 2023 *P-25-23*

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Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study:

**The DIA is seeking an established Consultant/Consultant Team that can assist DIA on an as-needed basis and possesses in-depth knowledge and expertise in real estate development, downtown urban planning and community redevelopment agency processes, land acquisition and property disposition, financial modeling, real estate market analysis/valuations, and other tasks and analysis as it relates to real estate transactions, property disposition, and project analysis, and other critical tasks as it relates to issues of interest to the DIA's implementation of the BID Plan.**

2. The Objective of the study or services:

- **Tracking of DIA Performance Measures contained in the BID Plan; and**
- **Research various aspects of the BID Plan, incentive structures, local ordinances and state law, and similar programs and plans in other jurisdictions, as may be requested by the DIA CEO; and**
- **Advise the DIA CEO on regulatory and legislative issues at the local, state, and federal level that can either assist or impede the implementation of the BID.**
- **Review and provide analysis of the legal ownership of property, including review and analysis of title documents, legal descriptions;**
- **Assist the DIA in obtaining plans, right-of-way maps, title searches, title commitments, owner's title policies, appraisals, etc. to prepare for a disposition;**
- **Develop a timeline and acquisition/disposition strategy for publicly controlled assets portfolio to generate mix-use redevelopment opportunities within Downtown. This may include is not limited to structuring, property valuation, negotiating, documenting, and closing issues relative to acquisitions and dispositions; and**

- **Provide other real property services requested by the City to plan, implement, negotiate, purchase, sell, lease and acquire the property assigned by the City; and**
- **Prepare financial models and analysis of development projects under review; and**
- **Other professional services as more fully described in the attached Scope of Services.**

3. The estimated period of time needed for the service or study:

**One year from the date of execution of agreement with up to two (2), one-year extensions.**

4. The estimated cost of the service or study:

**Not to exceed seventy-five thousand dollars (\$75,000.00) for the first term and up to one hundred thousand dollars (\$100,000.00) for each renewal term thereafter, for a cumulative not-to-exceed value of two hundred seventy-five thousand dollars (\$275,000.00).**

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service:

**The services sought will not duplicate existing or past services.**

6. List of current contracts or prior services or studies which are related to the proposed study or service.

**There are no existing contracts or services related to the proposed services being sought. The DIA/City had a prior contract with Infinity Global Solutions for somewhat similar services, as well as lobbying, but that agreement expired and was not renewed. The DIA also had a contract with Urban Vision Consulting for similar on-call research and analysis services, but that contract has also expired.**

7. A statement as to why the service/study cannot be done by department or agency staff:

**DIA has been unable to fill two vacant positions despite repeated advertisements and is need of additional capacity to perform its core responsibilities efficiently and effectively and in a timely manner. Use of a Consultant/Consultant Team with existing expertise increases the capacity of the DIA on an as-needed basis, a savings of both cost and time to the DIA and the City. Further, certain expertise sought in this RFP is beyond that of current DIA staff.**

8. The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members.

**Lori Boyer, Chief Executive Officer, Downtown Investment Authority  
904-255-5301**

**Steve Kelley, Director of Downtown Real Estate and Development, Downtown Investment Authority  
904-255-5304**

9. A project funding account number

**00111 135102 531090 000000 00000000 00000 0000000**

10. The names and email addresses of specific consultants the using agency wishes to be included in the solicitation process.

**TBD**

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated April, 2022

(See: <http://inside.coj.net/op/pr/default.aspx>)



Lori Boyer, Chief Executive Officer, Downtown Investment Authority  
Sub-committee Member Signature

Attachments: Scope of Services  
Minimum Qualifications  
Scoring and Evaluation Criteria





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# City of Jacksonville, Florida

*Lenny Curry, Mayor*

City Hall at St. James  
117 W. Duval St.  
Jacksonville, FL 32202  
(904) 630-CITY  
www.coj.net

## MEMORANDUM

Date: May 25, 2023

To: Dustin Freeman, Chairman  
Professional Services Evaluation Committee

From: Paul Crawford, Director of Business Development  
Office of Economic Development *PC*

Wendy Khan, Director of Operations  
Office of Economic Development *Wendy K*

Subject: **Review of RFP Submittal for P-13-23 Contracts Management and Maintenance/Caretaker Support Cecil Commerce Center**

The Office of Economic Development received only one (1) proposal for the **Contracts Management and Maintenance/Caretaker Support Cecil Commerce Center** Request for Proposal(s).

Per Section 126.302(f) of the Procurement Code If:

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

The RFP was advertised on April 27, 2023, with a deadline of May 24, 2023 to submit the bids. Per code, the RFP was advertised on the City's Procurement website and in a local newspaper. In addition, a non-mandatory pre-proposal meeting was held onsite May 10, 2023 for any interested parties. It is our professional opinion that all reasonable steps were taken to advertise this RFP and no significant advantage would be gained by resoliciting the RFP. Therefore, we request to ensure the continued services by proceeding with evaluation of the proposal received.








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# City of Jacksonville, Florida


*Lenny Curry, Mayor*

Department of Public Works  
Engineering & Construction Management Division  
214 N. Hogan Street, 10<sup>th</sup> 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.   
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:** May 22, 2023

**RE: REQUEST FOR PROPOSALS – RFP NO. P-23-23  
MASTER STORMWATER MANAGEMENT PLAN (MSMP)  
PROGRAM MANAGEMENT SERVICES**

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 \$1,000,000.
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





ONE CITY. ONE JACKSONVILLE.

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Department of Public Works  
Engineering & Construction Management Division  
214 N. Hogan Street, 10<sup>th</sup> 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.  
Director of Public Works

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

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

**DATE:** May 23, 2023

**RE: REQUEST FOR PROPOSALS – RFP NO. P-27-23  
CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR  
SOUTHBANK BULKHEAD REPLACEMENT 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 \$1,600,000.
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





# City of Jacksonville, Florida

**Lenny Curry, Mayor**

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

ONE CITY ONE JACKSONVILLE

May 15, 2023

TO: Dustin Freeman, Chairman  
Professional Services Evaluation Committee

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

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

Thomas G. McKnight  
Capital Improvement Construction Manager

SUBJECT: P-43-20 Construction Engineering and Inspection Services for the Emerald Trail Tier 1 Projects  
Contract 71149-21/ PO 627185-21

Additional Construction Engineering and Inspection Services are needed due to unforeseen delays in construction. Negotiations have resulted in the attached Scope of Services, Exhibit C and Contract Fee Schedule, Exhibit D. Meskel & Associates Engineering, PLLC is committed to meeting the 30% JSEB Participation Goal.

Accordingly, this is to recommend that Contract #71149-21, originally executed August 25, 2021, between the City and Meskel & Associates Engineering, PLLC for Construction Engineering and Inspection Services for the Emerald Trail Tier 1 Projects be amended to incorporate the attached Scope of Services, Exhibit C and Fee Summary, Exhibit D to increase the not to exceed limit for Construction Engineering and Inspection Services by \$289,037.01 to a new limit of \$963,769.90; thereby increasing the maximum indebtedness to the city by \$289,037.01 to a new maximum of \$963,769.90. All other terms and conditions are as provided in the RFP and the City's standard contract language. Known as Amendment 1.

Funding for this project is as follows:

ACCOUNTS:	TOTAL
32111.153101.565051.010113.00.00.00	
010113	
PWCP Public Works Cap'l Proj-Otr Trans Svcs	
565051	
1	
32111-384020	
Total	\$289,037.01

SDL/lw

Attachment: Exhibits A & B  
JSEB Participation

cc: Lori West, Engineering and Construction Management





February 16, 2023

Mr. Aaron Heric  
City of Jacksonville Public Works  
214 N. Hogan Street, 10<sup>th</sup> Floor  
Jacksonville, Florida 32202

Subject: Amendment #1 Proposal for Construction Engineering & Inspection Services  
Emerald Trail Tier 1 Projects – Model Mile  
Jacksonville, Florida  
MAE Proposal No. 022820.1

Dear Mr. Heric:

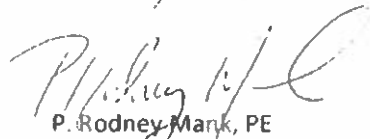
MESKEL & ASSOCIATES ENGINEERING, PLLC (MAE) is pleased to present you with this proposal Amendment to continue providing Construction Engineering and Inspection (CEI) services for the subject project. These services will continue to be provided to the City of Jacksonville (City) by the team of MAE and GAI Consultants, Inc. (GAI), who is a subconsultant to MAE.


The initial fee and time projection assumed the project would be completed in an estimated 360-day project duration. Based on the ongoing challenges, which included unforeseen work, contractor’s overall progress and revisions to the plans, and additional scope, the project has required additional inspection and administration efforts while also extending the construction contract duration.

We estimate that all remaining CEI funds will be 100 percent utilized by the end of February 2023. However, based on our team’s assessment of project completed to-date and planned future work schedules provided by the contractor, we anticipate that the field work will continue through May 2023, with administrative closeout by June 2023. We therefore request the consultant contract be amended by adding \$289,037.01 in fees and extending the contract time through June 30, 2023, to coincide with the estimated project closeout. Our Contract Fee Summary showing this Amendment amount is attached.

We appreciate the opportunity to provide this amendment proposal to you for this important City project. If you have any questions concerning this proposal, or if we can serve you in any other way, please contact us.

Sincerely,  
MESKEL & ASSOCIATES ENGINEERING, PLLC

  
P. Rodney Mark, PE  
Vice President & Principal Engineer

  
Antoinette (Tina) D. Meskel, PE  
President & Principal Engineer

Distribution: Mr. Aaron Heric – City of Jacksonville

One (1) e-mail copy

**Exhibit B**  
**CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION**  
**CITY OF JACKSONVILLE, FLORIDA**

**PART I - GENERAL**

<b>1. Project</b> CEI Services for the Emerald Trail Tier 1 Projects Original Contract	<b>2. Proposal No. / Contract No.</b> P-43-20 / TBD
<b>3. Name of Consultant or Subconsultant:</b> Meskel Engineering	<b>4. Date of Proposal</b> February 16, 2023

**PART II - LABOR RELATED COSTS**

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principle Engineer	\$ 68.25	0	\$ 0.00	
Senior Project Engineer	\$ 63.00	225	\$ 14,196.00	
Senior CEI Inspector	\$ 28.00	693	\$ 19,413.33	
Senior CEI Inspector	\$ 37.50	0	\$ 0.00	
Field Inspector	\$ 28.00	0	\$ 0.00	
Clerical	\$ 37.26	30	\$ 1,130.22	
<b>TOTAL REIMBURSABLE LABOR</b>	<b>\$ 36.61</b>	<b>949</b>		<b>\$ 34,739.55</b>
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>				
Overhead Rate	200 % x Total Direct Labor			\$ 69,479.10
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				<b>\$ 104,218.65</b>
<b>8. PROFIT: Labor Related Costs (Item 7)</b>				<b>\$ 10,421.87</b>
		x	10%	

**PART III - OTHER COSTS**

<b>9. Miscellaneous Reimbursable Costs (Limited Amount)</b>				
Printing	\$	1,500.00		
Transportation & Shipping	\$	0.00		
Seismatrix - Vibration Monitoring	\$	7,750.00		
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				<b>\$ 9,250.00</b>
<b>10. JSEB SUBCONSULTANTS (Reimbursable/Not to Exceed)</b>				
	\$			
	\$			
	\$			
	\$			
<b>JSEB SUB-CONTRACTS SUB-TOTAL (Reimb/NTE)</b>				<b>\$ -</b>
<b>11. NON-JSEB SUBCONSULTANTS (Reimbursable/Not to Exceed)</b>				
<b>GAI Consultants</b>	\$ \$	165,146.49		
	\$			
	\$			
	\$			
<b>SUBSUB-TOTAL REIMBURSABLES</b>				<b>\$ 165,146.49</b>

**PART IV - SUMMARY**

<b>TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)</b> (Items 5, 6, 8, 9, 10, and 11)	<b>\$ 289,037.01</b>
<b>12. TOTAL PRIOR CONTRACT AMOUNT</b>	<b>\$ 674,732.89</b>
<b>TOTAL AMENDED CONTRACT AMOUNT</b>	<b>\$ 963,769.90</b>





ONE CITY. ONE JACKSONVILLE.

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

May 24, 2023

**TO:** Dustin Freeman, Chairman  
Professional Services Evaluation Committee

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

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

Daryl Weinstein  
Public Works Construction Project Manager

**SUBJECT:** P-47-22 CEI Services for Four Fire Station Projects

The Engineering Division has negotiated with the consultant selected for CEI Services for Four Fire Station Projects, resulting in the Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B, attached. JSEB firms to be utilized to meet the 30% Participation Percentage Plan for this contract are detailed on a separate attachment.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with VIA Consulting Services, Inc. for CEI for Four Fire Station Projects that includes the attached Scope of Services identified as Exhibit "A" and Rate Schedules, identified as Exhibit "B". Each project performed under this agreement shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto. The maximum indebtedness of the City pursuant to this agreement is \$2,500,000.00. The Period of Service will be to Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.

SDL/lw

Attachment: Exhibits A & B  
JSEB Participation

cc: Lori West, Engineering and Construction Management

**JSEB FORM 1**  
**CITY OF JACKSONVILLE SMALL & EMERGING BUSINESS PROGRAM**  
**SCHEDULE OF JSEB SUPPLIER/ CONSULTANT/ SUBCONTRACTOR**

NAME OF BIDDER VIA Consulting Services, Inc.  
PROJECT TITLE Construction Engineering and Inspection Services for Four (4) Fire Station Projects  
BID NUMBER P-47-22 TOTAL BASE BID AMOUNT \_\_\_\_\_

**\*Please list all JSEB Suppliers**

NAME OF SUB FIRM	JSEB (Y/N)	TYPE OF WORK TO BE PERFORMED	TOTAL CONTRACT VALUE (For Design Build only list % amount)
<u>VIA Consulting Services, Inc.</u>	<u>Y</u>	<u>CEI Services</u>	<u>51%</u>
<u>Eisman &amp; Russo, Inc.</u>	<u>N</u>	<u>CEI Services</u>	<u>30%</u>
<u>RS&amp;H Inc.</u>	<u>N</u>	<u>CEI Services</u>	<u>18%</u>
<u>CSI Geo</u>	<u>Y</u>	<u>Construction Material Testing</u>	<u>1%</u>
_____	_____	_____	_____

The undersigned acknowledges and agrees that, if any of the above-listed JSEBs are not, for any reason, properly certified with the City, in accordance with Ordinance 2021-117-E, at the time of bid opening, the same will not be counted toward meeting the participation percentage goal as defined herein.

The undersigned will enter into a formal Agreement with the JSEB Suppliers/Consultants/Subcontractors identified herein for work listed in this schedule, as well as any applicable alternates, conditioned upon execution of a contract with the City of Jacksonville. Under penalties of perjury, I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

For solicitations that are not project specific, such as: misc. services, design build, etc.; "TBD" will not be accepted with the bid submittal on Form 1 and the Letters of Intent at a minimum should include a percentage of JSEB usage. For solicitations that are project specific you will be required to provide a dollar amount on Form 1 and on all Letters of Intent. "TBD" will not be accepted.

The designation of this project is: Encouragement  Participation \_\_\_\_\_ Set Aside \_\_\_\_\_

Signature:  Title: President Date: 3/7/23  
Signature of Prime Contractor

## Scope of Services

### I. GENERAL:

Consultant to provide Construction Engineering and Inspection (CEI) services for constructability reviews, contract administration, inspection, and for materials sampling and testing for the 4 new fire stations listed below. The City reserves the right to perform some of the work required on this project or to specify the extent of the work needed for these projects.

The projects that will require CEI services under this contract and their current design status include:

- Fire Station No. 22 (Design at approximately 70%)
- Fire Station No. 39 (Selecting Design/Build Contractor)
- Fire Station No. 68 (Selecting Design/Build Contractor)
- Fire Station No. 76 (Selecting Design/Build Contractor)

### II. ANTICIPATED CONSTRUCTION ENGINEERING AND INSPECTION (CEI) SERVICES:

Services to be provided under this contract may include, but may not be limited to, the following:

- Design Phase constructability reviews
- Schedule and conduct pre-construction conferences as necessary
- Ensure that all necessary private property agreements, utility agreements, construction easements and construction/environmental permits are on file.
- Issue Notices to Proceed to contractors
- Enforce and perform terms of the construction contracts between the City and its contractors
- Review shop drawings submitted by contractors for conformance to the specifications, and distribute to parties as necessary
- Review thoroughly and answer contractors' inquiries and RFI's in a timely manner
- Provide qualified construction inspectors to inspect the work to ensure that construction is proceeding in accordance with the specifications, and that work is constructed in conformance with the contract plans and specifications.
- Direct the contractor, after consultation with the City, on removal and replacement of defective work which does not meet specifications, or is otherwise incorrectly constructed
- Review and analyze contract change order requests and proposals to determine validity and potential cost/time impacts thereof, and recommend appropriate action to the City
- Review claims and disputes and recommend necessary actions
- Review and recommend for approval contract change orders and forward necessary documentation and paperwork to the City as to the necessity for such changes, including substantiation of the extra costs thereof
- Arrange for construction materials testing by third party testing laboratories and review test reports to ensure that materials installed meet the requirements of the contract documents
- Review construction inspection reports relating to the contractors' performance and communicate with each, if necessary, regarding non-conformance to plan specifications, workmanship, etc.
- Review contractors' requests for monthly progress payments and, if appropriate, certify pay application is proper and transmit to City with recommendation that the invoice be paid
- Review contractors' pay requests for compliance with minority business enterprise participation requirements
- Review contractors' proposals for additional work or change orders for compliance with minority business enterprise participation requirements
- Adjust requests for monthly progress payments, as necessary, to align amount of pay requested with actual progress of construction satisfactorily performed
- In the event of the need to revise the contract drawings during the construction period, coordinate with the City and the Design Consultant to obtain the revised originals from the design consultant, review the changes and corrections on behalf of the City, and coordinate the issuance of new prints for the revised drawings to the parties concerned
- Prepare and maintain monthly progress schedules and reports applicable to all phases of the construction operations, and such special reports as may be required to keep the City fully advised with respect to the progress of construction of the projects

**P-47-22 Construction Engineering And Inspection Services for Four (4) Fire Station Projects**  
**Form 1 - SCHEDULE OF PROPOSED PRICES/RATES**

NAME OF CONSULTANT VIA Consulting Services, Inc.

Proposal Number P-47-22

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

Company Principal (Responsible Professional)	\$ <u>80.00</u> hr.
Senior Project Engineer (Registered)	\$ <u>75.00</u> hr.
Project Administrator	\$ <u>54.00</u> hr.
Contract Support Specialist	\$ <u>36.50</u> hr.
Senior Inspector	\$ <u>36.00</u> hr.
Inspector	\$ <u>27.00</u> hr.
Clerical (Typist, Word Processor, Document Assembly, etc.)	\$ <u>23.00</u> hr.

2. Total Overhead Rate (to be applied to Direct Labor:) 150 %

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) \$ \_\_\_\_\_ hr.

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

\_\_\_\_\_

\_\_\_\_\_

6. Estimated percentage of total fee to be performed by VIA 51 %

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**P-47-22 Construction Engineering And Inspection Services for Four (4) Fire Station Projects**  
**Form 1 - SCHEDULE OF PROPOSED PRICES/RATES**

NAME OF CONSULTANT Eisman and Russo, Inc.

Proposal Number P-47-22

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

Company Principal (Responsible Professional)	\$ <u>80.00</u> hr.
Senior Project Engineer (Registered)	\$ <u>75.00</u> hr.
Project Administrator	\$ <u>54.00</u> hr.
Contract Support Specialist	\$ <u>36.50</u> hr.
Senior Inspector	\$ <u>36.00</u> hr.
Inspector	\$ <u>27.00</u> hr.
Clerical (Typist, Word Processor, Document Assembly, etc.)	\$ <u>23.00</u> hr.

2. Total Overhead Rate (to be applied to Direct Labor:) 150 %

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) \$ \_\_\_\_\_ hr.

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

\_\_\_\_\_  
 \_\_\_\_\_

6. Estimated percentage of total fee to be performed by E&R 22 %

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





## CSI Geo Laboratory Fee Schedule

2394 St Johns Bluff Road, Suite 200  
 Jacksonville, Florida 32246  
 tel (904) 611-1991  
 fax (904) 645-0057

Firm	Item Description	Unit	CSI Geo
CSI Geo	Aggregate Sieve Anlysis of Fine & Coarse AASHTO T27	Test	\$ 80.00
CSI Geo	Aggregate Soundness AASHTO T104	Test	\$ 450.00
CSI Geo	Aggregate Specific Gravity/Absorption Coarse AASHTO T85	Test	\$ 85.00
CSI Geo	Aggregate Total Moisture Content by Drying AASHTO T255	Test	\$ 50.00
CSI Geo	Asphalt Bulk Specific Gravity FM 1-T166	Test	\$ 60.00
CSI Geo	Asphalt Content FM 5-563	Test	\$ 145.00
CSI Geo	Asphalt Gradation FM 1-T030	Test	\$ 100.00
CSI Geo	Asphalt Los Angeles (LA) Abrasion Coarse Agg FM 3-C535	Test	\$ 450.00
CSI Geo	Asphalt Los Angeles (LA) Abrasion Small Agg FM 1-T096	Test	\$ 425.00
CSI Geo	Concrete Beam Flexural Testing ASTM C78	Test	\$ 50.00
CSI Geo	Concrete Compressive Strength of Grout/Mortar ASTM C109	Test	\$ 28.00
CSI Geo	Concrete Cylinder Curing, Capping & Breaking ASTM C39	Test	\$ 35.00
CSI Geo	Soils Chloride Soil or Water FM 5-552	Test	\$ 75.00
CSI Geo	Soils Hydrometer Only AASHTO T88	Test	\$ 135.00
CSI Geo	Soils Limerock Bearing Ratio (LBR) FM 5-515	Test	\$ 370.00
CSI Geo	Soils Liquid Limit AASHTO T89	Test	\$ 60.00
CSI Geo	Soils Materials Finer than 200 Sieve FM 1-T011	Test	\$ 49.00
CSI Geo	Soils Moisture Content Laboratory AASHTO T265	Test	\$ 22.00
CSI Geo	Soils Organic Content Ignition FM 1 T-267	Test	\$ 52.00
CSI Geo	Soils Particle Size Anlysis AASHTO T88 (Incl. Hydrometer)	Test	\$ 190.00
CSI Geo	Soils Particle Size Anlysis AASHTO T88 (No Hydrometer)	Test	\$ 75.00
CSI Geo	Soils Permeability Constant Head AASHTO T215	Test	\$ 365.00
CSI Geo	Soils Permeability Falling Head FM 5-513	Test	\$ 365.00
CSI Geo	Soils pH Soil or Water FM 5-550	Test	\$ 47.00
CSI Geo	Soils Plastic Limit & Plasticity Index AASHTO T90	Test	\$ 60.00
CSI Geo	Soils Proctor Modified FM 1-T180	Test	\$ 135.00
CSI Geo	Soils Proctor Standard AASHTO T99	Test	\$ 135.00
CSI Geo	Soils Resistivity Soil or Water FM 5-551	Test	\$ 55.00
CSI Geo	Soils Specific Gravity AASHTO T100	Test	\$ 85.00
CSI Geo	Soils Sulfate Soil or Water FM 5-553	Test	\$ 75.00