

PUBLIC NOTICE
REVISED PSEC AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
 Thursday, March 24, 2022, 10:00 a.m.
 Eighth Floor, Conference Room 851
 Ed Ball Building, 214 N. Hogan Street
 Jacksonville, FL 32202

[Join Teams Meeting](#)
[Teams Meeting](#)

Committee Members: Gregory Pease, Chairman
 Brennan Merrell, Treasury
 James McCain, Jr., OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRACT EXP	OUTCOME
Dr. Charles Moreland Leeann Krieg	P-39-20	Contract Amendment No. 1 Federal Government Relations Consultant Office of the Mayor	That Contract No. 70912-21 between the City of Jacksonville and Ballard Partners, Inc., as Federal Government Relations Consultant be amended to exercise the first of three (3) renewal options extending the period of service from April 1, 2022, thru March 31, 2023, with two (2) renewal options remaining; and increase the maximum indebtedness by \$180,000.00 to a new not-to-exceed maximum of \$360,000.00. All other terms and conditions shall remain the same, except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, procurement policies and procedures and applicable federal and state laws.		
Gina Ray Leah Hayes	P-06-19	Contract Amendment No. 2 Consultant Services for the Development, Administration & Grading of Promotional Examinations for the JFRD Employee Services Department	That Contract No. 70223-20 originally executed July 13, 2020, between the City of Jacksonville and Industrial/Organizational Solutions, is amended to exercise the 2 nd renewal option extending the period of service from April 1, 2022, thru March 31, 2023, with two (2) renewals remaining; and increasing the maximum indebtedness by \$349,900.00 to a new not-to-exceed maximum of \$699,800.00. All other terms and conditions, as previously amended shall remain the same.		
Dinah Coleman-Mason Aileen Cruz	P-39-21	Fee & Contract Negotiations JSEB Training, Estimating & Proposal Writing Consulting Services Equal Business Opportunity Office	That the City of Jacksonville enter into a contract with ICATT for the provision of JSEB Training, Estimating & Proposal Writing Consulting Services, by incorporating the attached Scope of Services identified as Exhibit 'A' and Contract Fee Summary identified as Exhibit 'B'; the initial contract period will be from date of execution of the contract through one (1) year with four (4) additional one-year renewal options remaining at terms mutually agreeable; the maximum indebtedness is a not-to-exceed amount of \$159,000.00; all other terms and conditions are per the RFP and the City's standard contract language.		
Dinah Coleman-Mason Patricia Gee-Jones	P-11-22	Introduce & Review Scope Access To Capital Program Equal Business Opportunity Office	That the committee approved the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief of Procurement Officer and the Office of General Counsel to clarify the intent of the using agency and to ensure compliance with the City's ordinances Procurement policies and procedures and applicable state and federal laws.		

<p>Wanda Verdejo Michelle Montford</p>	<p>P-36-19</p>	<p>Contract Amendment No. 3 Property Insurance Brokerage Services Finance and Administration/Risk Management Division</p>	<p>That Contract No. 602671-20 between the City of Jacksonville and Brown & Brown, Insurance for Property Insurance Brokerage Services be amended to ratify the contract from March 1, 2022, through date of this award and extend the period of service through March 1, 2023, with two (2) renewal options remaining; and increase the maximum indebtedness by \$8,164,873.97 to a new total maximum of \$21,315,509.97. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, procurement policies and procedures and applicable federal and state laws.</p>
<p>Wanda Verdejo Michelle Montford</p>	<p>P-43-18</p>	<p>Contract Amendment No. 15 Contract Casualty Insurance Broker Services (Special Event – Jax River Jams Concerts) Finance and Administration/Risk Management Division</p>	<p>That Contract No. 9269-08 between the City of Jacksonville and Brown & Brown of Florida, Inc., for Contract Casualty Insurance Broker Services, for the placement, binding, and ratification of the purchase of various casualty insurance policies for the City of Jacksonville, be amended to increase the maximum indebtedness by \$25,108.20 for the Special Events-Jax River Jam & Jazz Festival Policies, to a new not-to-exceed total maximum of \$10,002,258.24. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures, and applicable federal and state laws.</p>
<p>Ken Lathrop Tom Oslj</p>	<p>SS-11199-21</p>	<p>Contract Amendment No. 1 ERP Team Lead Services Finance and Administration Department/Information Technologies Division</p>	<p>That Contract No. 71379-21 between the City of Jacksonville, TEK Systems, Inc., for ERP Team Lead Services, originally executed on September 27, 2021, be amended to extend the period of service from March 29, 2022, thru September 30, 2022; and increase the maximum indebtedness by \$133,900.00 to a new not-to-exceed total maximum of \$273,600.00. All other terms and conditions shall remain the same.</p>
<p>Keith Powers April Mitchell</p>	<p>P-49-20</p>	<p>Contract Amendment No. 3 Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergencies Jacksonville Fire & Rescue Department</p>	<p>That Contract No. 70930-21 between the City of Jacksonville and Wheeler Emergency Management Consulting for Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergencies be amended to ratify the contract from March 22, 2022, to date of award and extend the period of service thru March 21, 2023, with two (2) one-year renewals remaining; and increase the maximum indebtedness by \$3,600,000.00 to a new not-to-exceed total maximum of \$7,900,000.00. All other terms and conditions, as previously amended, shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures, and applicable Federal and State laws</p>
<p>Noah Ray Todd Smith</p>	<p>P-01-22</p>	<p>Subcommittee Report Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR) Jacksonville Fire & Rescue Department</p>	<p>It is the consensus of the of the committee that all of the five (5) proposals received in response to the Request for Proposal were found to be responsive, interested, qualified and available to perform the required services. The ranking of first, second and third, designates the order of qualification of these companies to perform the required services and alphabetically they are: 1) IEM 2) Integrated Solutions 3) Tetra Tech 4) Tetra Tech 5) Tetra Tech We recommend that the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with IEM, the number one (1) ranked firm.</p>

<p>William Joyce Robin Smith</p>	<p>P-15-19</p>	<p>Contract Amendment No. 1 Professional Engineering Services for Moderate to Large Drainage Improvements Department of Public Works/Engineering & Construction Management Division</p>	<p>That Contract No. 70029-20, originally executed April 2, 2020, between the City of Jacksonville and England Thims & Miller, Inc., for Professional Engineering Services for Moderate to Large Drainage Improvements – Annual Contract, to exercise the first renewal option extending the period of service from April 1, 2022, thru March 31, 2024, with. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures, and applicable Federal and State laws</p>
<p>Robin Smith William Joyce</p>	<p>P-02-22</p>	<p>Approval to Proceed with Evaluation of the Two (2) Proposals Received Professional Engineering Services for US 1 Corridor Utility Improvements – Phase 2 Department of Public Works/Engineering & Construction Management Division</p>	<p>That the committee approves proceeding with evaluation of the two (2) proposals received in accordance with Section 126.302 (f) of the Procurement Code.</p>
<p>Robin Smith Nileeta Reed</p>	<p>P-25-21</p>	<p>Subcommittee Report Engineering Testing Services – Annual Contract Department of Public Works/Engineering & Construction Management Division</p>	<p>It is the consensus of the of the committee that all of the four (4) proposals received in response to the Request for Proposal were found to be responsive, interested, qualified and available to perform the required services. The ranking of first, second and third, designates the order of qualification of these companies to perform the required services and alphabetically they are: 2) CSI Geo, Inc. 3) ECS Florida, LLC 1) Meskel & Associates Engineering, PLLC</p> <p>We recommend that the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with Meskel & Associates Engineering, PLLC, the number one (1) ranked firm.</p>
<p>William Joyce Robin Smith</p>	<p>P-07-22</p>	<p>Introduce and Review Scope Professional Engineering Services for Chaffee Road Improvements (Beaver Street to Old Plank Rd) Department of Public Works/Engineering & Construction Management Division</p>	<p>That the Committee approve the Scope of Services/Request for Proposal(RFP) as presented with such minor changes thereto as may be approved by the Chief of Procurement Officer and the Office of General Counsel to clarify the intent of the using agency and to ensure compliance with the City's ordinances Procurement policies and procedures and applicable state and federal laws.</p>
<p>William Joyce Robin Smith</p>	<p>P-10-22</p>	<p>Introduce and Review Scope Construction Engineering and Inspection Services for the Jacksonville Fairgrounds Relocation Project Department of Public Works/Engineering & Construction Management Division</p>	<p>That the Committee approve the Scope of Services/Request for Proposal(RFP) as presented with such minor changes thereto as may be approved by the Chief of Procurement Officer and the Office of General Counsel to clarify the intent of the using agency and to ensure compliance with the City's ordinances Procurement policies and procedures and applicable state and federal laws.</p>

Meeting Adjourned:

"The next PSC meeting is scheduled to be held on Thursday, April 7, 2022."



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City of Jacksonville, Florida

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

MEMORANDUM

Date: March 18, 2022

To: Gregory Pease, Chief, Procurement Division
Finance & Administration Department

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

SUBJECT: Renew Service Contract between COJ and Ballard Partners, Inc
Federal Government Relations Consultant Service: 70912-21

P-39-20 PWD#1

The Mayor's Office is requesting to execute one (1) of the 3-year renewable options for the service contract between COJ and Ballard Partners, Inc. Federal Government Relations Consultant Service. The initial contract period is from April 1, 2021, through March 31, 2022. The contract can be renewed for up to three (3) additional one (1)-year periods on terms mutually agreeable to the parties. Both parties are amenable to executing/renewing this contract under the above provisions. The scope of service and contract fee schedule will remain unchanged with a contract annual amount, not-to-exceed amount of \$180,000.00. The Mayor's office is requesting that this item be placed on the upcoming PSEC meeting.

cc: Lawsikia Hodges, Office of General Counsel

Exhibit A

Scope of Services

The lobbyist is expected to provide federal lobbying services for the City including, but not limited to, representation, information, professional advice, monitoring and keeping the City informed on issues of interest to the City, attending Congressional sessions, committee hearings and meetings, and support services. The lobbyist will, in accordance with the highest legal, ethical, and professional standards, provide at the direction of designated City officials, federal lobbying services including but not limited to the following services (hereinafter referred to as the "Services"):

- Identify, review, and analyze any and all federal legislative bills, resolutions, journals, votes, fiscal notes, and all relevant discourse pertaining to the federal government in a timely manner to assist the City in determining its policy positions.
- Provide, upon request, timely written reports of federal legislative matters for current or incoming fiscal year and the progress of work to the Mayor or his designated representatives.
- Assist in the formulation of a Federal funding and policy agenda, working with the Mayor or designated representative.
- Represent the City's interests in the Federal budget process.
- Testify and lobby on behalf of the City as necessary.
- On issues where State and Federal policy overlap, coordinate and collaborate with the City's contracted State Lobbyist, as necessary.
- Provide advice, recommendations, support services including, but not limited to, correspondence, briefing papers, talking points, written summaries to the City to develop and implement a timely and technologically efficient process to forecast, screen assign, review, analyze, and respond to federal legislative matters and federal grant funding opportunities.
- Represent and advocate, as designated, the City's position on federal matters to elected members of Congress, the President and Executive branch officials, Congressional Staff, elected City officials, other lobbyists, community groups, and any other designated persons.
- Provide assistance in establishing strategy, obtain sponsors and co-sponsors in each house for matters designated by the City, establish and maintain successful working relationships with the Congressional legislative leadership, employees and officials at federal agencies administering programs and grant funding opportunities, interested organizations, community groups and other legislators and staff to achieve passage or defeat of legislation as directed by the City.

- **The lobbyist shall be required to provide the following services to the City as part of a negotiated flat lump sum monthly fee (to include all direct expenses). The services may include acquiring sponsors and supporters for City legislative, financial, or administrative initiatives in the following areas:**
 - **Economic Development and Enterprise Zones Legislation**
 - **Community Redevelopment Legislation, including CRA's**
 - **Transportation Initiatives and Funding**
 - **Protection of City Revenue Sources**
 - **Water and Wastewater Initiatives**
 - **Stormwater Management Initiatives**
 - **Telecommunications and E-Commerce**
 - **Property Tax Legislation**
 - **Environmental Sustainability**
 - **Growth Management and Land Use**
 - **Parks, Recreation and River Initiatives**
 - **Public Safety and Law Enforcement**
 - **Discretionary Grants**
 - **Port Dredging and Expansion**
 - **Energy Savings Initiatives**
 - **Infrastructure Repair or Development**
 - **Community Health and Wellness**
 - **City Facility Expansion or Improvement Projects**

Exhibit B

Contract Fee Summary

Contract Annual Amount, Not-to-Exceed \$180,000.00

Authorized Task

Effective date of contract, April 1, 20~~21~~²² through March 31, 20~~22~~²³ Consultant is authorized a total of \$15,000.00 per month for Consultant to provide lobbyist services as outlined in Exhibit A, Scope of Services.

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



City of Jacksonville, Florida

Lenny Curry, Mayor

Employee Services Department
117 West Duval Street, Suite 100
Jacksonville, Florida 32202

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Date: March 9, 2022

MEMORANDUM

To: Gregory W. Pease, Chairman
Professional Services Evaluation Committee

From: Gina Ray, Manager of Personnel Services
Employee Services Department *Gina Ray*

Subject: P-06-19 Consultant Services for the Development, Administration, &
Grading of Promotional Examinations for the Jacksonville Fire and Rescue Department

Contract #70223-20 between the City and Industrial/Organizational Solutions is set to expire March 31, 2022. All work has been performed satisfactorily for the past year. Paragraph 4 of the contract allows for four, one-year renewal options. Therefore, we wish to extend the contract for the 2nd of the one-year renewals. There is no rate increase associated with this amendment; all rates will remain the same.

Accordingly, this is to recommend that Contract #70223-20, originally executed July 13, 2020 between the City of Jacksonville and Industrial/Organizational Solutions, for Development, Administration & Grading of Promotional Examinations, be amended to exercise the second of four (4) renewal options to extend the Period of Service from April 1, 2022 to March 31, 2023.

Request approval to increase the contract under the negotiated fees, terms and conditions by \$349,900.00. This is to ensure there is adequate funding to cover the development, administration, and grading of promotional exams for the Jacksonville Fire and Rescue Department through the end of the contract. This will revise the maximum indebtedness from \$349,900.00.00 to a not-to-exceed amount of \$699,800.00. All other terms and conditions of the Contract shall remain the same.

GR/

Attachments: Industrial/Organizational Solutions agreement letter



INDUSTRIAL/ORGANIZATIONAL SOLUTIONS
PUBLIC SAFETY SELECTION EXPERTS

March 7, 2022

Gina Ray
Manager, Personnel Services – Examining
City of Jacksonville

RE: P-06-19 Consultant Services for the Development, Administration and Grading of Promotional Examinations for the Jacksonville Fire and Rescue Department

Ms. Ray:

IOS hereby agrees to a one (1) year extension of the above referenced contract (from 4/1/2022 to 3/31/2023); all provisions, terms and conditions of said agreement will remain the same.

We look forward to continuing our partnership.

Best regards,

Chad Legel
President



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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

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Dinah Coleman-Mason, EBO/JSEB Administrator *DCM*
Aileen Cruz, EBO/JSEB Business Analyst *AC*
Equal Business Opportunity Office / Jacksonville Small & Emerging Business

SUBJECT: P-39-21 JSEB Training, Estimating & Proposal Writing Consulting Services

DATE: February 22, 2022

The EBO Office has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide the JSEB Training, Estimating, Estimating and Proposal Writing Consulting Services, resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with ICATT Professional Services, to provide JSEB Training, Estimating & Proposal Writing Consulting Services to incorporate the attached Scope of Services, Exhibit A and Fee summary Exhibit B. The initial contract period will be for 1 year from date of execution of contract, with (2) renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of \$159,000.00. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachments: Exhibits A & B

cc: Alex Baker, Professional Services Specialist

Exhibit A

Section 4 Description of Services and Deliverables

The contractor shall provide technical, supervisory, and administrative personnel to ensure the expeditious accomplishment of the work specified in this Statement of Work (SOW). The contractor shall provide Jacksonville Small & Emerging Business (JSEB) training & technical assistance by conducting estimating and proposal writing training and technical assistance for City of Jacksonville JSEB members and their respective teams. At the conclusion of the training program, JSEB members will be able to submit compliant and winning estimates and proposals.

Non-Personal Services

The City of Jacksonville shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the City. All deliverables/performances shall meet professional standards and requirements as described in this document.

Objectives

Provide training, and technical assistance to guide JSEB members through hands-on training, on demand coaching and online resources to develop proficiency in estimating and proposal writing.

1. Develop customized training and relevant online resources.
2. Conduct a combination of in-person, live virtual and self-pace training. Status of in-person training is to be determined contingent on health and safety protocol.
3. Provide on-demand coaching and support for program participants.

Specific Tasks. The Contractor will:

1. Provide upfront training of TBD hours/days covering both estimating and proposal writing topics.
2. Provide online resources and job aids for continuous learning and for applying best practices
3. Facilitate a monthly hands-on training and coaching to apply knowledge to practice.
4. On demand coaching support including email, live chat, phone, FAQ, blogs, assigned peer buddy peer groups.

Travel. Arrangements for and costs of all travel, transportation, meals, lodging, and incidentals are the responsibility of the Contractor. (Please verify

Facility & Equipment

1. The City will provide the appropriate facility for the Contractor staff to provide onsite and in-person training.
2. The City will provide the appropriate audio/visual support and equipment.

Term of Agreement

The initial term of agreement will commence upon execution of the Contract for one base year period and 4 option years. Buyer will have the option to renew such agreement for additional optional year periods upon satisfactory performance by Consultant/Firm. The Contract is subject to early termination as set forth elsewhere in this RFP.

Minimum Requirements for Contractors

1. Consultant/Firm must satisfy the following mandatory minimum requirements to have their Responses evaluated. By submitting a consultant warrant and representing that it satisfies these requirements. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive:
2. The Contractor shall provide current proof of all business licenses required by local, state, and federal law as applicable.
3. Must have at least three years' experience in performing training and related consulting services.
4. Resumes of key personnel being proposed that includes lead cost estimator and lead proposer writer minimum experience. As well as Certified Professional Estimator and Project Management Professional certifications at the State and Federal level.
5. Provide a sample list of at least 5 projects representing the firm's experience, that demonstrate a wide range of municipal, critical facility, utilities projects, land development, etc., including new construction, and renovation work. Details shall include the following:
 - o Project name
 - o Client
 - o Location
 - o Project category (new and/or renovation)
 - o Project type
 - o Size of facility
 - o Construction value
 - o Cost estimating and proposal writing services provided (program estimates, design estimated, detailed itemized estimates, estimate reviews, scope/budget reviews, value engineering studies, construction manager/contractor cost reconciliation, and change order cost evaluations)
6. Describe the firm's approach and process for teaching and training services.
7. Provide a statement of what differentiates your firm from others for performing under this RFP and why your firm should be selected. Statements should include your firm's approach to cost estimating and special training and expertise that make your lead cost estimator uniquely qualified. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

(End of Section 4)

Exhibit B

Jacksonville, FL
Washington, D.C.
Atlanta, GA
Twin Cities, MN
Colorado Springs, CO



Web: www.icatt.net
Email: info@icatt.net

February 22, 2021

Dinah L. C. Mason
EBO/JSEB Administrator
City of Jacksonville Procurement Division
214 N. Hogan Street, 8th Floor
Jacksonville, FL 32202
(904) 255-8832
DinahM@coj.net

Aileen Cruz
EBO/JSEB Business Analyst
City of Jacksonville Procurement Division
214 N. Hogan Street, 8th Floor
Jacksonville, FL 32202
(904) 255-8828
ACruz@coj.net

Subject: Acceptance of Initial Budget to Initiate JSEB Training Contract Work

Dear Ms. Mason and Ms. Cruz,

ICATT Professional Services, Inc. is pleased to accept your initial budget of \$159,000 to start negotiation and start the contract work to provide JSEB Estimating and Proposal Writing training and coaching.

We are very grateful for the opportunity to work with you to empower JSEBs.

Make it a fantastic day.

Yours truly,

A handwritten signature in black ink that reads "Gabe Hamda". The signature is written in a cursive, flowing style.

Gabe Hamda, Ph.D., SPHR
President and CEO



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MEMORANDUM

March 4, 2022

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Dinah Coleman-Mason, Business Compliance Administrator
Equal Business Opportunity Office

Subject: **Certification Letter for P-11-22 Access To Capital Program**

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:

See attached RFP

2. The Objective of the study or services:

To provide professional services as a Community Development Financial Institution (CDIF) for the management and disbursement of Access to Capital Funding for the Jacksonville Small & Emerging Program contractors/consultants. As well as provide other funding opportunities for the same.

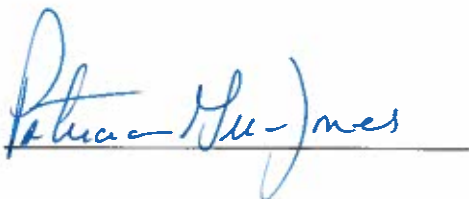
3. The estimated period of time needed for the service or study: 3 years w/ (2), (1) year renewal options.

4. The estimated cost of the service or study: \$300,000.00
5. Whether the proposed study or service will not duplicate a prior or existing work.
The proposed services will not be duplicated.
6. List of current contracts or prior services or studies which are related to the proposed study or service: There is not a current contract for the services needed; however, there was an Access to Capital contract 2 years ago.
7. A statement as to why the service/study cannot be done by department or agency staff:

The contract requires knowledge and training in providing loans and experience in financing and banking for the purpose of distributing funding for underserved small business communities.
8. The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members:
Dinah L. C. Mason
Patricia Jones-Gee
9. A project funding account number: Funding will be identified at the time purchase orders are issued for these services
10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process:
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 May, 2021.



EBO Administrator
TITLE



EBO Finance Analyst
TITLE



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City of Jacksonville, Florida

Lenny Curry, Mayor

Division of Insurance and Risk Management
117 West Duval Street
Suite 335
Jacksonville, FL 32202
(904) 255-5310
www.coj.net

MEMORANDUM

Date: March 8, 2022

To: Greg Pease, Chairperson and Professional Services Evaluation Committee
Copy: Alex Baker, PSEC Specialist

From: Wanda Verdejo, Property & Casualty Compliance Administrator *Wanda Verdejo*

Re: Brown & Brown of Florida Broker services for Property Insurance – P-36-19 contract 602671-20
Request for FY 22-23 Amendment 3

The Current contract with Brown & Brown (B&B) (No. 602671-20) for Property-Boiler & Machinery-Terrorism and Deadly Weapon Insurance Broker Services allow for Brown & Brown to Place insurance coverage for a term of March 1,2022 to March 1,2023

The current contract will be amended to place a variety of new Property Insurance policies for the City. See Attachment A. The premium adjustment form the current maximum indebtedness of \$13,150,636.00 by an additional \$8,164,873.97 for a new total maximum indebtedness of \$21,315,509.97

It is respectfully requested that City Contract No. 602671-20 with Brown & Brown be amended for the placement, binding, and ratification of the purchase of the Property Insurance coverage for the City of Jacksonville effective March 1,2022 to March 1,2023.

All other contract terms and conditions shall remain the same (nothing contained herein shall be amended, modified or otherwise revised without prior PSEC and Mayor's approval.)

Attachment A- Brown & Brown Property Insurance invoice #0307221

Thank you for your consideration

Wanda Verdejo

Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314



Brown & Brown

INSURANCE*

City of Jacksonville
 117 W Duval St Ste 335
 Jacksonville, FL 32202

INVOICE #0307221

Account Number:	Invoice Date:
00320862	March 7, 2022

Policy: Various
 Company: Various
 Effective: 3/1/2022

Due Date	Trm	Description	Amount
3/1/2022	RNW	Property	\$ 7,802,360.98
3/1/2022	RNW	Boiler and Machinery	\$ 55,145.00
3/1/2022	RNW	Terrorism	\$ 115,645.00
3/1/2022	RNW	Deadly Weapon	191,722.99
TOTAL			\$ 8,164,873.97

**This is an estimated premium and is subject to change upon policy issuance.*

Make checks payable to:
 Brown & Brown of Florida, Inc.
 P.O. Box 745897
 Atlanta, GA 30374-5897

Overnight Payment to:
 Brown & Brown of Florida, Inc.
 Lockbox 745897
 6000 Feldwood Road
 College Park, GA 30349

Please include your account number on your check.

Pay by Credit card or Echeck:
<https://bbjax.epaypolicy.com>

Wire Transfer Instructions:
 Bank of America
 ABA# 026009593
 Account# 898102753412

Thank you for your business!

Phone: 904-565-1952
 Fax: 904-565-2440



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City of Jacksonville, Florida

Lenny Curry, Mayor

Division of Insurance and Risk Management
117 West Duval Street
Suite 335
Jacksonville, FL 32202
(904) 255-5310
www.coj.net

MEMORANDUM

Date: March 21, 2022

To: Greg Pease, Chairperson and Professional Services Evaluation Committee
Copy: Alex Baker, PSEC Specialist

From: Wanda Verdejo, Property & Casualty Compliance Administrator *Wanda Verdejo*

Re: Brown & Brown Insurance Broker Services – P-43-18 contract 9269-08 Request for **Amendment 15**
Casualty Insurance -Special Event – Jax River Jams Concerts 4/4/22 to 4/30/22
Jazz Festival 5/19/22 to 5/25/22

The Current contract with Brown & Brown (No. 9269-08) for Casualty Insurance Broker Services allow for Brown & Brown to Place casualty insurance coverage for a term of April 4, 2022 to April 30, 2022 & May 19, 2022 to May 25, 2022.

The current contract will be amended to place a variety of new **Special Event Jax River Jams and Jazz Festival** policy for the City. The premium adjustment from the current maximum indebtedness of \$9,977,150.04 by an additional **\$25,108.20** for a new total maximum indebtedness of **\$10,002,258.24**

It is respectfully requested that City Contract No. 9269-08 with Brown & Brown be amended for the placement, binding, and ratification of the purchase of the Casualty Insurance coverage for the City of Jacksonville effective October 1, 2021 to October 1, 2022.

All other contract terms and conditions shall remain the same (nothing contained herein shall be amended, modified, or otherwise revised without prior PSEC and Mayor's approval.)

- Brown & Brown Invoice \$7,858.20 for Special Event – Jax River Jams Concerts
- Brown & Brown Estimated the Jazz Festival premium to \$17,250.00 for Amendment 15th

Thank you for your consideration

Wanda Verdejo

Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314



Brown & Brown

INSURANCE*

INVOICE #03142202

City of Jacksonville
117 West Duval St Ste 335
Jacksonville, FL 32202

Account Number:	Invoice Date:
00223982	March 14, 2022

Policy: TBD
Company: Northfield Insurance Company
Effective: 4/1/2022

Due Date	Trm	Description		Amount
4/1/2022	New	Jax River Jams	\$	7,858.20

**This is an estimated premium and is subject to change upon policy issuance.*

Make checks payable to:
Brown & Brown of Florida, Inc.
P.O. Box 745897
Atlanta, GA 30374-5897

Overnight Payment to:
Brown & Brown of Florida, Inc.
Lockbox 745897
6000 Feldwood Road
College Park, GA 30349

Please include your account number on your check.

Pay by Credit card or Echeck:
<https://bbjax.epaypolicy.com>

Wire Transfer Instructions:
Bank of America
ABA# 026009593
Account# 898102753412

Thank you for your business!

Phone: 904-565-1952
Fax: 904-565-2440

INFORMATION TECHNOLOGIES DIVISION



DATE: March 1, 2022
TO: Greg Pease, Chief of Procurement Division
THRU: Kenneth E. Lathrop, Chief of Information Technologies / CIO
FROM: Thomas Ossi, Technology Contract and Records Manager
RE: SS-11199-21 ERP Team Lead Services – Single Source Award Increase

Kenneth E. Lathrop	Digitally signed by Kenneth E. Lathrop Date: 2022.03.02 14:50:12 -05'00'
THOMAS OSSI	Digitally signed by THOMAS OSSI Date: 2022.03.02 13:47:18 -05'00'

SSAWD #1

The Information Technologies Division (ITD), is requesting approval to amend the single source contract for the ERP Team Lead contract position with TEKsystems, Inc. The contractor, Michael Turner, continues to serve in the capacity of Team Lead with the City's Enterprise Resource and Planning (ERP) Implementation project for the system known as "1Cloud".

Currently, the single source contract with TEKsystems, Inc. has been in effect from September 27, 2021, through March 28, 2022, and is the sole supplier with whom the City can contract for his services. The ERP Team Lead has managed the ERP Implementation project for the past three years, since 2018, as an ITD Project Manager.

ITD recommends extending the current agreement from March 29, 2022, through September 30, 2022.

The hourly billing rate for the ERP Team Lead is \$125.00 and the total number of hours for this request is 1,071.2.

The current award amount of \$139,700.00 will increase \$133,900.00 to a total not-to-exceed amount of \$273,600.00.

FUNDING SOURCE:53106.113002.565091.000636.000000.00000000.000000

Tracy Geake	Digitally signed by Tracy Geake Date: 2022.03.02 14:45:30 -05'00'
--------------------	--

Upon award approval, we will request an amendment to the services contract through the Office of General Counsel.

Your favorable consideration of our request is greatly appreciated.

Attachments: SS-11199-21 ERP Team Lead Services

CC: Paul Freeman, Enterprise Applications Manager, ITD
Elizabeth Brown, IT Operations Manager
Andre Conyers, IT Contract Administrator

FINANCE AND ADMINISTRATION DEPARTMENT

214 N. Hogan St. 9th Floor | Jacksonville, FL 32202 | Phone: 904.255.8000 | Fax: 904.232.6932

P-15-22 TRACKING #



September 3, 2021

City of Jacksonville

To: COJ Contact

TEKsystems effective this date, September 27th, 2021, will be the sole employer of Michael Turner.

If you require additional information, please feel free to contact me directly.

Thank you

Carrie

A handwritten signature in black ink, appearing to read 'Carrie M Young', written over a horizontal blue line.

Carrie M Young | Account Executive Government Services
T 904.223.2113 | M 904.383 2929 | cyoung@TEKsystems.com

10375 Centurion Parkway N, Suite 120, Jacksonville, FL 32256



**SINGLE SOURCE CONTRACT
FOR IT STAFF AUGMENTATION SERVICES
TEKSYSTEMS, INC.
(ERP TEAM LEAD – MICHAEL TURNER)**

71379-21

THIS SINGLE SOURCE CONTRACT (this “*Contract*” or this “*Agreement*”), is entered into as of the 27th day of September, 2021 (the “*Effective Date*”), by and between the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida (“*City*”), and TEKSYSTEMS, INC., a Maryland corporation authorized to transact business in the State of Florida (“*Company*”), for the purchase of IT Staff Augmentation Services (the “*Services*”).

WHEREAS, City wishes to engage the services of Company to provide IT staff augmentation services;

WHEREAS, Company is willing and able to accept such engagement and provide the Services in accordance with the terms and conditions contained in this Contract; and

WHEREAS, the Services can only be procured through the Company because, effective as of September 27, 2021, Company is the sole employer of the analyst whose expertise and working knowledge are required by the Information Technologies Division to perform the Services; and

WHEREAS, pursuant to Section 126.206, *Ordinance Code*, notice of the Single Source Request was posted for no fewer than seven calendar days on the Procurement Division’s website; and

WHEREAS, it has been determined by the Procurement Division that there is not another potential source which can efficiently and effectively perform the Services; and

WHEREAS, Company has agreed to comply with the terms and provisions of a State of Florida contract for the provision of IT staffing augmentation services (State of Florida Contract #80101507-SA-19-1) (the “*State Contract*”); and

WHEREAS, the State Contract (i) is in full force and effect, (ii) was competitively procured and awarded according to Florida law, and (iii) is broad enough to include the Services; and

WHEREAS, it is the parties’ best interest to use the State Contract for the Services and to add those provisions City is required to use by City’s *Ordinance Code* (the “*Ordinance Code*”) or policy; and

WHEREAS, the City’s Professional Services Evaluation Committee and Mayor approved a Single Source Award for the procurement of the Services on September 23, 2021 (SS-11199-21).

(904) 255-8080
tossi@coj.net

9. **Laws, Ordinance, Rules and Regulations.** As required by Section 126.108(b), Ordinance Code: In any sale or performance hereunder, Company 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), as they apply to the purchase contemplated in this Agreement. If any of the obligations of this Agreement are to be performed by a subcontractor, Company must ensure that the provisions of this Section shall be incorporated into and become a part of the subcontract.

10. **Conflict of Interest.** The parties will follow the provisions of Section 126.110, Ordinance Code with respect to required disclosures by public officials who have or acquire a financial interest in a bid or contract with City, to the extent the parties are aware of the same.

11. **Subcontractors.** Subcontractors may perform services under this Agreement upon written approval by City. In such an event, Company shall remain responsible for the services delivered by the approved subcontractors. No subcontract for performance of the Services shall in any way relieve Company of any such responsibility. Payment for Services will be made by City directly to Company, and all payments to subcontractors shall be made promptly by Company.

12. **Public Records.** In accordance with Section 119.0701, Florida Statutes, COMPANY shall:

- (a) Keep and maintain public records required by CITY to perform the Services; and
- (b) 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
- (c) 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 contract term and following completion of this Agreement if COMPANY does not transfer the records to CITY; and
- (d) Upon completion of this Agreement, transfer to CITY at no cost all public records in possession of COMPANY or keep and maintain public records required by CITY to perform the service. If COMPANY transfers all public records to CITY upon completion of this Agreement, COMPANY shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If COMPANY keeps and maintains public records upon completion of this Agreement, COMPANY shall meet all applicable requirements for retaining public records. All records stored

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

ATTEST:



City of Jacksonville

By: James R. McCain
James R. McCain
Corporation Secretary

By: [Signature]
Lenny Curry
Mayor

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

Form Approved:

By: [Signature]
Office of General Counsel

WITNESS:

TEKSYSTEMS, INC.

By: Christopher Garman

Print Name: Christopher Garman

Print Name: Jason Jacques

Title: Senior Manager of Operations



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.

September 23, 2021

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

Dear Mayor Curry:

Ref: SS-11199-21 ERP Team Lead Services
Finance and Administration Department/Information Technologies 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 reviewing/certifying the above referenced single source agreement.

The following motion/recommendation was adopted:

That the City of Jacksonville enter into a Single Source Contract with TEK Systems, Inc., for ERP Team Lead Services by incorporating the attached Quote and Reference Letter Identified as Exhibit 'A'; the period of service is from September 27, 2021, through March 28, 2022; the maximum indebtedness is a not-to-exceed amount of \$139,700.00. 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, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED


Lenny Curry, Mayor

This 24th day of September, 2021

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

GP ab

cc Council Auditor
James McCain, Jr. OGC
Subcommittee Members

INFORMATION TECHNOLOGIES DIVISION



DATE: September 14, 2021
TO: Greg Pease, Chief of Procurement Division
THRU: Kenneth E. Lathrop, Chief of Information Technologies / CIO
FROM: Elizabeth Brown, IT Operations Manager
RE: ERP Team Lead with TEKsystems, Inc. – Single Source Award Request

SS-1117-21

Kenneth E. Lathrop
Elizabeth Brown
Digitally signed by Kenneth E. Lathrop
Date: 2021.09.16 09:42:36 -0400
Digitally signed by Elizabeth Brown
Date: 2021.09.16 09:48:21 -0400

The Information Technologies Division (ITD) is requesting approval to enter into an agreement for the ERP Team Lead contract position with TEKsystems, Inc. The contractor, Michael Turner, is to serve in the capacity of Team Lead with the City's Enterprise Resource and Planning (ERP) Implementation project for the system known as "1Cloud".

TEKsystems, Inc. has entered into an agreement with Mr. Turner to employ him effective September 27, 2021 and is therefore the sole supplier with whom the City can contract for his services. The ERP Team Lead has managed the ERP Implementation project for the past three years, since 2018. Mr. Turner is the subject matter expert on the entire ERP project, its multiple implementation phases, timelines, dependencies, business requirements and scope of work. Mr. Turner has served in ITD for nearly 23 years, much of that as Manager and Project Management Office (PMO) Manager, and possesses commensurate institutional knowledge, which is critical to the success of this project. The experience he has acquired in managing the project thus far and by serving as point of contact with Oracle (the software vendor), from February 2018 through September 2021, will enable the project to progress along the implementation timeline, with no gaps due to learning curve or required training.

The term of the agreement will be from September 27, 2021, through March 28, 2022. The hourly rate for the ERP Team Lead is \$125.00 and the total number of hours is 1,117.6, which includes a 10% allowance for overtime.

The total not-to-exceed amount for this request is \$139,700.00.

FUNDING SOURCE: 53106.113002.565091.000636

Tracy Geake
Digitally signed by Tracy Geake
Date: 2021.09.15 15:27:35 -0400

Your favorable consideration of our request is greatly appreciated.

Attachments: Single Source Request
Vendor Quote
Single Source Letter
State of Florida IT Staff Augmentation price sheet: ERP Job Family

CC: Paul Freeman, Enterprise Applications Manager, ITD
Tom Ossi, Technology

FINANCE AND ADMINISTRATION DEPARTMENT

214 N. Hogan St. 9th Floor | Jacksonville, FL 32202 | Phone: 904.255.8000 | Fax: 904.232.6932

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a Supplier subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

The Information Technologies Division is requesting approval to enter into an agreement for Team Lead/ERP through IT Staff Augmentation Services with TEKsystems, Inc.. The Program Director, Michael Turner, is to serve in the role of leading the overall ERP project, along with the efforts of City resources and professional implementation services for the Enterprise Resource Planning (ERP) project. The period of service will be from September 27, 2021, through March 28, 2022. The total not-to-exceed amount for this request is

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Effective September 27, 2021, TEKsystems, Inc. will be the sole employer of Michael Turner and thus is the sole supplier for Mr. Turner's contracted services. In his previous role as a City employee, Mr. Turner has managed the ERP Implementation project for the past three years, beginning in 2018. Mr. Turner is the subject matter expert on the entire ERP project, its multiple implementation Phases, timelines, dependencies, business requirements and scope of work. He has served in the Information Technologies Division of the City for 23 years, much

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

Effective September 27, 2021, Michael Turner will be solely represented and employed by TEKsystems, Inc. in the role of the Team Lead/ERP.



September 3, 2021

City of Jacksonville

To: COJ Contact

TEKsystems effective this date, September 27th, 2021, will be the sole employer of Michael Turner.

If you require additional information, please feel free to contact me directly.

Thank you

Carrie

Carrie M Young | Account Executive Government Services

T 904.223.2113 | M 904.383.2929 | cyoung@TEKsystems.com

10375 Centurion Parkway N, Suite 120, Jacksonville, FL 32256







Office of the Director/Fire Chief

MEMORANDUM

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

FROM: Keith Powers, Director/Fire Chief
Fire and Rescue Department 

April Mitchell, JFRD Administration and Finance Manager
Fire and Rescue Department 

RE: P-49-20 Disaster Recovery Consulting Services for COVID-19 &
Other Public Health Emergencies - Amendment 3

DATE: March 11, 2022

Request is made to amend P-49-20 Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergencies to (1) increase the maximum indebtedness by \$3,600,000, to the new not-to-exceed total maximum indebtedness of \$7,900,000; and (2) exercise the first renewal option to extend the agreement to March 22, 2023. All other terms and conditions remain unchanged.

The funding source is as follows: 10602.122001.549040.000000.00001621.00000.0000000

Thanks for your assistance with this matter.

Attachment(s): P-49-20 Award
Scope of Work
Fee Sheet



March 10, 2022

Keith Powers
Director/Fire Chief
Jacksonville Fire & Rescue Department
515 North Julia Street
Jacksonville, FL32202

Re: City Contract No. 70930-21 for Disaster Recovery Consulting Services
for COVID -19 & Other Public Health Emergencies
Request for Amendment No. 3

Chief Powers:

This letter is to request Amendment No. 3 to City Contract No. 70930-21 between the City of Jacksonville and Wheeler Emergency Management Consulting, LLC for Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergencies. This request for an amendment is to increase the contract amount by \$3,600,000. All other terms and conditions remain unchanged.

Please advise if you have any questions concerning this matter.

Thank you in advance for your continued support.

Sincerely,

A handwritten signature in black ink that reads 'Jason Wheeler' in a cursive script.

Jason Wheeler
Principal



March 10, 2022

Keith Powers
Director/Fire Chief
Jacksonville Fire & Rescue Department
515 North Julia Street
Jacksonville, FL 32202

Re: City Contract No. 70930-21 for Disaster Recovery Consulting Services
for COVID -19 & Other Public Health Emergencies
Request for Amendment No. 3

Chief Powers:

This letter is to request Amendment No. 3 to City Contract No. 70930-21 between the City of Jacksonville and Wheeler Emergency Management Consulting, LLC for Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergencies. This request for an amendment is to increase the contract amount by \$3,600,000. All other terms and conditions remain unchanged.

Please advise if you have any questions concerning this matter.

Thank you in advance for your continued support.

Sincerely,

A handwritten signature in black ink that reads 'Jason Wheeler' in a cursive script.

Jason Wheeler
Principal

SECTION 4
Description of Services and Deliverables

4.1 Description of Services

The Consultant will provide assistance and support for grant management, compliance, and administrative services in connection with its applications for reimbursement from State of Florida and Federal agencies, including FEMA, HUD, for significant losses and costs incurred because of a Federally Declared Disaster or other Public Health Emergency.

In addition, the consultant will aid with compliance and audit requirements related to CARES Act funds. The type of professional services requested is very specific, which requires in-depth knowledge and expertise in the operations and procedures employed by the State of Florida, FEMA, HUD, and other Federal Agencies in their past and current applications of reimbursement and procedural processes. All work must be properly completed and accurately documented. All work must comply with FEMA's current Management Cost processes and comply with all policies and guidance documents issued by the State of Florida, FEMA, HUD, other Federal Agencies, and the Federal Register for each Federal Declaration.

4.2 Deliverables

1. Make recommendations and provide guidance on the City of Jacksonville recovery activities related to State and Federal COVID-19 and other Public Health Emergency programs, rules, and regulations.
2. Develop, manage, administer, and audit City of Jacksonville recovery activities related to the State and Federal COVID-19 and other Public Health Emergency assistance programs.
3. Provide credentialed staff within depth knowledge and subject matter experience working COVID-19, Public Health Emergencies, or Public Assistance programs.
4. Provide technical assistance and advisory services related to recovery from Federally Declared Disasters, to include Public Health Emergencies.
5. Develop and implement strategies designed to maximize eligible Federal and State reimbursement.
6. Provide support for strategic planning and coordination of recovery efforts for COVID-19 and other Public Health Emergencies.
7. Review contracts and purchasing documentation to ensure compliance with the "Super Circular", codified in Title 2 of the Code of Federal Regulations.
8. Attend meetings with FEMA, Florida Division of Emergency Management, and City of Jacksonville personnel.
9. Coordinate the development of Project Worksheets (PWs) and other documented versions as required for Florida Division of Emergency Management and FEMA.
10. Provide technical assistance and advisory services on the Federal and State COVID-19 and other Public Health Emergency programs.
11. Compile documentation to include records for contract expenditures, force account labor, and force account equipment for Project Worksheets.
12. Identify permit and regulatory requirements necessary for the submission of Project Worksheets.
13. Aid the City of Jacksonville departments and offices, as requested, to complete necessary documentation.
14. Participate in dispute resolution with FEMA and Florida Division of Emergency Management, including the preparation of time extensions, appeals, and responses to Requests for Information (RFI).

Exhibit 'A'

Form 1
PRICE SHEET

NAME OF CONSULTANT Wheeler Emergency Management Consulting, LLC

Proposal Number P-49-20

SCHEDULE OF PROPOSED PRICES/RATES

1. The price set for each item is a "firm fixed" price, and inclusive of all labor, supervision, materials, supplies, equipment, tools, transportation, lodging, handling, assessments, fees, and taxes.
2. The contractor is not exempt from the Florida Sales Tax on materials or services.
3. Charges are based on hours worked, the fully loaded hourly direct labor rates are.

Principal (Partner or Senior Officer):	\$ <u>275.00</u> hr
Senior Consultant (Project Manager)	\$ <u>195.00</u> hr
Consultant:	\$ <u>170.00</u> hr.
Junior Consultant:	\$ <u>145.00</u> hr.
Program and other Administrative Support:	\$ <u>60.00</u> hr.


Signature

President

Title

Wheeler Emergency Management Consulting, LLC

Company Name

Date

1/25 2021



**SECOND AMENDMENT TO CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
WHEELER EMERGENCY MANAGEMENT CONSULTING, LLC
FOR
DISASTER RECOVERY CONSULTING SERVICES**

70930-21
Amd #2

THIS SECOND AMENDMENT to Contract for Disaster Recovery Consulting Services for COVID-19 and other public health emergencies is made and entered into this 29 day of October, 2021, 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 WHEELER EMERGENCY MANAGEMENT CONSULTING, LLC, a Florida limited liability company with its principal office at 2954 SR 71, Marianna, Florida 32446 (the "Contractor").

WHEREAS, on March 22, 2021, City and Contractor made and entered into City of Jacksonville Contract No. 70930-21 (the "Contract"); and

WHEREAS, said Contract has been amended once previously; and

WHEREAS, said Contract should be amended further by increasing the maximum indebtedness by \$2,000,000.00 to a new total maximum indebtedness not to exceed \$4,300,000.00, 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 for other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree to amend said Contract 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 \$2,000,000.00 to a new total maximum indebtedness not to exceed \$4,300,000.00, 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 initial period of service shall be a fixed monetary amount not to exceed FOUR MILLION THREE HUNDRED THOUSAND AND 00/100 DOLLARS (\$4,300,000.00)."

Encumbrance and funding information for internal City use:


Account..... 10602.122001.549040.000000.00001621.000000.00000000

Amount.....\$2,000,000.00

This above stated amount is the maximum fixed monetary amount of the foregoing contract.

TOTAL MAXIMUM INDEBTEDNESS: \$4,300,000.00

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.



Director of Finance
City Contract #70930-21, 2nd Amendment

Form Approve:



Office of General Counsel



City of Jacksonville, Florida


Lenny Curry, Mayor


Jacksonville Fire and Rescue
Emergency Preparedness Division
(904) 255-3110
www.coj.net/jaxready

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

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

FROM: Todd Smith, Division Chief of Emergency Preparedness
Fire and Rescue Department 

Noah Ray, Emergency Preparedness Supervisor
Fire and Rescue Department 

RE: P-01-22 P-01-22 Threat & Hazard Identification & Risk Assessment
(THIRA) and Stakeholder Preparedness Report (SPR)

DATE: March 21, 2022

The subcommittee received five (5) proposals for the P-01-22 Threat & Hazard Identification & Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR) and found all to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP).

The proposals were evaluated using the selection criteria outlined in the Purchasing Code as augmented by the RFP.

Based on the above, the following firms listed alphabetically were determined to be qualified to perform the required services. The ranking of first, second and third designates the order of qualification of these firms to perform the required services and alphabetically they are:

- 1) IEM
- 3) Integrated Solutions
- 2) Tetra Tech

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

Attachment(s): Scoring Matrix

Evaluation Matrix

P-01-22

EVALUATION SCALE
1-----20

Threat & Hazard Identification and Risk Assessment (THIRA) & Stakeholder Preparedness Report(SPP)

EXTREMELY QUALIFIED

QUALIFIED

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	COST BREAKDOWN INFORMATION	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
MAXIMUM POINTS	10	10	10	10	10	10	20	10	10	100
Advanced Planning Consultants, LLC	7.00	8.50	8.00	8.00	6.50	5.50	17.50	9.00	10.00	80.00
Integrated Solutions Consulting	7.50	9.00	8.00	8.00	7.00	7.50	18.00	8.50	10.00	83.50
Tetra Tech	10.00	8.50	10.00	9.50	8.00	8.00	19.50	7.50	10.00	90.00
The Witcher Group, Inc.	5.00	3.00	5.00	3.50	4.00	7.50	11.00	5.50	10.00	54.50
IEM	10.00	10.00	10.00	10.00	10.00	10.00	20.00	7.50	10.00	97.50



ONE CITY. ONE JACKSONVILLE.

March 16, 2022

MEMORANDUM

TO: Gregory W. Pease, Chairman
Professional Services Evaluation Committee

THRU: John P. Pappas, P.E.
Director

FROM: William J. Joyce, P.E.
Director of Operations

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

SUBJECT: P-15-19 Professional Engineering Services for Moderate to Large Drainage Improvements - Annual Contract Amendment 1 POA-70029-20
Consultant Services Account Nos.: N/A
Internal Services Account No.: PWEN011AD

Contract 70029-20 between the City and England Thims & Miller, Inc. for Professional Engineering Services for Moderate to Large Drainage Improvements - Annual Contract is set to expire April 1, 2022. 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. England Thims and Miller, Inc. is committed to meeting the 20% JSEB participation goals established for this contract.

Accordingly, this is to recommend that Contract # 70029-20, originally executed April 2, 2020, between the City of Jacksonville and England Thims & Miller, Inc. for Professional Engineering Services for Moderate to Large Drainage Improvements - Annual Contract, to extend the period of service from April 1, 2022 thru March 31, 2024 with all other terms and conditions of the Agreement remaining unchanged.

JPP/lw

Attachments:

cc: Lori A. West, Engineering Contract Specialist



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

March 3, 2022

TO: Gregory W. Pease, Chairperson
Professional Services Evaluation Committee

THRU: John P. Pappas, P.E.
Director

FROM: William J. Joyce, P.E.
Director of Operations

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

RE: REQUEST FOR PERMISSION TO REVIEW PROPOSAL
P-02-22 Professional Engineering Services for US 1 Corridor Utility Improvements - Phase 2

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

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

The Department of Public Works does not have available staff with the necessary expertise to design and permit the proposed water main for this project. When work is outside the expertise of our available staff, the City typically has hired a Consultant to advise us and provide all Professional Engineering services required for the preparation of the bid plans and technical specifications. The RFP for these services was advertised for over 4 weeks and was downloaded by 21 Engineering firms, 18 of which were local and 15 of which downloaded the RFP at least 3 weeks before the submittal date. We feel that time afforded ample time for consulting firms to become aware of the RFP and prepare/submit responses. Additionally, we believe that we have received proposals from 2 qualified firms.

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

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

88



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

March 14, 2022

TO: Gregory W. Pease, Chairman
Professional Services Evaluation Committee

THRU: John P. Pappas, P.E. *John P. Pappas*
Director

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

Nikita Reed, P.E. *Nikita Reed*
Public Works Project Manager

SUBJECT: P-25-21 Engineering Testing Services- Annual Contract

The subcommittee received four (4) 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.

The proposals were evaluated 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, second, and third designates the order of qualification of these firms to perform the required services.

2. CSI Geo, Inc.
3. ECS Florida, LLC
1. Meskel & Associates Engineering, PLLC

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

JPP/iw

Attachment: Scoring Matrix

cc: Lori West, Engineering and Construction Management

Evaluation Matrix

PROJECT NO P-25-21 AVERAGE

EVALUATION SCALE 1-----20

QUALIFIED	EXTREMELY QUALIFIED										OVERALL	
	FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Past & Present Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	Willingness to meet time & Budget		VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES
	MAXIMUM POINTS	10	10	5	10	5	10	20	20	10	10	110
	Meskel & Associates Engineering, PLLC	10.00	9.50	3.00	10.00	5.00	10.00	20.00	18.00	9.00	9.00	103.50
	ECS Florida, LLC	9.50	9.50	5.00	8.75	5.00	4.50	9.50	15.88	9.00	10.00	86.63
	CSI Geo, Inc.	10.00	5.63	2.50	8.88	5.00	10.00	20.00	19.13	9.00	9.50	99.64
	Universal Engineering Science	10.00	8.00	5.00	7.75	1.75	1.50	5.50	14.75	4.50	9.00	67.75


1
3
2


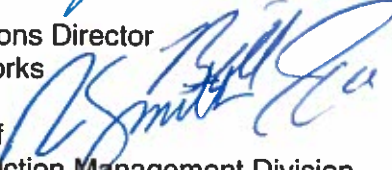
DEPARTMENT OF PUBLIC WORKS



MEMORANDUM

TO: Greg Pease, Chairperson
Professional Services Evaluation Committee

THRU: John P. Pappas, P. E., Director
Public Works Department 

FROM: Bill Joyce, P. E., Operations Director
Department of Public Works 
Robin Smith, P. E., Chief
Engineering and Construction Management Division 

DATE: March 14, 2022

RE: **REQUEST FOR PROPOSALS - PROFESSIONAL ENGINEERING SERVICES FOR CHAFFEE ROAD IMPROVEMENTS (BEAVER ST. TO OLD PLANK RD.) RFP NO. P-07-22**

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 \$900,000.
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.

A small, handwritten mark in blue ink, possibly initials or a signature, located in the bottom right corner of the page.

9. A subcommittee composed of Bill Joyce, P. E., Operations Director, Department of Public Works, 255-8762; and Robin Smith, P. E., Chief, Engineering and Construction Management Division, 255-8710; 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 October 2005.
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)

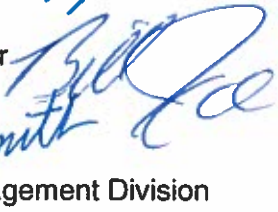
cc: Lori West, Contract Specialist, Engineering Division

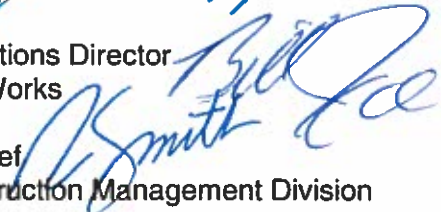


MEMORANDUM

TO: Greg Pease, Chairperson
Professional Services Evaluation Committee

THRU: John P. Pappas, P. E. 
Director of Public Works

FROM: Bill Joyce, P. E., Operations Director 
Department of Public Works

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

DATE: March 14, 2022

RE: **REQUEST FOR PROPOSALS – RFP NO. P-10-22**
CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR
THE JACKSONVILLE FAIRGROUNDS RELOCATION PROJECT

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 \$3,000,000.
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.

Handwritten initials "SS" in blue ink.

9. A subcommittee composed of Bill Joyce, P. E., Operations Director, Department of Public Works, 255-8762; and Robin Smith, P. E., Chief, Engineering and Construction Management Division, 255-8710; 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 October 2005.
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)
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cc: Lori West, Contract Specialist, Engineering Division