

PUBLIC NOTICE
PSEC AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
 Thursday, September 8, 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	CONTRA EXP	OUTCOME
Bob Blanco Kristen Reed	P-31-22	Approval to Proceed with Evaluation of Two (2) Proposals Received Professional Services for Resilience Updates to the Land Development Regulations Department of Planning and Development	That the Committee approves proceeding with evaluation of the two (2) proposals received in accordance with Section 126.302 (f) of the Procurement Code.		
Mary DiPerna Carolina Teran-Ozeguera	P-40-17	Contract Amendment No. 5 Flexible Spending Administrator Employee Services Department	That Contract No. 10364 between the City of Jacksonville and Discovery Benefits for the Group Flexible Spending Account Administration and Services, be amended to: (i) extend the period of service from January 1, 2023, through April 30, 2023; and (ii) increase the maximum indebtedness by \$20,000.00 for this period, to a new not-to-exceed total maximum of \$422,000.00. 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.	12/31/22	
Mary DiPerna Carolina Teran-Ozeguera	P-12-22	Fee & Contract Negotiations Medical ASO, Pharmacy Benefit Management Services, Stop Loss, EAP, Well-being & Chronic Condition Management Services Employee Services Department	That the City of Jacksonville enter into a Contract with Florida Blue for Medical ASO, Pharmacy Benefit Management Services, Stop Loss, EAP, Well-being & Chronic Condition Management Services, to incorporate the attached Scope of Services Identified as Exhibit 'A' and Contract Fee Summary Identified as Exhibit 'B'; the initial period of service will be for one-year from January 1, 2023, through December 31, 2023, with four (4) one-year renewals that will include each year ending December 31 st . The maximum indebtedness shall be a not-to-exceed amount of \$2,700,000.00 for the initial contract period. All other terms and conditions are per the RFP and the City's standard contract language.		
Tracy Flynn Wanda Verdejo	P-22-22	Fee & Contract Negotiations Aircraft Liability & Physical Damage Insurance Broker Services Risk Management Division	That the City of Jacksonville enter into a contract with Brown & Brown as the Aircraft Liability & Physical Damage Insurance Broker Services provider to incorporate the attached Scope of Services Identified as Exhibit 'A' and Fee Schedule Identified as Exhibit 'B'; the initial period of services will be for three (3) years from execution of the contract through September 30, 2025, with two (2) one-year renewal options available at terms mutually agreeable; the maximum indebtedness is a not-to-exceed amount of \$1,431,015.00. All other terms and conditions are per the RFP and the City's standard contract language.		
Tracy Flynn Biblis Centeno	P-18-18	Contract Amendment No. 4 Casualty Actuarial Services Risk Management Division	That Contract No. 9925-01 between the City of Jacksonville and AMI Risk Casualty, Inc., for the provision of Casualty Actuarial Services be amended to exercise the fourth and final renewal option extending the period of service from October 1, 2022, through September 30, 2023, with no renewal option remaining; provide \$27,200.00 for the annual services; and increase the maximum indebtedness by \$27,200.00 to a new not-to-exceed total maximum of \$136,300.00. 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.	10/01/22	

Steve Long Robin Smith	P-30-21	<p>Fee & Contract Negotiation Professional Grant Writing and Management Services Department of Public Works/Engineering & Construction Management Division</p>	<p>That the City of Jacksonville enter into a contract with Wheeler Emergency Management Consulting, LLC, for Professional Grant Writing and Management Services that incorporates the attached Scope of Services identified as Exhibit 'A' and Fee Schedule 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 \$1,000,000.00; the initial period of service will be from execution of the contract through four (4) years with the option to renew the contract for two (2) additional 2-year periods upon satisfactory performance by the consultant. All other terms and conditions are per the RFP and the City's standard contract language.</p>	
Steve Long James Carroll	P-21-21	<p>Contract Amendment No. 1 Countywide Program Management Services for Resurfacing and Sidewalk Construction Department of Public Works/Engineering & Construction Management Division</p>	<p>That Contract No. 71491-22 originally executed December 28, 2021, between the City of Jacksonville and Eisman and Russo, Inc., for Countywide Program Management Services for Resurfacing and Sidewalk Construction be amended to incorporate the attached Fee Summary identified as Exhibit 'C'; increasing the maximum indebtedness by \$2,412,237.50 to a new maximum of \$4,138,601.51; All other terms and conditions shall remain the same.</p>	
Robert Ownby Nicole Spradley	P-33-20	<p>Contract Amendment No. 1 Foreclosure Property Registry Database Neighborhoods Department</p>	<p>That Contract No. 70495-21 originally executed October 1, 2020, between the City of Jacksonville and Property Registration Champions, LLC DBA Prochamps, be amended to exercise the first renewal option extending the period of service from October 1, 2022, thru September 30, 2023, with two (2) renewal options remaining at terms mutually agreeable. 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>	09/30/22
Meeting Adjourned:				

"The next PSEC meeting is scheduled to be held on Thursday, September 22, 2022."



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

ONE CITY. ONE JACKSONVILLE

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

FROM: Anne Coglianese, Chief Resiliency Officer *AC*
Planning and Development Department
Kristen Reed, Chief of Community Planning *KDR*
Planning and Development

RE: REVIEW OF RFP SUBMITTALS FOR P-31-22 PROFESSIONAL SERVICES FOR
RESILIENCE UPDATES TO THE LAND DEVELOPMENT REGULATIONS

DATE: September 1, 2022 *P-31-22*

The Planning and Development Department received only two (2) proposals for the Request for Proposal(s) P-31-22 Professional Services for Resilience Updates to the Land Development Regulations

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

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 are no existing or previous contracts for these services that can be extended. Additionally, this is the second posting of this RFP as the initial posting did not result in any proposals. There is no reason to believe that a third posting would result in additional proposals.

Considering the foregoing information, staff request the process that should be followed in order to ensure the continued business continuity by evaluating the two (2) proposals received.

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DEPARTMENT OF EMPLOYEE SERVICES



MEMORANDUM

TO: Greg Pease, Chairperson
Professional Services Evaluation Committee

FROM: Mary DiPerna, Chief, Compensation and Benefits
Carolina Teran-Oceguera, Manager, Personnel Services-Employee Benefits

SUBJECT: P40-17 Flexible Spending Administrator
Amendment #5

DATE: August 29, 2022

Handwritten signatures in black ink. The top signature is "Mary DiPerna" and the bottom signature is "Greg Pease".

This is to recommend that the City approve the fifth amendment to the contract with Discovery Benefits for flexible spending administration. The amendment shall be for January 1, 2023 through April 30, 2023; rates will remain the same and the total indebtedness for this time period will not exceed \$20,000; the maximum indebtedness shall not exceed \$422,000. This will allow Discovery to administer the grace period that is setup in our flexible spending plan.

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

Thank you.

City of Jacksonville
117 West Duval Street
Suite 150
Jacksonville, FL 32202

Thank you for your continued partnership with WEX. We wanted to share that your rates will remain the same. This letter is to confirm the following administrative fees will remain in effect until January 1, 2028 for City of Jacksonville:

Product Name	Fee Amount	Fee Minimum
COMMUTER - MONTHLY	\$3.25	\$0.00
FSA - MONTHLY	\$3.25	\$0.00
FSA SOLUTION	\$3.25	\$0.00
NON-DISCRIMINATION TESTING	\$0.00	\$0.00

You may experience more savings with WEX by consolidating all of your employee benefits with us. WEX [simplifies the employer and employee experience](#) for a variety of plans, including:

- Health savings accounts (HSAs)
- Flexible spending accounts (FSAs)
- Health reimbursement arrangements (HRAs)
- Commuter benefits
- Lifestyle spending accounts (LSAs)
- COBRA
- Direct Bill
- Non-discrimination testing
- And more!

If you have any questions or if you would like to discuss other products and services we offer, please contact our service team at 877-765-8810.

Sincerely,



Andy Doeden
Senior Vice President – National Sales





ONE CITY ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

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

MEMORANDUM

To: Greg Pease, Chairperson

Professional Services Evaluation Committee

From: Mary DiPerna, Chief, Compensation and Benefits

Carolina Teran-Oceguera, Manager, Compensation and Benefits

Re: P – 12-22 – Medical/Pharmacy ASO Management Services

Date: August 29, 2022

As a result of fee and contract negotiations with Florida Blue, we recommend that the City enter into a contract with Florida Blue for the Medical and Pharmacy ASO Management Services for the City of Jacksonville.

The contract shall begin on January 1, 2023, for an initial one-year period and will include renewal options for four additional one-year periods ending on December 31st of each year.

All other terms and conditions are according to the Scope of Services outlined in the Request for Proposal. The maximum indebtedness shall not exceed \$2,700,000 for the initial contract period.

Section 4
Description of Services and Deliverables

- A. In accordance with Chapter 126, Part 3, of the Jacksonville Municipal Code, the City of Jacksonville, Florida (City) is soliciting competitive proposals with this Request for Proposal (RFP), to provide Medical/Pharmacy Administrative Services, Stop Loss coverage, EAP, Well-being and Chronic Condition Management Services for all full time and part time employees working 25 or more hours per week and their eligible dependents, retirees and their eligible dependents, COBRA qualified beneficiaries and certain other eligible members of the City of Jacksonville. The City includes all City departments (excluding Police & Fire Unions), City Council, Tax Collector, Property Appraiser, Clerk of the Courts, Elections Office, Jacksonville Sheriff's Office, Jacksonville Fire Rescue, Jacksonville Housing Authority, Northeast Florida Planning Council, and First Coast Worksource.
- B. The effective date of this plan of benefits is to be January 1, 2023.
- C. The Proposer must offer the following: three (3) HMO plans to include one plan dedicated to utilizing UF Health providers and facilities, and one (1) PPO medical plan. The Proposer may bid on the HMO utilizing UF Health Providers and facilities on a standalone basis. The Proposer must include Administrative Services, Stop Loss coverage, Medical benefit plan, network access and Pharmacy Management Services for the standalone plan, and include the corresponding premiums, fees and charges in their RFP response.
- D. The City of Jacksonville is seeking to review two (2) options as follows: one (1) company to offer Administrative Services, Stop Loss coverage, Medical benefit plans, network access, Pharmacy services, EAP, Well-being and Chronic Condition Management services to the active and part time employees working 25 hours or more per week and their eligible dependents, retirees and their eligible dependents and Cobra qualified beneficiaries; and one (1) company to offer Administrative Services, Stop Loss coverage, Medical benefit plans, network access, EAP, Well-being and Chronic Condition Management to active and part time employees working 25 hours or more per week and their eligible dependents, retirees and their eligible dependents, and Cobra qualified beneficiaries with a PBM Administration contract carved out on a standalone basis. The City, at their sole discretion, reserves the right to award a contract for the option that best meets their objectives. The City will review the possibility of a standalone UF Health HMO with corresponding pharmacy, stop loss and Chronic Condition Management.
- E. Provide one (1) on-site full time company service representative to provide customer service to the plan members of the City of Jacksonville. They must be fully experienced and knowledgeable on all programs identified in this RFP. This individual will work in the City of Jacksonville's Employee Benefits Office five (5) days a week, Monday - Friday for the working hours established by the City.
- F. Provide the City of Jacksonville with a premium payment plan that allows the City to pay their Stop Loss premiums and ASO fees 45 days in arrears.
- G. Provide quality and effective medical plan to include Behavioral Health/Substance Abuse benefits and Stop Loss administration.
- H. Provide a quality and effective Pharmacy Benefit Management Services as part of the Medical ASO or the option of providing a quality and an effective Carve-out Pharmacy Benefit Management Services which are separate from the Medical ASO but included in the Stop Loss contract as eligible reimbursement expenses.

- I. Provide a quality and effective Chronic Condition Management program incorporated with the Medical/Pharmacy ASO.
- J. Provide a quality Well-being program.
- K. Provide a quality and effective EAP plan incorporated with the Medical/Pharmacy ASO.
- L. Provide realistic and competitive premiums for the requested services.
- M. Proposer must be able to accept electronic submissions of enrollment and eligibility transferred by the City of Jacksonville via HIPAA secured files.
- N. Provide quality and timely claims service and benefit adjudication.
- O. Provide monthly claims data directly to the City's Well-being program.
- P. Provide excellent and timely client services and member services.
- Q. The City will be allowed to pay up to 15 days from submission of the monthly claims billings from the Proposer.
- R. The proposer must use a unique member identifier other than Social Security numbers.
- S. Provide a large quality network of HMO/PPO physicians and hospitals to include UF Health providers and facilities with timely access for appointments and short wait periods for service.
- T. The winning proposer will provide the City a \$200,000 Well-being contribution annually. The City will have total discretion on how to spend these Well-being monies.
- U. Provide a comprehensive fee and claims reporting package. This package at a minimum will report by benefit plan, total fee paid, total paid claims, number of participating employees and dependents and utilization on a monthly basis. Proposer must provide the City's consultant with this data via monthly file feeds.
- V. Allow the Buyer at no additional fees outside of the agreed upon ASO fees for claims audits to be performed on an annual basis and PBM market check and pharmacy/rebate audits to be performed on an annual basis at no additional cost from the Contractor.
- W. Proposer agrees to provide the necessary medical and or pharmacy data within fifteen (15) business days upon request to the Buyer's chosen Third Party Auditors at no additional cost on an annual basis during the term dates of this contract.
- X. Confirm that pharmacy rebate guarantees are for actual rebates received from pharmaceutical manufacturers and do not include other amounts including, but not limited to, therapeutic interchange savings.
- Y. Confirm that your proposed pharmacy rebate guarantee payments will not be altered during the term of the contract for any reason other than:
 - A change in government legislation which materially impacts the current economics of the rebating process between manufacturers and managed care organizations which then has a material adverse impact on the rebates that the medical contractor or PBM receives, OR

- A generic product is expectantly introduced to the market ahead of the anticipated generic launch date.
 - An agreed upon contract amendment at the request of the City's consultant.
- Z. Confirm that there is no level of formulary compliance that must be achieved to obtain stated discounts and rebates.
- AA. Provide quality educational and informational materials concerning health and wellbeing of the employees of the City of Jacksonville.
- BB. Provide the employees and covered dependents access to a dedicated and secure online web site to provide eligibility, claims payment information, network provider information and other information pertinent to the City's employee benefit plans.
- CC. Provide appropriate number of Contractor representatives to assist the City with annual open enrollment, educational seminars, health fairs, lunch and learns and other Contractor related educational and promotion activities at no additional costs.
- DD. The Contractor shall use the City intranet to disseminate information. This information will be kept updated by the proposer on a quarterly basis, or sooner, if plan changes, legislative revisions or updates are required. Proposer will notify the City as new legislation is created by federal and state legislators.
- EE. The Proposer's counsel and/or legal department will originate and maintain formal plan documents and all amendments attached thereto in conjunction with the City of Jacksonville. It shall be the proposer's responsibility to maintain compliance with all current local, state and federal legislation and regulation so as to protect the eligibility and integrity of the City Employee Benefits Plan. The successful proposer shall be required to continually monitor all state and/or federal legislation and regulations concerning its medical plans and any effects that legislation and/or regulation may have on such plans and the services provided under this RFP, and provide timely updates to the plan documents when needed. The proposer shall consult with the City regarding any federal or state legislation or regulation and how it may impact plan design, benefit plans, claims adjudication or taxation, ID cards and Explanation of Benefits (EOBs) in a timely manner following notice of such legislation or regulation.
- FF. The Proposer will implement all required federal or state mandates that affect the administration services at no additional cost to the City for the term of the contract period.
- GG. The Proposer is expected to provide prompt and professional member service. Each proposer should identify the location and staffing levels of the member service center that will provide service to the City of Jacksonville and their eligible membership. A member service "800" telephone number, internet and website access must be made available to the City and its members.
- HH. The City will require the Proposer to have the upcoming renewal complete and finalized six months prior to the next renewal date. The renewal should be in written form and delivered to the attention of Mary DiPerna at the City's Employee Benefits department.
- II. The Proposer will provide timely and complete reports to complete the Retiree Drug Subsidy (RDS) reporting requirements.
- JJ. The Proposer will provide all required reporting and compliance with New York Public Goods Surcharge and any other state paid claims reporting as necessary.

KK. The Proposer will provide additional health costs information and prescription drug reporting annually to CMS as required by the Consolidated Appropriations Act, 2021 (CAA) at the timeline established, at no additional cost to the City.

(End of Section 4 - Remainder of page intentionally left blank)

Section 5
Current and Requested Medical, Pharmacy, Stop Loss, EAP, Well-being and Chronic Condition Management Plans

Please find in this section the RFP requested benefits for the City of Jacksonville's Medical, Pharmacy, Stop Loss, EAP, Well-being and Chronic Condition Management plans. The following pages will provide you with a detailed description of the RFP requested benefits. Please quote the Medical, Pharmacy, Stop Loss, EAP, Well-being and Chronic Condition Management benefit plans as closely as possible. If your company cannot provide a specific benefit, co-insurance, co-payment, and particular service or have contract differences, please provide a listing of the deviations.

The section will be evaluated in Attachment B, Evaluation Matrix, criteria number 8, Ability to Design an Approach and Work Plan to Meet the Project Requirements.

Medical/Pharmacy ASO

Medical and Pharmacy Plan Benefits Requested: Three (3) HMO plans to include one HMO plan dedicated to utilizing UF Health providers and facilities, and one (1) PPO medical plan. The Proposer may bid on the HMO utilizing UF Health providers and facilities on a standalone basis. The Proposer must include Administrative Services, Stop Loss coverage, Medical benefit plan, network access and Pharmacy Benefit Management services for the standalone plan.

Plan Funding:

(All Eligible Plan Participants) Self Insured, ASO, Specific Stop Loss only to include Medical and Pharmacy - \$800,000 Specific Deductible.

(UF Health HMO Only) Self Insured, ASO, Specific Stop Loss to include Medical and Pharmacy - \$325,000 Specific Deductible; Aggregating Specific to include Medical and Pharmacy - \$10,000 Aggregating Specific Deductible.

Plan Participants: Active employees (excluding Police & Fire Unions) working 25 or more hours per week and their eligible dependents, qualified part time employees and their eligible dependents, retirees and their eligible dependents, and Cobra continuants. A retiree who retired from a Police & Fire Union that chose to remain on the City's Health Plan prior to January 1, 2020 is eligible for continued participation in the City's Health Plan and is considered to be grandfathered. All currently enrolled retirees are identified in the census data.

Dependent Definition:

A dependent is defined as a covered employee's legal spouse or dependent child of the employee or employee's spouse.

Dependent children will be covered until the day on which they reach age 26, unless they have access to group benefits through their own employer. A dependent child is defined as:

- A natural child
- A step-child
- A legally adopted child
- A child for whom legal guardianship has been awarded to the covered employee or the employee's spouse

- Unmarried children of any age who become mentally or physically disabled before reaching the age limit

FL Statute 627.6562 Dependent Coverage:

Health insurance coverage is available for dependents age 26 to 30. Please visit the Compensation and Benefits website @ www.coj.net/benefits for more information.

FL Statute 627.641 Coverage for Newborn Children:

Newborn children of a covered family member other than the spouse of the insured or subscriber will be covered until they reach 18 months of age. Example: Grandchildren

Employer Contribution:

The High Deductible and UF Health medical and pharmacy plans are offered by the City at 0% premium contribution for the employee and 50% for eligible dependents.

All other medical and pharmacy plans offered by the City at 5% premium contribution for the employee and 50% for eligible dependents.

There is no employer contribution for retirees or their dependents.

Eligibility:

- Active fulltime employees who work a minimum of 25 hours per week.
- All eligible part time employees
- Eligible dependents of employees
- Eligible retirees and dependents

Medical/Pharmacy ASO Quotes Requested

Please provide an ASO quote that includes all of the administrative and claims management services currently being offered by Florida Blue.

Currently, the ASO fees are being offset by the pharmacy rebates developed from the PrimeRx program. We are requesting your ASO quotes with three options (all options should be included in the stop loss contract consideration):

Option 1. ASO fees offset by the pharmacy rebates provided the pharmacy administration is included in the Medical ASO.

Option 2. ASO fees that are not offset with pharmacy rebates included in the Medical ASO. In option 2, provide an estimate of the projected pharmacy rebates for plan year 2023.

Option 3. ASO fees that are not offset with pharmacy rebates from Carve-out PBM services. Any and all additional ASO fees attributable to carving out the PBM should be represented in this option.

UF Health HMO

Currently the City offers its employees a UF Health HMO option separate from Florida Blue. An alternate plan design was offered to encourage participants to use UF Health hospitals and medical providers. It is the City's request that all Contractors provide a plan and network design to match their current benefits utilizing UF Health HMO network. If this requested plan is included in the Contractor's four (4) plan designs then it should be treated as all other plans and covered by Stop Loss, Pharmacy, EAP, Well-being and Chronic Care Management programs.

Contractors which provide the requested information and UF Health HMO plan design will be eligible to receive additional points for Criteria #8 and #9 as provided in Attachment B – Evaluation Matrix.

In lieu of providing the UF Health HMO plan requested above, Contractors must clearly state that the Contractor is not providing the requested plan design and explain the reasons for not providing this plan option.

The City will consider a Contractor who presents a response to this RFP for UF Health HMO only (as a standalone plan). The Medical/Pharmacy/Stop Loss/Chronic Condition Management questions in Section 6, Questions and Interrogatories, should be completed as it pertains to employees covered by this plan only. Employees enrolled in the UF Health HMO will have access to the City's EAP and Well-being programs, the same as all other covered employees. All applicable premiums, fees and charges for providing the administrative services, stop loss coverage, medical benefit plan, network processing (claims repricing) and pharmacy services must be stated in Form 1, Proposed Pricing and Fee Exhibit.

The City, at its sole discretion, may award the standalone UF Health HMO option to an independent administrator or it may award a Contractor who proposes this plan design option as part of their total response.

Stop Loss Quotes Requested

Please provide a Stop Loss quote that matches the criteria below. Proposers that include the UF Health HMO plan within their proposed four (4) plans should provide the \$800,000 Medical/Rx Specific Stop Loss coverage to include their proposed UF Health HMO plan. A separate Stop Loss policy with the lower specific deductible specifically for the UF Health HMO plan would not be applicable under the above scenario.

Stop Loss:

(Two (2) HMO, one (1) UF Health HMO, one (1) PPO)

- Specific Stop Loss: \$800,000 deductible to include Medical and Pharmacy
- Aggregate: None
- Funding: 18/12

(UF Health HMO only, if standalone)

- Specific Stop Loss: \$325,000 deductible to include Medical and Pharmacy
- Aggregating Specific Deductible: \$10,000
- Funding: 18/12

EAP

EAP Program Requested: The City is requesting a competitive, robust program that is available to employees, their spouses, dependent children, parents and parents-in-law. Minimum program requirements are listed below. Proposer will be responsible for remitting proposed program administration fees directly to EAP vendor. Pricing should NOT include any consultant commissions.

- Six (6) visits per issue model
- 24-hour toll-free Emergency Hot Line
- Telephonic or in-person counseling
- Video counseling via computer, laptop, tablet or smartphone
- In-network (the City's medical plans' networks) referrals for long-term counseling or specialized care

- Work/life features to assist in addressing issues such as child care, elder care, legal counseling, financial counseling and identity theft resolution
- Expansive EAP portal with comprehensive online resources and tools to search for work/life information
- Comprehensive financial wellness resources including online articles, webinars, calculators and downloadable forms
- Consultations with financial/legal specialists
- Unlimited HR/Management consultations to address sensitive employee issues
- Unlimited Telephonic Critical Incident Stress Debriefing Support
- Thirty (30) hours of training per year
- Reporting on effectiveness of EAP program
- Promotional employee communications at no additional cost
- Onsite attendance at health fairs, open enrollment, etc. at no additional charge

Well-being

Well-being Program Requested: The City is requesting a quality Well-being program administrator to provide excellent and timely client and member services. All full-time employees and their spouses may participate in the Well-being program, however, only employees are eligible for the cash rewards.

Pricing should NOT include any consultant commissions. A contract allowing the City to pay fees forty-five (45) days in arrears is required.

The program shall include the following services:

- Engagement
 - Consultative and customized approach to improving the overall culture and well-being of employees through participation and engagement in the program
 - Create long-term strategic plan
- Health Risk Assessments in electronic format
 - Results review in paper, electronic or web based
- Biometric Screenings
 - Venipuncture
 - Finger stick
 - Independent labs/PCP office
- Individual Coaching
 - Lifestyle (stress, weight management, tobacco, etc.) onsite, telephonic and web based
- Onsite activities
 - Educational seminars
 - Exercise programs
 - Walking programs
 - Weight management
 - Team challenges
- Member portal that is accessible via computer, laptop, tablet or mobile phone (App) and is easily navigated
- Individualized action plan developed for each participant
- Activities and initiatives available to participants outside of the health plan
- Activities tracking
 - Electronic tracking
 - Strategy consulting
- Rewards
 - Individual rewards program

- Team rewards program
- Electronic rewards tracking
- On-line rewards store
- Technology and data integration
 - Accept, utilize and analyze medical claims from medical carrier(s) for monitoring program success
 - Reporting on quarterly basis
 - Participation
 - Activity
 - Outcomes
 - Risk stratification
 - Improvement in health status
- Compliance
 - ACA
 - ADA
 - HIPAA
 - EEOC

Chronic Condition Management

Chronic Condition Management program requested: The City is interested in a Chronic Condition Management program (formerly known as Disease Management) to be part of their overall approach to providing full healthcare administrative management (either directly or through a subcontractor as follows:

- Follow-up care and programs to address health risks and prevalent chronic diseases over time, e.g. cardiac risk, diabetes and asthma management programs, etc.
- Reporting systems to allow year-to-year comparisons and identification of the effects of risk screening and chronic condition management on the total plan costs.
- Health risk and consumer educational materials
- Provider education and collaboration of the health plan benefits managing the total claims costs for chronic conditions
- Ongoing outreach to members identified for Chronic Condition Management and live attempts to contact members for program participation and engagement
- Efficiently retrieve and utilize all claims data (lab, medical providers, pharmacy, behavioral health, Personal Health Assessments) to support the success of the Chronic Condition Management program
- Offer transition of care services to successfully manage all chronic conditions to include pregnancy, hospitalization, prolonged treatment protocols, and chronic/terminal illnesses

All pricing should be included on Form 1 (Proposed Pricing and Fee Exhibit.)

Pursuant to Section 1.4.G (Minimum Requirements), failure by the Contractor to either: (i) provide an alternate quote on Form 1 (Proposed Pricing and Fee Exhibit) for a UF Health Plan described in its Response; or (ii) clearly state on Form 1 that the Contractor is not providing an alternate quote and explain the reasons for not providing the alternate quote as requested, shall result in the Response not being evaluated and being rejected as non-responsive.

(End of Section 5 -Remainder of page intentionally left blank)

Andy Carroll

Strategic Account Executive, Public Sector
Telephone: 904-905-8068 • Facsimile: 904-301-1605

Florida Blue 
In the pursuit of health™



August 31, 2022

Mary DiPerna
117 West Duval Street
Suite 150
Jacksonville, FL 32202

RE: 1-1-23 ASO INFORMATION – RFP P-12-22

Dear Mary:

Within our RFP response to RFP P-12-22 Florida Blue has committed to the following fees and parameters effective 1/1/2023.

- Administrative Fee (Guaranteed for 5 years 2023-2027)
 - o 1-1-23 – 12-31-23 \$28.70

The Administration Fees to be charged after the termination of this contract will be billed as follows:

- 1-1-22 – 12-31-22 0% of Run-off Claims

The \$800,000 Specific StopLoss Premium based on a 96/12 contract is as follows:

- \$15.49 - The illustrative proposal will be finalized in October 2022.

We will also agree to continue the \$200,000 wellness contribution in 2023 to support the City's Wellness Initiatives.

No changes, additions or deletions have been provided from what we provided in our response to RFP P-12-22 on 6/22/2022.

Please review these details and let me know if you need anything else.

Thank you for your continued support of Florida Blue.



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Finance
Risk Management Division/Safety
117 W. Duval Street, Suite 335
Jacksonville, FL 32202
(904) 255-5327
citysafe@coj.net

MEMORANDUM

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

FROM: Tracy Flynn, Chief of Risk Management
Risk Management Division 

Wanda Verdejo,
Risk Management Division 

RE: P-22-22 Aircraft Liability & Physical Damage Insurance Broker Services

DATE: September 1, 2022

The Risk Management Division has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide the Aircraft Liability & Physical Damage Insurance Broker 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 Brown & Brown, as the Aircraft Liability & Physical Damage Insurance Broker Services provider, to incorporate the attached Scope of Services, identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be from date of execution of contract thru September 30, 2025, with two renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of \$1,431,015. 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, PSEC Specialist

Section 4
Description of Services and Deliverables

4.1. SCOPE OF COVERAGE

Brokerage services for Aviation Insurance (Including Aircraft Liability, Aircraft Physical Damage, and Aerial Application)

The proposed coverage limits, terms and conditions should be no more restrictive than the City's current policy, provided by **QBE Commercial Aviation, # 100000507** (Copy attached to this RFP) as Exhibit A. To the extent proposal include any deviations from the current terms, such deviations should be detailed.

4.2. CONTRACT PERIOD

October 1, 2022, to October 1, 2023, with an option to negotiate renewal terms for four additional one-year renewal periods subject to renewal premium terms to be mutual agreed upon. Premium is to be paid annually (unless additional deferred payment terms are offered and accepted).

4.4. LOSS DATA

Updated Cumulative loss data must be rendered at least annually, or upon request of the Insured. This loss information must include:

1. Department of Insured or Independent Agency (for allocation purposes).
2. Date of Occurrence
3. Description of Occurrence
4. Amount Paid to Date
5. Reserve for Future Payments
6. Applicable Deductible (if any)

Loss Reports are to continue on an annual basis until all such claims have been closed.

4.5. PAYMENT TERMS

The City wants to take advantage of cash flow opportunities that may be available. Therefore, any interest free deferred payment terms will be given due consideration in the evaluation of each Proposal.

Unless noted to the contrary on the Proposal Form, the initial premium shall not be due until delivery of a policy conforming completely to the Proposal offered to, and accepted by, the City.

4.6. SINGLE INSURER

Due to the nature of the coverage solicited, the City would prefer that all coverages be placed with a single insurer.

4.7. INSURANCE ENDORSEMENTS

The following provisions are to be included VERBATIM in the policy contract, unless the Proposer indicates to the contrary on the Proposal Form.

NAMED INSURED ENDORSEMENT

The City of Jacksonville
Jacksonville Airport Authority
Jacksonville Port Authority
Jacksonville Housing Authority (JHA)
JEA
All Volunteer Fire Departments in Duval County

Plus

Any affiliated or subsidiary board, authority, committee, commission or independent agency (including newly constituted) provided that such affiliated or subsidiary board, authority, committee, or independent agency is either a body politic created by a listed named insured, or one in which controlling interest or membership therein is vested in a listed named insured.

Plus

All elected officials, appointed officials, and members of all appointed governing bodies, the Sheriff and the Undersheriff, all while acting within the scope of their duties.

The following are specifically excluded as Named Insured

Duval County School Board
Jacksonville Transportation Authority St.
John's River Power Park

SOLE AGENT ENDORSEMENT

The City of Jacksonville shall be the Sole Agent of the insured with respect to payment, cancellation, and notice with respect to the premium, payment, cancellation, participation and/or divided provisions of this policy.

Any notice with respect to the foregoing shall be sent

to: Risk Manager
City of Jacksonville, Risk Management Division 117
West Duval Street, Suite 335
Jacksonville, Florida 32202

TERMINATION AND NON-RENEWAL ENDORSEMENT

Notwithstanding any provision in this contract to the contrary, the company shall give written notice to the Insured at least ninety (90) days prior to cancellation, non-renewal, restriction of coverage or restriction of the company's contractual obligations. Notice by the company to the

Insured of intent to effect any such cancellation, non-renewal or restriction shall thereby entitle the Insured to pro-rata cancellation.

The written notice of any cancellation, non-renewal, restriction of coverage or restriction of the company's contractual obligation shall be delivered by certified mail to:

Risk Manager
City of Jacksonville, Risk Management Division
117 West Duval Street, Suite 335
Jacksonville, Florida 32202

The contract may be terminated at any time at the request of the Insured. In the event of termination by either the Insured or the Company, the earned premium or other consideration shall be computed on a pro-rata basis and the Company shall refund the excess or paid premium or consideration to the insured within thirty (30) days of the effective date of termination.

SEVERABILITY OF INTEREST ENDORSEMENT

It is agreed that the insurance afforded by this Policy applies to each Insured, as defined in the applicable insuring agreement or endorsements thereto, in the same manner as though separate policies were applicable to each Insured; but nothing herein shall operate to increase the Company's total limit of liability as set forth elsewhere beyond the amount(s) for which the Company would have been liable had only one Insured been included. Provided, however, that this provision shall not operate to exclude coverage for any Insured who would have been covered in the absence of this provision, nor shall this provision operate to increase the deductible otherwise applicable.

CLAIM REPORTING ENDORSEMENT

It is understood and agreed that notwithstanding any provision contained in this policy to the contrary, the insured will be deemed to be in full compliance with any claim notice requirements, if notice of an accident or occurrence is made to the company as soon as practicable after knowledge by the Risk Manager, City of Jacksonville that such accident or occurrence will, or is likely to result in a claim under this policy. Any unintentional failure to report any occurrence or claim shall not invalidate coverage with respect to any such occurrence or claim.

PROOF OF LOSS ENDORSEMENT

It is understood and agreed that, notwithstanding any provision in this Policy to the contrary, the Insured shall not be required to submit a proof of loss unless such proof of loss is requested, in writing, by the Company. Upon request by the Company, the Insured shall, as soon as possible, with allowance of reasonable time to assimilate the necessary documentation and data, file with the Company or its Agent, a sworn proof of loss. Any unintentional failure or error, or omission, by the Insured to properly file the proof of loss shall not invalidate coverage provided by this Policy for such occurrence.

EXHIBIT 'A'

PROHIBITION OF WARRANTY ENDORSEMENT

The Company acknowledges that the City of Jacksonville made a reasonable attempt to provide the Company with all known relevant rating and loss data. The Company therefore waives any right of denial of coverage or avoidance of the contract based upon any expressed or implied warranty or representation (whether written or oral) that the rating exposures and loss data provided disclose all exposures or data known to exist.

WAIVER OF SUBROGATION ENDORSEMENT

Notwithstanding any provision in this contract to the contrary, the Company shall not acquire any rights of recovery which the Insured has waived prior to loss nor shall such waiver affect the Insureds' rights under this contract.

4.8. AGENT BROKER SERVICES

- A. From time to time it will be necessary for the City and the successful Proposer to meet in person. The successful Proposer's travel expenses shall be the exclusive responsibility of the Proposer.
- B. The successful Proposer shall administer the placement of coverage and provide original binders, policies and endorsements, as required in the timetable specified by the City.
- C. Provide extensive review of binders and policies including verification of conformity to specifications. Request any necessary endorsements/changes/revisions that may be required.
- D. All binders and policies will be delivered in an organized electronic format and in a three ring binder. Delivery of binders and policies must include a letter outlining any discrepancies and pending amendments.
- E. Provide insurance coverage summaries/descriptions (schedule of insurance) and update as policies are renewed. Schedule of insurance shall include, but not be limited to, policy period, carrier, policy number, limits, self-insured retention (s), deductibles (where applicable), premium, applicable surcharges and total cost.
- G. Review accounting and billing data received from insurers on the City's behalf to ensure accuracy.
- H. Monitor published financial information of any insurers with whom the City's coverage is placed. Advise the City if the status of an insurer falls below Proposer's or A.M. Best guidelines herein.

EXhibit 'A'

- I. Continually evaluate the insurance program and recommend coverage changes and improvements to provide the highest level of coverage at the least possible cost to the City.
- J. Keep apprised of potential legislative changes that could impact the City's insurance program (i.e., workers' compensation laws, sovereign immunity and claims bill, aviation laws, etc.).
- K. Oversee and coordinate all relevant services performed by the insurance company(ies)/Underwriter(s) or any service agencies arranged for insurance program related issues and concerns.
- L. Perform administrative and clerical services relative to account management, including but not limited to, issuance of certificates of insurance, verification of the accuracy of bills, audits and all premium adjustments.
- M. All payments from the City will be made to "one" selected entity (Proposer), not an affiliated entity of the Proposer. It will be the assigned Proposer's responsibility to distribute all premiums/payments to carriers and any other obligated party directly. Proposer shall consolidate all invoicing to the City to reflect their name only. Any other entity such as wholesalers, other retailers, other affiliated entities, reinsurers, direct writers, and/or international brokers shall NOT be recognized or approved for payment. The Proposer shall be responsible for providing payment to the carriers, wholesale brokers and other entities it utilizes to place coverage.
- N. Assign an Account Manager to the City with aviation government entity experience who shall be responsible for communication with the City and who, along with any other team members assigned, must be available on a daily basis to the City for advice and consultation on insurance program related issues and concerns. Any changes in personnel must be submitted in writing and approved by the City.
- O. Act as a liaison for the City with the carriers to resolve claims.

(End of Section 4)

EXHIBIT 'A'

Appendix B - Aviation expenditure FY 23 - FY 28 Aviation Broker Services

Fiscal Year	Expenditure
FY23	\$ 264,204
FY24	\$ 274,772
FY25	\$ 285,763
FY25	\$ 297,194
FY26	\$ 309,082
Total	\$ 1,431,015

EXHIBIT 'B'



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

September 2, 2022

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

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

Bibinia Centeno, Manager, Finance & Administrative *Bibinia H. Centeno*
Finance and Administration Department/Risk Management Division

Subject: P-18-18 Casualty Actuarial Services, 4th Contract Renewal (9925-01)

The current term for contract 9925-01 with AMI Risk Casualty, INC., for casualty actuarial services is from October 1, 2021, to September 30, 2022. Risk Management is exercising the 4th of four one-year renewal options for the period October 1, 2022, to September 30, 2023, with no renewal option remaining. The maximum indebtedness will be a not-to-exceed amount of \$27,200.00 to a new maximum indebtedness of \$136,300.00. The FY 23 fee for services from October 1, 2022, to September 30, 2023, is described in Exhibit "B" in the table "Schedule of Proposed Prices/Rates." All other terms and conditions shall remain the same.

Therefore, it is requested, that the City Contract No. 9925-01, with AMI Risk Casualty, INC., for casualty actuarial services(i) be renewed for the term from October 1, 2022, to September 30, 2023. The fee for the Services from October 1, 2021, to September 30, 2023, as described in Exhibit B, in the table "Schedule of Proposed Prices/Rates." (ii) increase the maximum indebtedness by a not-to-exceed amount of \$27,200.00 for a new total maximum indebtedness of \$136,300.00. All other terms and conditions remain the same.

Thank you for your consideration in this matter.

Attachments:

AMI Risk Casualty, INC., acknowledgement attached
Exhibit "B" Contract Fee Schedule

AMI Risk Consultants, Inc.

1336 S.W. 146th Ct.
Miami, Florida 33184

Tel: (305) 273-1589
Fax: (305) 330-5427

2878 Loveland Dr. #2208
Las Vegas, NV 89109

Tel: (702) 478-5924

July 17, 2018

Ms. Bibinia Centeno, CGFO
Financial and Administrative Manager
City of Jacksonville
117 W. Duval Street, Suite 335
Jacksonville, FL 32202

VIA E-MAIL:
BCenteno@coj.net

RE: Negotiated Fee for RFP No. P-18-18 Casualty Actuarial Services

Dear Ms. Centeno:

This is to confirm in writing of our agreement on the following negotiated fees in connection with the proposal we submitted in response to RFP No. P-18-18 for Casualty Actuarial Services:

	Term	Fixed Price
Actuarial Services	First (1) year: Report as of 9/30 Annual Report as of 3/31 Interim	\$16,000 \$10,000
Actuarial Services	Additional four (4) year periods: Report as of 9/30 Annual Report as of 3/31 Interim	\$16,000 per year \$10,000 per year
Two (2) on-site visits (including travel expenses)	Per Year	\$1,200 per year or \$600 per visit
Alternative Hourly Rate per Staff Level	Various miscellaneous services; frequency to be determined	Project Manager @\$180/hr. Technical Manager @\$180/hr. Actuarial Assistants @\$110/hr. Clerical Staff @\$40/hr.

Thank you for the trust and confidence that you have given us. We look forward to continue working with you in serving the actuarial needs of the City of Jacksonville.

Sincerely,



Aguedo M. Ingco, FCAS, MAAA, CPCU, ARM
President

AMI Risk Consultants, Inc.

1336 S.W. 146th Ct.
Miami, Florida 33184

Tel : (305) 273-1589
Fax: (702) 359-0926

2878 Loveland Dr. #2208
Las Vegas, NV 89109

Tel : (702) 413-6655

September 1, 2022

Ms. Bibinia Centeno, CGFO
Financial and Administrative Manager
City of Jacksonville
117 W. Duval Street, Suite 335
Jacksonville, FL 32202

VIA E-MAIL:
BCenteno@coj.net

RE: Professional Services Agreement for Casualty Actuarial Services
Contract No. 9925-01

Dear Ms. Centeno:

This is to confirm in writing our interest to have the subject contract renewed for another year effective October 1, 2022 in accordance with the same terms, conditions, and provisions as the original contract.

Thank you for the opportunity to continue working with you in serving the actuarial needs of the City of Jacksonville.

Sincerely,



Aguedo M. Ingco, FCAS, MAAA, CPCU, ARM
President



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.

July 28, 2022

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

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

FROM: Steve Long, P.E. *Steve Long*
Director of Operations

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

SUBJECT: Recommendation to Award
P-30-21 Professional Grant Writing and Management Services

The Department of Public Works has negotiated with the consultant selected for Professional Grant Writing and Management Services Contract, resulting in the Scope of Services, Exhibit A, Contract Fee Schedule, Exhibit B, attached. The City's JSEB program is not applicable to this project.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Wheeler Emergency Management Consulting, LLC, for Professional Grant Writing and Management Services Contract, that includes the attached Scope of Services identified as Exhibit "A" and Fee Schedule 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 \$1,000,000.00. The initial Period of Service will be for four (4) years with the option to extend such contract for two (2) additional two (2) year periods upon satisfactory performance by the Consultant. Initial contract expiration date shall be 4 years from date of contract execution. All other terms and conditions are as provided in the RFP and the City's standard contract language.

JPP/rn

Attachment: Exhibits A & B

02

Exhibit A
Scope of Services and Deliverables

The City of Jacksonville seeks professional consulting services for Grant Writing and Grant Administration/Management for both State and Federal Grant Opportunities. Including Federal Emergency Management Agency (FEMA) Grant Program(s). 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, for significant losses and costs incurred because of a Federally Declared Disaster or other incidents and events. The type of professional services requested requires in-depth knowledge and expertise in the operations and procedures employed by the State of Florida, FEMA, and other State and 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 Direct Administrative Cost (DAC) processes and with all policies and guidance documents issued by the State of Florida, FEMA, other Federal Agencies, and the Federal Register for each Federal Declaration.

PUBLIC WORKS GRANT WRITING AND ADMINISTRATION CONSULTING.

Services provided by the selected firm may include but shall not be limited to the following:

- Provide credentialed staff with in-depth knowledge and subject matter expertise
- Prepare grant applications in full compliance with the Grant requirements.
- Provide Grant management services, to be performed on an as needed basis.
- Follow FEMA/FDEM requirements when appropriate.
- Prepare grant applications and supporting documentation to ensure compliance with funding requirements.
- Coordinate with department administrators to identify City projects that are compatible with available funding sources.
- Track the status of grant applications and provide additional supporting information, as required.
- Make recommendations and provide technical assistance guidance to the City for any recovery activities related to Federal and State programs, and other disaster recovery funding programs, rules, and regulations.
- Develop, manage, administer, monitor, close out, and participate in auditing activities of Federal and State recovery grants, and assistance programs by leading all phases of the recovery assistance lifecycle to include document gathering, retention, on-going monitoring, and reporting of costs to the appropriate lead Federal and/or State agencies.
- Assist the City in the development of projects, project scopes, and submission of all Project Worksheets, claim documentation, grant applications, and other files as required, to obtain and obligate funding from FEMA, State of Florida, and other State and Federal Departments that provide reimbursement funding for disasters.
- Prepare, record, and upload documents required by the Florida Division of Emergency Management in the Florida Public Assistance (FloridaPA.org), FEMA Grants Portal, FEMA Go, or other necessary portals for grant applications and reimbursement requests.
- Provide briefings regarding any alternate sources of funding for Federal, State, and other private agencies.
- Aid the City in the development and execution of Federal and State appeals.
- Provide grant close-out support, documents, monthly/ quarterly reports, reimbursement requests, or other requirements to ensure reimbursement funding is obtained.
- Document meeting minutes, and key discussions.
- Advise City on compliance with applicable regulations, including from FEMA, other Federal Departments, and the State of Florida.
- Assist with the Environmental and Historic Preservation process, documentation, and approvals for all applications and grant awards.
- Maintain consistency and compliance with FEMA regulations.
- Be knowledgeable of FEMA guidelines and have the professional expertise, experience, and manpower to perform the services requested.

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

PART I - GENERAL

1. Project		2. Proposal No. / Contract No.	
Professional Grant Writing and Management Services		P-30-21 / TBD	
Original Contract		Hourly Contract	
3. Name of Consultant		4. Date	
Wheeler Emergency Management Consulting, LLC		July 26, 2022	

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Direct Hourly Rate	Estimated Hours	Estimated Cost	Hourly Billing Rates
Principal	\$ 100.00	Hourly	\$	\$275.00
Project Manager	\$ 75.00	Hourly	\$	\$206.25
Grant Writer	\$ 70.00	Hourly	\$	\$192.50
Assistant Grant Writer	\$ 60.00	Hourly	\$	\$165.00
Clerical	\$ 25.00	Hourly	\$	\$68.75
TOTAL DIRECT LABOR				\$ -
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	150% x Total Direct Labor			\$ -
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ -
8. PROFIT: Labor Related Costs (Item 7)		x	10%	\$ -

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Lump Sum)				
Printing			\$	0.00
Transportation & Shipping			\$	0.00
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ -
10. SUBCONSULTANT	Direct Hourly Rate	Estimated Hours		Hourly Billing Rates
HMB Professional Engineers				
Principal	\$57.11	Hourly	HMB Overhead @ 154.51%	\$159.89
Project Manager	\$62.16	Hourly	HMB Profit @ 10%	\$174.02
Design Engineer	\$44.36	Hourly		\$124.19
Design Technician	\$31.21	Hourly		\$87.38
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)				\$ -
11. SUBCONTRACTS (Reimbursable/Not to Exceed)				
			\$	
			\$	
			\$	
			\$	
SUB-TOTAL REIMBURSABLES				\$ -

PART IV - SUMMARY

TOTAL AMOUNT OF HOURLY CONTRACT (NOT-TO-EXCEED AMOUNT)				TBD
12. TOTAL PRIOR CONTRACT AMOUNT				N.A.
TOTAL AMENDED CONTRACT AMOUNT				N.A.



ONE CITY. ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Right of Way & Stormwater Maintenance Division
609 St. Johns Bluff Road
Jacksonville, FL 32225
(904) 472-2900
www.coj.net

MEMORANDUM

DATE: August 19, 2022

TO: Gregory Pease
Director of Procurement
Intra-Governmental Services Department

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

FROM: James Carroll, Chief
Right of Way & Stormwater Maintenance Division *James Carroll*

RE: P-21-21 Countywide Program Management Services for Resurfacing and Sidewalk Construction. Amendment #1, Contract #71491-22

Contract #71491-22 between the City and Eisman and Russo, Inc., is in effect until September 30, 2023. The initial contract is for a two year period and is funded for the first year using dollars budgeted within the FY 2022 budget. We respectfully request that contract #71491-22 be amended to add the second year of funding by incorporating the attached Contract Fee Summary Form (Exhibit "C"), and by increasing the maximum indebtedness for the contract by \$2,412,237.50 to a new maximum of \$4,138,601.51, with all other terms and conditions of the agreement remaining unchanged. Funding to be provided within the FY 2023 budget.

Please contact Joel Troupe with any questions.

Thank you for your assistance.

JC/jt

Attachments: Exhibit C – Contract Fee Summary

cc: Joel Troupe, Contract Construction Manager
Tammy Duggan, Contract Administration Coordinator

ST



*Countywide Program Management Services
For Resurfacing and Sidewalk Construction*

August 17, 2022

Mr. James Carroll, Chief of
Right of Way and Stormwater Maintenance Division
City of Jacksonville
609 St. Johns Bluff Road North
Jacksonville, FL 32225

Re: Engineering Services for Countywide Program Management Services
For Resurfacing and Sidewalk Construction
RFP # P-21-21; Fee Proposal 2022-2023

Dear Mr. Carroll:

EISMAN & RUSSO is pleased to submit the attached proposal to provide Program Management Services under City of Jacksonville RFP #P-21-21 for the period from contract date of execution through 9/30/2023. We propose to maintain the same scope of services and contract rates defined in the original RFP for both resurfacing and sidewalk construction.

Attached for your consideration is the proposed Contract Fee Summary (Exhibit C) to provide Program Management Services for the period from October 1, 2022 through September 30, 2023. This document summarizes our cost and manpower requirements necessary to provide services for a twelve (12) month period. This manpower is based on providing Engineering Services for any street resurfacing and sidewalk construction projects requested by the City's Right of Way and Stormwater Maintenance Division for the Countywide Program Management Services for Resurfacing and Sidewalk Construction.

If the foregoing meets with your approval, we would appreciate your initiating the contract process through the City's Professional Services Evaluation Committee.

Please feel free to contact me with any questions.

Sincerely,
EISMAN & RUSSO, INC.

Antonio J. Mahfoud, P.E.
President

Attachment

**Eisman
&RUSSO**
CONSULTING ENGINEERS

"EXHIBIT C"

CONTRACT FEE SUMMARY FOR ENGINEERING DIVISION CITY OF JACKSONVILLE, FLORIDA				
PART I - GENERAL				
1. Project Countywide Program Mgmt., Resurfacing & Sidewalk Const.			3. Contract Number REF # P-21-21	
2. Name of Consultant Eisman & Russo, Inc.			4. Proposal Date 08/17/22	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	Contract Amount
Program Manager	\$72.00	208.0	\$14,976.00	
Engineer - Registered	\$67.00	460.0	\$30,820.00	
Engineer - Non-Registered	\$30.00	400.0	\$12,000.00	
Document Control Manager	\$35.00	1,985.0	\$69,475.00	
Asst. Document Control	\$20.00	1,980.0	\$39,600.00	
CADD Operator	\$30.00	991.0	\$29,730.00	
Supervisor	\$35.00	1,980.0	\$69,300.00	
Senior Inspector	\$29.00	5,940.0	\$172,260.00	
Inspector	\$25.50	1,980.0	\$50,490.00	
Asphalt Plant Inspector	\$25.50	0.0	\$0.00	
Clerical	\$14.00	60.0	\$840.00	
TOTAL DIRECT LABOR		15,984 Hours		\$489,491.00
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate			150 % x Total Direct Labor	\$734,236.50
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$1,223,727.50
8. PROFIT: Labor Related Costs (Item 7)				x 10% \$122,372.75
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation			\$ 52,500.00	
Phone/Communication			\$ 4,200.00	
Computer Equipment/Software			\$ 10,000.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$66,700.00
10. SUBCONTRACTS (Limiting Amount)				
Inspection/GIS (CSI/Geogrametrics) JSEB			\$ 364,941.00	
Inspection (RDBG) JSEB			\$ 146,947.50	
Inspection (VIA) JSEB			47,801.25	
Inspection (C&ES) JSEB			144,247.50	
Automated Pvmr Rating (International Cybernetics)			295,500.00	
SUB-CONTRACT SUB-TOTAL				\$999,437.25
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$2,412,237.50
11. REIMBURSABLE COSTS (Limiting Amount)				
			\$ 0.00	
SUB-TOTAL REIMBURSABLES				\$0.00
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$2,412,237.50
PREVIOUS CONTRACT AMOUNT				\$0.00

"EXHIBIT C"

CONTRACT FEE SUMMARY FOR ENGINEERING DIVISION				
CITY OF JACKSONVILLE, FLORIDA				
PART I - GENERAL				
1. Project Countywide Program Mgmt., Sidewalk Only			3. Contract Number REF # P-21-21	
2. Name of Consultant Eisman & Russo, Inc			4. Proposal Date 08/17/22	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	Contract Amount
Program Manager	\$72.00	0.0	\$0.00	
Engineer - Registered	\$67.00	0.0	\$0.00	
Engineer - Non-Registered	\$30.00	0.0	\$0.00	
Document Control Manager	\$35.00	0.0	\$0.00	
Asst. Document Control	\$20.00	0.0	\$0.00	
Supervisor	\$35.00	150.0	\$5,250.00	
Senior Inspector	\$29.00	0.0	\$0.00	
Inspector	\$25.50	1,980.0	\$50,490.00	
Asphalt Plant Inspector	\$25.50	0.0	\$0.00	
Clerical	\$14.00	0.0	\$0.00	
TOTAL DIRECT LABOR		2,130 Hours		
6. Overhead (Combined Fringe Benefit & Administrative) Overhead Rate 150 % x Total Direct Labor				\$83,610.00
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$139,350.00
8. PROFIT: Labor Related Costs (Item 7) x 10%				\$13,935.00
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation			\$ 7,500.00	
Phone/Communication			\$ 600.00	
Computer Equipment			\$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL			\$8,100.00	
10. SUBCONTRACTS (Limiting Amount)				
Inspection/GIS (CSI/Geogrametrics) JSEB			\$ 0.00	
Inspection (RDBG) JSEB			\$ 0.00	
SUB-CONTRACT SUB-TOTAL				\$0.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$161,385.00
11. REIMBURSABLE COSTS (Limiting Amount)				
SUB-TOTAL REIMBURSABLES			\$ 0.00	\$0.00
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$161,385.00

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

PART I - GENERAL				
1. Project Countywide Program Mgmt., Resurfacing & Sidewalk Const.			3. Contract Number REF # P-21-21	
2. Name of Consultant CSI Geo, Inc.			4. Proposal Date 08/17/22	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	Contract Amount
Program Manager	\$72.00		\$0.00	
Engineer - Registered	\$67.00		\$0.00	
Engineer - Non-Registered	\$30.00		\$0.00	
Document Control Manager	\$35.00		\$0.00	
CADD Operator	\$30.00		\$0.00	
Senior Inspector	\$29.00		\$0.00	
Inspector	\$25.50	1,980.0	\$50,490.00	
Asphalt Plant Inspector	\$25.50	1,980.0	\$50,490.00	
Clerical	\$14.00		\$0.00	
TOTAL DIRECT LABOR		3,960 Hours		
6. Overhead (Combined Fringe Benefit & Administrative) Overhead Rate 150 % x Total Direct Labor				\$151,470.00
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$252,450.00
8. PROFIT: Labor Related Costs (Item 7) x 10%				\$25,245.00
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation			\$ 11,250.00	
Phone/Communication			\$ 900.00	
Lap Top Computers				
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$12,150.00
10. SUBCONTRACTS				
Geogrametric			\$ 75,096.00	
SUB-CONTRACT SUB-TOTAL				
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$364,941.00
11. REIMBURSABLE COSTS (Limiting Amount)				
SUB-TOTAL REIMBURSABLES				\$0.00
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$364,941.00

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

PART I - GENERAL				
1. Project Countywide Program Mgmt. Resurfacing & Sidewalk Const.			3. Contract Number REF # P-21-21	
2. Name of Consultant RDBG			4. Proposal Date 08/17/22	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	Contract Amount
Program Manager	\$72.00		\$0.00	
Engineer - Registered	\$67.00		\$0.00	
Engineer - Non-Registered	\$30.00		\$0.00	
Document Control Manager	\$35.00		\$0.00	
Asst. Document Control	\$20.00		\$0.00	
CADD Operator	\$30.00		\$0.00	
Supervisor	\$35.00		\$0.00	
Senior Inspector	\$29.00		\$0.00	
Inspector	\$25.50	1,980.0	\$50,490.00	
Asphalt Plant Inspector	\$25.50		\$0.00	
Clerical	\$14.00		\$0.00	
TOTAL DIRECT LABOR			1,980 Hours	
6. Overhead (Combined Fringe Benefit & Administrative) Overhead Rate 150 % x Total Direct Labor				\$75,735.00
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$126,225.00
8. PROFIT: Labor Related Costs (Item 7) x 10%				\$12,622.50
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation	\$		7,500.00	
Phone/Communication	\$		600.00	
Lap Top Computers				
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$8,100.00
10. SUBCONTRACTS				
SUB-CONTRACT SUB-TOTAL			\$	\$0.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$146,947.50
11. REIMBURSABLE COSTS (Limiting Amount)				
SUB-TOTAL REIMBURSABLES			\$	\$0.00
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$146,947.50

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

PART I - GENERAL					
1. Project Countywide Program Mgmt., Resurfacing & Sidewalk Const.		3. Contract Number REF # P-21-21			
2. Name of Consultant VIA Consulting, Inc.		4. Proposal Date 08/17/22			
PART II - LABOR RELATED COSTS					
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	Contract Amount	
Program Manager	\$72.00		\$0.00		
Engineer - Registered	\$67.00		\$0.00		
Engineer - Non-Registered	\$30.00		\$0.00		
Document Control Manager	\$35.00		\$0.00		
Asst. Document Control	\$20.00		\$0.00		
CADD Operator	\$30.00		\$0.00		
Supervisor	\$35.00		\$0.00		
Senior Inspector	\$29.00		\$0.00		
Inspector	\$25.50	660.0	\$16,830.00		
Asphalt Plant Inspector	\$25.50		\$0.00		
Clerical	\$14.00		\$0.00		
TOTAL DIRECT LABOR		660 Hours			\$16,830.00
6. Overhead (Combined Fringe Benefit & Administrative)					
Overhead Rate	150 % x Total Direct Labor			\$25,245.00	
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$42,075.00	
8. PROFIT: Labor Related Costs (Item 7) x 10%				\$4,207.50	
PART III - OTHER COSTS					
9. Miscellaneous Direct Costs					
Transportation			\$ 1,406.25		
Phone/Communication			\$ 112.50		
Lap Top Computers					
MISCELLANEOUS DIRECT COSTS SUB-TOTAL			\$1,518.75		
10. SUBCONTRACTS					
SUB-CONTRACT SUB-TOTAL			\$ 0.00		
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$47,801.25	
11. REIMBURSABLE COSTS (Limiting Amount)					
SUB-TOTAL REIMBURSABLES			\$ 0.00		
PART IV - SUMMARY					
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$47,801.25	

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

PART I - GENERAL					
1. Project Countywide Program Mgmt., Resurfacing & Sidewalk Const.		3. Contract Number REF # P-21-21			
2. Name of Consultant C&ES		4. Proposal Date 08/17/22			
PART II - LABOR RELATED COSTS					
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	Contract Amount	
Program Manager	\$72.00		\$0.00		
Engineer - Registered	\$67.00		\$0.00		
Engineer - Non-Registered	\$30.00		\$0.00		
Document Control Manager	\$35.00		\$0.00		
Asst. Document Control	\$20.00		\$0.00		
CADD Operator	\$30.00		\$0.00		
Supervisor	\$35.00		\$0.00		
Senior Inspector	\$29.00		\$0.00		
Inspector	\$25.50	1,980.0	\$50,490.00		
Asphalt Plant Inspector	\$25.50		\$0.00		
Clerical	\$14.00		\$0.00		
TOTAL DIRECT LABOR		1,980 Hours			\$50,490.00
6. Overhead (Combined Fringe Benefit & Administrative) Overhead Rate 150 % x Total Direct Labor					\$75,735.00
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$126,225.00	
8. PROFIT: Labor Related Costs (Item 7) x 10%				\$12,622.50	
PART III - OTHER COSTS					
9. Miscellaneous Direct Costs					
Transportation			\$ 5,000.00		
Phone/Communication			\$ 400.00		
Lap Top Computers					
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$5,400.00	
10. SUBCONTRACTS					
SUB-CONTRACT SUB-TOTAL				\$0.00	
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$144,247.50	
11. REIMBURSABLE COSTS (Limiting Amount)					
SUB-TOTAL REIMBURSABLES				\$0.00	
PART IV - SUMMARY					
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$144,247.50	

GIS System

Geogrametric - January 2022 - September 2022

Hosting	(\$1,200 per month)	\$14,400.00
System Administration	(\$1,300 per month)	\$15,600.00
Software Maintenance	(\$1,280 per month)	\$15,360.00
Project Manager	(\$1,000 per month)	\$12,000.00
Management Fee - 10%		\$5,736.00
Miscellaneous		\$12,000.00
	Total	<u>\$75,096.00</u>

Better Jacksonville Plan
 Eisman & Russo, Inc
 Program Manager for Resurfacing Project

Expenses	E&R	CSI	RDBG	VIA	C&ES	Total
Vehicle	\$52,500.00	\$11,250.00	\$7,500.00	\$1,406.25	\$5,000.00	\$77,656.25
1000 miles per month						
\$0.625 per mile (2022 IRS rate)						
12 months						
11 Vehicles	7	1.5	1	0.5	1	11.0
Computer Software	\$10,000.00					\$10,000.00
Phone						
\$50 per month	\$4,200.00	\$900.00	\$600.00	\$112.50	\$400.00	\$6,212.50
12 months						
11 phones	7	1.5	1	0.5	1	11
	\$66,700.00	\$12,150.00	\$8,100.00	\$1,518.75	\$5,400.00	\$93,868.75



Project Pricing

Pricing for the project is as follows*:

Item	Unit	Unit Rate	Total Price
Project Initiation and Mobilization	1	\$2,025.00	\$2,025.00
Data Collection	2,275	\$94.75	\$215,556.25
Data Processing and Delivery	2,275	\$34.25	\$77,918.75
Per mile			\$129.89
Project Total			\$295,500.00

*Pricing for collection and delivery will be based on actual surveyed mileage.

JSEB FORM I
CITY OF JACKSONVILLE SMALL & EMERGING BUSINESSES PROGRAM
SCHEDULE OF JSEB SUBCONTRACTOR/SUBCONSULTANT

NAME OF BIDDER Eisman & Russo, Inc.

PROJECT TITLE Countywide Program Management - Rusrurfacing and Sidewalk

BID NUMBER P-21-21 TOTAL BASE BID AMOUNT \$ 2,412,237.50

***Please list all JSEBs**

NAME OF SUB FIRM	FEDERAL ID NO.	JSEB (Y/N)	TYPE OF WORK TO BE PERFORMED	TOTAL CONTRACT VALUE
<u>CSI-Geo, Inc.</u>	<u></u>	<u>Y</u>	<u>Inspection, Lab & GIS</u>	<u>\$ 364,941.00</u>
<u>RDBG</u>	<u></u>	<u>Y</u>	<u>Inspection</u>	<u>\$ 146,947.50</u>
<u>VIA Consulting</u>	<u></u>	<u>Y</u>	<u>Inspection</u>	<u>\$ 47,801.25</u>
<u>C&ES</u>	<u></u>	<u>Y</u>	<u>Inspection</u>	<u>\$ 144,247.50</u>
<u>International Cybernetics</u>	<u></u>	<u>N</u>	<u>Pavement Rating</u>	<u>\$ 295,500.00</u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></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 2004-602, 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.

Signature:  Title: President Date: 8/22/2022

Print Name: Antonio Mahfoud

Attach additional list of subcontractors/sub-consultants as needed



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street, 7th Floor
Jacksonville, FL 32202
(904) 255-8200

MEMORANDUM

DATE: August 30, 2022

TO: Greg Pease, Chief, Procurement Division
Finance and Administration Department

THRU: Thomas J. Daly, II, Esq. 
Chief, Housing & Community Development Division

FROM: Robert Ownby, Property Administrator 
Housing & Community Development Division

RE: Foreclosure Property Registry Contract #70495-21 – Extension Request

R-33-20

The Housing & Community Development Division respectfully requests the first amendment to City Contract No. 70495-21 exercising the first of three contract renewals. This contract is with Property Registration Champions, LLC DBA PROCHAMPS for the implementation and maintenance of the foreclosure registry database. The requested contract amendment would renew the referenced contract through September 30, 2023. The City procured this contract through an RFP 33-20 that was dated August 18, 2020.

I appreciate your time and consideration in your review of this request. Please let me know if you have any questions or need further documentation. I may be reached at 255-8283 or ROwnby@coj.net.

Attachments:
PRCHAMPS contract extension request
City Contract No. 9544-01



August 26, 2022

Robert Ownby
Housing Property Administrator
City of Jacksonville
Neighborhoods Department
214 N. Hogan Street, 7th Floor
Jacksonville, FL 32202

RE: Registry of Foreclosed/Abandoned Properties

Mr. Ownby:

The contract between the City of Jacksonville and Property Registration Champions, LLC dba PROCHAMPS ("PRC") for Registry of Foreclosed/Abandoned Properties, Contract No. 70495-21 expires on September 30, 2022. This letter shall serve as confirmation of PRC's agreement and desire to extend the period of service from October 1, 2022, through September 30, 2023, with two (1) one-year renewal options remaining. All other terms and conditions shall remain the same.

If you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

Stephen Arpaia

Stephen Arpaia
General Counsel
Property Registration Champions, LLC

2725 Center Place
Melbourne, FL 32940

**SERVICES CONTRACT
BETWEEN
THE CITY OF JACKSONVILLE
AND
PROPERTY REGISTRATION CHAMPIONS, LLC
(Foreclosure Property Registration Database)**

THIS SERVICES CONTRACT is made and entered into on this 5 day of ~~October~~^{NOV}, 2020 but shall be effective as of October 1, 2020 (the "Effective Date"), by and between the CITY OF JACKSONVILLE, a consolidated municipal corporation and political subdivision existing under the laws of the State of Florida (the "City"), and PROPERTY REGISTRATION CHAMPIONS, LLC, a Florida Limited Liability Company, doing business as PROCHAMPS ("Contractor").

RECITALS

WHEREAS, the City issued a Request for Proposal No. P-33-20 (the "RFP") for certain services described in the RFP (the "Services"); and

WHEREAS, based on Contractor's response to the RFP dated August 18, 2020, consisting of forty-four (44) pages (the "Response"), the City has negotiated and awarded this Contract to Contractor; and

WHEREAS, on September 18, 2020 the City's Professional Services Evaluation Committee and Mayor approved an award to Contractor for the provision of Services as described in the Response and the scope of services attached hereto as Attachment A (the "Scope of Services").

NOW, THEREFORE, in consideration of the mutual premises and covenants and for other good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. Incorporation by Reference. The above stated recitals are true and correct and, by this reference, are made a part hereof and are incorporated herein. Any exhibit or attachment to this Contract that is referenced in this Contract, is, by this reference, made a part of this contract and is incorporated herein.
2. Performance of Services. Contractor agrees to perform the Services as specified in the RFP, the Response, and the Scope of Services.
3. Compensation. The City will pay the Contractor for the Services in accordance with the RFP and the price sheet attached hereto as Attachment B.
4. Maximum Indebtedness. As required by Section 106.431, *Ordinance Code*, the City's

maximum indebtedness, for all products and services under this Contract shall be a fixed monetary amount not-to-exceed Zero and No/100 (\$0.00). All payments to Contractor under this Contract are contingent upon the existence of lawfully appropriated funds for the Contract.

5. Term. The term of this Contract shall commence on the Effective Date and shall continue for a two (2) year period, unless sooner terminated by either party in accordance with the terms of the RFP. The City may renew this Agreement for up to three (3) additional one (1) year terms in accordance with the RFP.
6. Contract Documents. This Contract consists of the following documents which are hereby incorporated as if fully set forth herein and which, in case of conflict, shall have priority in the order listed:
 - This Contract, as modified by any subsequent signed amendments
 - Any amendments to the RFP
 - Specific Information regarding the RFP (Section 1 of the RFP)
 - Description of Services and Deliverables (Section 4 of the RFP)
 - General Instructions (Section 2 of the RFP)
 - General Terms and Conditions of Agreement (Section 3 of the RFP)
 - Any Purchase Order under the Contract
 - The Response, provided that any terms in the Response that are prohibited under the RFP shall not be included in this Contract.
7. Notices. All notices under this Contract shall be in writing and shall be delivered by certified mail, return receipt requested, or by other delivery with receipt to the following:

As to the City:

City of Jacksonville
Housing and Community Development Division
214 North Hogan Street, 7TH Floor
Jacksonville, Florida 32202
Attention: Chief

As to Contractor:

Property Registration Champions, LLC
2725 Center Place, Suite 200
Melbourne, Florida 32940
Attention: President & CIO

8. Contract Managers. Each party will designate a Contract Manager during the term of this Contract whose responsibility shall be to oversee the party's performance of its duties and

obligations pursuant to the terms of this Contract. As of the Effective Date, the City's Contract Manager is Robert Ownby, Housing Property Administrator, 214 North Hogan Street, 7th Floor, Jacksonville, Florida 32202 (E-mail: ROwnby@coj.net), and the Contractor's Contract Manager is David Mulberry, 2725 Center Place, Suite 200, Melbourne, Florida 32940 (E-mail: DMulberry@Prochamps.com). Each party shall provide prompt written notice to the other party of any changes to the party's Contract Manager or his or her contact information; provided, such changes shall not be deemed Contract amendments and may be provided via email.

9. Entire Agreement. This Contract constitutes the entire agreement between the parties hereto for the Services to be performed and furnished by Contractor. No statement, representation, writing, understanding, agreement, course of action or course of conduct, made by either party or any representative of either party, which is not expressed herein, shall be binding. Contractor may not unilaterally modify the terms of this Contract by affixing additional terms to materials delivered to the City (eg., "shrink wrap" terms accompanying or affixed to a deliverable) or by including such terms on a purchase order or payment document. Contractor acknowledges that it is entering into this Contract for its own purposes and not for the benefit of any third party.
10. Amendments. All changes to, additions to, modifications of or amendment to this Contract, or any of the terms, provisions and conditions hereof, shall be binding only when in writing and signed by the authorized officer, agent or representative of each of the parties hereto.
11. Counterparts. This Contract, and all amendments thereto, may be executed in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

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

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

**PROPERTY REGISTRATION CHAMPIONS,
LLC, a Florida Limited Liability Company d/b/a
PROCHAMPS**

By: 
David Mulberry, President & CIO

CONTRACTOR INFORMATION

Name: Property Registration Champions, LLC d/b/a PROCHAMPS
Contact: David Mulberry, President & CIO
Address: 2725 Center Place, Suite 200, Melbourne, Florida 32940
Telephone: (321) 421-6639
E-Mail: dmulberry@prochamps.com
Federal Tax Identification Number: 82-1869488

[Signature page of the City of Jacksonville to immediately follow this page.]

ATTEST:



CITY OF JACKSONVILLE, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida

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

By: [Signature]
Lenny Curry, Mayor

Encumbrance and funding information for internal City use:

Contract Purchase Agreement: POA-70495-21

Amount **\$0.00**

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

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

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

[Signature]
As Director of Finance
City Contract # 70495-21

FORM APPROVED:

By: [Signature]
Office of General Counsel

GC-#1395357-v3-Property_Registration_Champions_-_Services_Contract_-_P-33-20.doc

G:\Finance & Compliance\Legal\Contracts\Drafts\2020-2021\Fcls Registry - Property Registration Champions dba Prochamps.doc

ATTACHMENT A
Scope of Services

SCOPE OF SERVICES

Contractor will provide qualified expertise and experience in developing, implementing and maintaining a web-based system for the registration and tracking of properties falling under the requirements for registration according to the provisions of the City of Jacksonville Code of Ordinances, Chapter 179 Mortgage Foreclosure Registration. Services shall include, but not be limited to the following:

- 1) Develop or acquire and maintain a web-based electronic database of searchable property records and provide all required services necessary to implement the real property registry which allows all mortgage holders the opportunity to go on-line and register fee collection requirements.
- 2) Identify real properties within the city of Jacksonville, as well as mortgagees that hold a mortgage on real property and has declared its mortgage to be in default. Additionally, provide tracking of occupancy status for properties required to register. Identify the kind of real property (e.g., mobile home, residential, commercial, investment, etc.) being registered.
- 3) Notify mortgage holder of its requirement to register properties, identify information required to complete registry, access to the registry system, select and identify the local property manager and any other information necessary by the mortgage holder to complete the registry of the property.
- 4) Provide mortgage holder of its requirement to register properties, within ten (10) days of the date that the mortgagee declares its mortgage to be in default, pursuant to **City Ordinance 2018-104-E**.
- 5) Train with and provide support to the responsible person for the mortgagee to electronically register the information.
- 6) Provide the City free access to and training on the web-based electronic registry system and reporting tools.
- 7) Provide any necessary reporting of registry data to the City as well as provide system access for the City to create and generate reports via the internet.
- 8) Provide the financial accounting of property registrations, identifying those that are in compliance with the ordinance, as well as those that have not or are not meeting their financial obligations.
- 9) Provide the City with annual audit financials and other requested materials upon request.

- 10) Track and report all changes of information in status, and update information on a monthly basis at a minimum. Maintain and ensure accurate, up-to-date data at all times.
- 11) Work with the City to include an enforcement module to the web-based database to track registrations enforced through a Special Magistrate process. The specifics of the kind of data that will be tracked will be provided by the City during the development of this module.
- 12) Provide a batch of registrations that meet the eligibility requirements for enforcement through the Special Magistrate process of the City when and as requested by the City. Ensure all data for such registrations are current and accurate.

ATTACHMENT B
Price Sheet

Form 1 – Price Sheet

NAME OF CONSULTANT - Property Registration Champions, LLC dba PROCHAMPS

Proposal Number - P-33-20 Foreclosure Property Registry Database

SCHEDULE OF PROPOSED PRICES/RATES

1. Flat Fee (payable upon completion of project or upon completion of listed deliverables):
\$100 of each collected registration fee and remit the balance per registration to the City
each month.

2. If charges are based on hours worked, the hourly direct labor rates (without Fringe Benefits) are:
Principal (Partner or Senior Officer): \$ N/A hr.
Project Manager (Responsible Professional): \$ N/A hr.

3. Other Direct Project Costs per Unit (please specify)
N/A

4. Estimated percentage of total fee to be performed by subcontractors 0.0 %

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

6. Please provide a breakdown of any and all project fees or costs retained as a result of the collection of property registrations fees collected under the guidelines of Chapter 179 Mortgage Foreclosure Registration:
The \$100 per registration fee collected is inclusive of any and all administrative costs and
fees related to the provision of services, including but not limited to, salaries, printing, postage,
fees, processing of registrations, travel, investigations, collections, membership fees, etc.