

PUBLIC NOTICE  
 AGENDA  
 PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING  
 Thursday, May 5, 2017, 10:00 a.m.  
 Eighth Floor, Conference Room 851  
 Jacksonville, FL 32202

Committee Members: Gregory Pease, Chairman  
 Patrick Greive, Member, Treasury  
 Julia Davis, Member, OGC

| Subcommittee Members        | ITEM #  | TITLE & ACTION  | MOTION  | CONTR EXP | OUTCOME |
|-----------------------------|---------|---|---|-----------|---------|
| Dave McDaniel<br>Bill Joyce | P-51-17 | Introduce & Review Scope<br>DEBRIS MONITORING AND MANAGEMENT<br>PLANNING & OPERATIONS<br>Department of Public Works | That the committee will review/approve the Scope of Service/Request for Proposal as presented.  |           |         |
| Mary DiPerna<br>Robert Parr | P-41-17 | Subcommittee Report<br>Employee Benefits Consultants<br>Employee Services Department                                | It is the consensus of the committee that of the two (2) firms responding to the RFP, were all found to be responsive, interested, qualified, and available to provide the services required by the RFP. The ranking of first, and second, designates the order of qualifications of these firms to perform the required services and alphabetically they are:<br>2) AON<br>1) Gallagher<br>We recommend that the above list is forwarded to the Mayor for Final selection so that fee and contract negotiations may begin with <u>Gallagher</u> the number one ranked company. |           |         |

MEETING ADJOURNED:

CC: Council Auditor  
 Subcommittee Members

DEPARTMENT OF PUBLIC WORKS



**MEMORANDUM**

**TO:** Gregory Pease, Chairperson  
Professional Services Evaluation Committee

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

**FROM:** Dinah Mason, Manager Special Projects  
Public Works Department

Duane Kent, P. E., Project Manager  
Engineering and Construction Management Division

**DATE:** May 1, 2017

**RE:** **Request for Proposal Phase Debris Monitoring and Management Planning  
& Operations**

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 \$3,500,000.00
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.
8. The Department of Public Works does not have the in house capabilities to provide these services.

9. A subcommittee composed of Bill Joyce, DPW Operations Director, 255-8763; and Dave McDaniel, Chief of Mowing & Landscape Maintenance.472-2851 is assigned to review submittals for this RFP
10. Internal Services administrative costs should be charged to Account No. PWOD011.
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 2013 .
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.

DJ:dh

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

cc: David D. Hahn, P. E., Engineer Manager, Engineering Design Section  
Lori West, Contract Specialist, Engineering Division  
Dinah L. Mason, Manager, Special Projects

EMPLOYEE SERVICES DEPARTMENT



MEMORANDUM

TO: Greg Pease, Chairperson  
Professional Services Evaluation Committee

FROM: Bob Parr, Chief, Compensation and Benefits Division  
Mary DiPerna, EB Manager

Handwritten signatures of Bob Parr and Mary DiPerna in black ink.

RE: Employee Benefits Consultant RFP P-41-17

DATE: April 28, 2017

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

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

- (2) AON
- (1) Gallagher



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

Attachments:

Evaluation Matrix

