

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

**Thursday, March 18, 2021, 10:00 a.m.
Eighth Floor, Conference Room 851
Ed Ball Building, 214 N. Hogan Street
Jacksonville, FL 32202**

HYBRID MEETING

Join Zoom Meeting

<https://us02web.zoom.us/j/86268415008?pwd=UHIBakl6KzRuemYrdHRWSGJ3bkdlZz09>

Meeting ID: 862 6841 5008

Passcode: 657328

**Committee Members: Gregory Pease, Chairman
Randall Barnes, Treasury
David Migut, OGC**

<i>Subcommittee Members</i>	<i>ITEM #</i>	<i>TITLE & ACTION</i>	<i>MOTION</i>	<i>CONTRA EXP</i>	<i>OUTCOME</i>
Steve Woodard Todd Smith	P-09-21	Introduce & Review Scope Disaster Recovery & Mitigation Services Jacksonville Fire & Rescue Department/Emergency Management Services	That the Committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel may deem appropriate to clarify the intent of the using agency and to ensure compliance with the City's Procurement ordinances, policies, procedures and applicable federal and state laws.		
William Joyce Robin Smith	P-03-21	Introduce & Review Scope Debris Monitoring and Management Planning & Operations Department of Public Works/Engineering & Construction Management Division	That the Committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel may deem appropriate to clarify the intent of the using agency and to ensure compliance with the City's Procurement ordinances, policies, procedures and applicable federal and state laws.	03/19/21	
William Joyce Tim Rogers	P-46-19	Fee & Contract Negotiations Professional Services for 21 st Century Urban Branch Library Study Department of Public Works/Engineering & Construction Management Division	That the City of Jacksonville enter into a contract with Aaron Cohen Associates, LTD for Professional Services for 21 st Century Urban Branch Library Study that incorporates the attached Scope of Services Identified as Exhibit 'A' and Contract Fee Schedule Identified as Exhibit 'B'; provide a lump-sum amount for Study Conceptual Services in the amount of \$330,812.47; and not-to-exceed limits for: Site Visits in the amount of \$3,000.00 and Reprographics in the amount of \$1,200.00; with a maximum indebtedness to the City in the amount of \$335,012.47; and provide a period of service from execution of contract to contract completion. All other terms and conditions are per the RFP and the City's standard contract language.		

<p>Christopher LeDew Lee Durban</p>	<p>P-08-21</p>	<p>Introduce & Review Scope (Deferred 03/11/21) Traffic Engineering In-House Services Department of Public Works/Traffic Engineering Division</p>	<p>That the Committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel may deem appropriate to clarify the intent of the using agency and to ensure compliance with the City's Procurement ordinances, policies, procedures and applicable federal and state laws.</p>		
<p>Lori Boyer Daryl Joseph</p>	<p>P-01-21</p>	<p>Subcommittee Report Northbank Lawn/Riverfront Plaza FKA Jacksonville Landing Design Competition Downtown Investment Authority(DIA)</p>	<p>It is the consensus of the committee that of the fourteen (14) proposals responding to the Request for Proposal (RFP) all were responsive, interested, qualified and available to provide the required services. The ranking of first, second and third, designates the order of qualification of these firms to perform the required services and alphabetically they are:</p> <ol style="list-style-type: none"> 2. Agency Landscape + Planning, LLC 3. Olin Partnership, Ltd. 1. Perkins & Will <p>We recommend that the above list is forwarded to the Mayor for final selection so that Part II of the RFP/Design Competition may begin. Further, we request to enter into remuneration agreements with each of the above three firms pursuant to P-01-21 and attachment H.</p>		
<p>MEETING ADJOURNED</p>					

cc: Council Auditor
Subcommittee



OFFICE OF DIRECTOR

MEMORANDUM

March 8, 2021

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

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

Subject: Certification Letter for (P -09- 21) Disaster Recovery and Mitigation Consulting Services for Incidents and Events

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

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

1. The general purpose of the service or study:
The City of Jacksonville seeks Disaster Recovery and Mitigation Consulting Services for Incidents and Events, to assist with ongoing participation and qualification for the Federal Emergency Management Agency (FEMA) Public Assistance Program.
2. The Objective of the study or services:
The Consultant will provide assistance and support for grant management, compliance, and administrative services in connection with its applications for reimbursement from the State of Florida and Federal agencies, including FEMA and the Department of Housing and Urban Development (HUD), for mitigation and significant losses and costs incurred because of a Federally Declared Disaster or other incidents and events.

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

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

The initial term of the agreement will commence upon execution of the Contract and will continue for one year. The City will have the option to renew such agreement for up to three additional years.

4. The estimated cost of the service or study:

\$1,500,000.00

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

Professional services related to Disaster Recovery and Mitigation Consulting Services for Incidents and Events are not duplicated by a prior or existing study or service but are a continuation of prior contracted services.

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

P-05-17 Disaster Recovery Consulting Services

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

Resources required with extensive knowledge of the current FEMA, HUD, and State of Florida public assistance and other grant programs for disaster recovery and mitigation are not found within the City.

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

Steve Woodard	904-255-3123
Todd Smith	904-255-3118

9. A project funding account numbers:

Disaster	Fund	Center	Account	Project	Activity	Interfund	Future
Matthew	10602	122001	531090	001411	00000000	00000	0000000
Irma	10602	122001	531090	008913	00000000	00000	0000000
Dorian	10602	122001	531090	001410	00000000	00000	0000000

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

Tidal Basin, 126 Business Park Drive, Utica, New York 13502

Ernst & Young LLP, 5 Times Square, 14th Floor, New York, NY 10036-6530

Florida Disaster Consulting, PO Box 7895, Lakeland, FL 33813

Wheeler EMC, LLC, 954 Highway 71, Marianna, FL 32446-8197

CDR Maguire Emergency Management, 9130 S. Dadeland Blvd., Suite 1509, Miami, FL 38156

Thomas Howell Ferguson, 2615 Centennial Blvd., Suite 200, Tallahassee, Florida 32308

Hagerty Consulting, 1618 Orrington Avenue, Suite 201, Evanston, IL 60201

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members have read and understand the Procurement Manual and Procurement Committee Guidelines, dated May 2018.

Director of Emergency Preparedness

TITLE



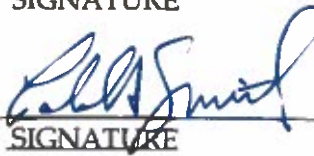
SIGNATURE

3-9-2021

DATE

Division Chief of Emergency Preparedness

TITLE



SIGNATURE

3-9-2021

DATE



City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

TO: Greg Pease, Chairperson
Professional Services Evaluation Committee

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

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

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

DATE: March 10, 2021

**RE: REQUEST FOR PROPOSALS – RFP NO. P-03-21
DEBRIS MONITORING AND MANAGEMENT PLANNING AND 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 estimated cost for these services is \$15,000,000.
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.
8. The Department of Public Works does not have the in house capabilities to provide these services.

9. A subcommittee composed of Bill Joyce, P. E., Operations Director, Department of Public Works, 255-8762; and Robin Smith, P. E., Chief, Engineering and Construction Management Division, 255-8710; is assigned to review submittals for this RFP.
10. Internal Services administrative costs should be charged to Account No. PWEN011AD.
11. Funding will be identified at the time purchase orders are issued for these services.
12. All firms who have expressed an interest in furnishing Professional Engineering Services as detailed in the RFP should be mailed a notice of this RFP.
13. The subcommittee members assigned to this RFP have read and understand the Procurement Manual dated March 2017.
14. Four (4) 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.

WJJ:dh

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

cc: David D. Hahn, P. E., Engineer Manager, Engineering Design Section
Lori West, Contract Specialist, Engineering Division



City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
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www.coj.net

ONE CITY ONE JACKSONVILLE

March 4, 2021

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

THRU: John P. Pappas, P.E. *[Signature]*
Director

FROM: William J. Joyce, P.E. *[Signature]*
Director of Operations

Tim Rogers, Library Director
Jacksonville Public Library *[Signature]*

SUBJECT: P-46-19 Professional Services for 21st Century Urban Branch Library Study - Resolicitation

The Engineering Division has negotiated with the consultant selected for Professional Services for 21st Century Urban Branch Library Study - Resolicitation, resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B. The encouragement plan was utilized for this contract.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Aaron Cohen Associates, LTD for Professional Services for 21st Century Urban Branch Library Study - Resolicitation, that includes the attached Scope of Services identified as Exhibit "A" and Fee Schedule identified as Exhibit "B", to provide a lump sum amount for Study Conceptual Services in the amount of \$330,812.47 and not to exceed limits for: Site Visits in the amount of \$3,000.00 and Reprographics in the amount of \$1,200.00, with a maximum indebtedness to the City in the amount of \$335,012.47 and with an expiration date of Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.

Funding for this project is as follows:

ACCOUNTS:		TOTAL
008498	010009	
PLCP Public Libraries Capital Proj-Libraries	PLCP Public Libraries Capital Proj-Libraries	
565050	549006	
1	1	
32112-352010	11408-334100-PLJ01120	
\$330,000.00	\$5,012.47	\$335,012.47

WJJ/iw

Attachment: Exhibits A & B

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

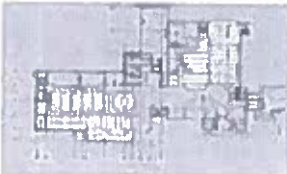
[Handwritten initials]

Exhibit A



AARON COHEN ASSOCIATES
159 Teatown Road
Croton-on-Hudson, NY 10520

Tel: 914-271-8170
Fax: 914-271-2434
aca2021@acohen.com
www.acohen.com



February 18, 2021

David D. Hahn, P. E.
Engineer Manager
City of Jacksonville I Engineering Design Section

Dear David,

Below is our workplan and scope for the project P-46-19_COJ Urban Branch Study. Our team will provide the deliverables below, as outlined in the RFP and follow-up discussions with Library management.

- Task 1: Develop conceptual service plan for 21st century library service at JPL's five urban branches
- Task 2: Evaluate JPL's five urban branches against the conceptual service plan developed in Task 1
- Task 3: Recommendations and cost estimate

Our work plan will follow the tasks outlined in this document. This includes milestones and schedules for deliverables.

Thanks,

Alexander Cohen, MLIS
Principal, Aaron Cohen Associates

TIMELINE FOR COMPLETION

	MARCH	APRIL	MAY	JUNE	JULY
Task #1: Develop Conceptual Services Plan for 21st Century Library Services at JPL's five Urban Branches	X	X	X		
Task #2: Evaluate JPL's Five Urban Branches Against The Conceptual Services Plan From Task #1		X	X	X	
Task #3: Recommendations And Cost Estimates			X	X	X

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

PART I - GENERAL

1. Project Professional Services for 21st Century Urban Library Study Original Contract	2. Proposal No. / Contract No. P-46-19 / TBD
3. Name of Consultant or Subconsultant: Aaron Cohen Associates, LTD	4. Date of Proposal January 15, 2021

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principle Library Consultant	\$ 50.00	460	\$ 23,000.00	23000
Library Program Assistant	\$ 35.00	220	\$ 7,700.00	7700
Design Architect/Engineer			\$ 0.00	0
Library Programmer Editor	\$ 25.00	120	\$ 3,000.00	3000
Drafter			\$ 0.00	0
Clerical	\$ 18.00	40	\$ 720.00	720
TOTAL DIRECT LABOR	\$ 40.98	840		\$ 34,420.00
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate			140 % x Total Direct Labor	\$ 48,188.00
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 82,608.00
8. PROFIT: Labor Related Costs (Item 7) x 10%				\$ 8,260.80

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Lump Sum)		
Printing	\$ 0.00	
Transportation & Shipping	\$ 0.00	
	\$	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL		\$ -
10. SUBCONSULTANTS (Lump Sum)		
Acuity Design Group	\$ 130,350.00	
Haskell Company	\$ 109,593.67	
SUB-CONTRACT SUB-TOTAL (LUMP SUM)		\$ 239,943.67
TOTAL (LUMP SUM FEES)		\$ 330,812.47

11. SUBCONTRACTS & EXPENSES (Reimbursable/Not to Exceed)		
Site Visit to JPL (Aaron Cohen Assoc., LTD)	\$ 3,000.00	
Reprographics (Haskell)	\$ 1,200.00	
	\$	
	\$	
	\$	
SUB-TOTAL REIMBURSABLES		\$ 4,200.00

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)		\$ 335,012.47
12. TOTAL PRIOR CONTRACT AMOUNT		N.A.
13. TOTAL AMENDED CONTRACT AMOUNT		N.A.



City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Traffic Engineering Division
1007 Superior Street
Jacksonville, FL 32254
(904) 255-7533
www.coj.net

ONE CITY. ONE JACKSONVILLE.

February 26, 2021

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Christopher W. LeDew
Chief of Traffic Engineering

SUBJECT: Certification Letter for P-08-21
Traffic Engineering In-House Services

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

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

1. The general purpose of the service or study: See attached RFP
2. The Objective of the study or services: is to make available professional services as stated in the RFP.
3. The estimated period of time needed for the service or study: Is two years, plus two, two-year options for extension, for a maximum possible of six years.
4. The estimated cost of the service or study: \$1,000,000
5. Whether the proposed study or service will not duplicate a prior or existing work.
6. List of current contracts or prior services or studies which are related to the proposed study or service: P-08-16 Traffic Engineering Services – Traffic Signals, System Design and Simulation
7. A statement as to why the service/study cannot be done by department or agency staff: the Department of Public Works does not have the in-house staff to provide these services.
8. The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members:

Christopher W. LeDew, P.E.
Chief of Traffic Engineering
904.255-7528

Lee Durban, Traffic Studies Engineer
Traffic Engineering
904.255-7547

9. A project funding account number: Funding will be identified at the time purchase orders are issued for these services.
10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process: All firms who have expressed an interest in furnishing Professional Services for Traffic Engineering Services as detailed in the RFP should be notified of this RFP.
11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as Subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated May, 2018



Christopher W. LeDew, Chief



Lee Durban, Traffic Studies Engineer

CWL/fcd





Downtown Investment Authority

MEMORANDUM

DATE: March 15, 2021

TO: Greg Pease, Chief of Procurement Division

FROM: Lori Boyer, Chief Executive Officer, Downtown Investment Authority 
Daryl Joseph, Director, Parks, Recreation and Community Services Department 

RE: P-01-21 Northbank Lawn / Riverfront Plaza FKA Jacksonville Landing Design Competition

Part I: Qualifications and Shortlisting

The subcommittee received fourteen (14) responses to the Northbank Lawn / Riverfront Plaza FKA Jacksonville Landing Design Competition ("RFP P-01-21"), and found all proposals to be responsive, interested, qualified and available to provide the services required by the Request for Proposal.

The subcommittee reviewed the written responses, which were evaluated using the selection criteria outlined in Florida Statutes Chapter 287.055 and City Ordinance Chapter 126 as augmented by the RFP. Based on the written responses, the subcommittee has ranked the responding firms and has determined the top 3 firms as the most qualified. The ranking of first and second and third designates the order of qualification of these companies to perform the required services and alphabetically they are:

- (2) Agency
- (3) Olin
- (1) Perkins & Will

The subcommittee requests proceeding to Part II of the RFP: the Northbank Lawn / Riverfront Plaza FKA Jacksonville Landing Design Competition with the above three most qualified firms. The subcommittee further requests to enter into Remuneration Agreements with each of the above three firms pursuant to P-01-21 and in accordance with Attachment H attached thereto.

Attachment(s): Scoring Matrix (Average)
Scoring Matrix (Subcommittee Member)
Scoring Matrix (Subcommittee Member)

QUALIFIED
EVALUATION SCALE
EXTREMELY QUALIFIED

Evaluation Matrix+1:Q25
PROJECT NO. P-01-21
PART I - 150 POINTS TOTAL

PROJECT TITLE: Northbank Law/Riverfront Plaza FKA Jacksonville Landing Landing
Design Competition

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Part I Present Demographic Commitment to Study & Emerging Businesses & Contributions Toward a Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	An overall willingness to meet time & budget	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	Democratized Willingness & Ability to listen to Community Members	Articulated Vision of Design Team	Innovation & Creativity	Ability to Design & Create	TOTAL
Stanlec	27.00	4.00	4.50	3.75	1.00	2.50	2.50	12.50	2.75	5.00	8.00	11.00	6.50	7.00	98.00
Perkins & Will	37.50	3.00	3.50	4.50	1.50	2.50	3.50	17.50	4.50	5.00	10.00	17.00	8.50	8.50	127.00
WXY Architecture	27.50	3.50	2.50	2.50	1.50	1.50	2.50	12.50	3.00	3.00	8.50	11.50	9.00	3.00	92.00
EDSA Inc.	28.00	3.50	5.00	5.00	2.00	2.50	2.00	14.50	5.00	5.00	6.50	13.50	7.00	8.00	107.50
Deegin Workshop	28.00	3.00	3.50	4.00	2.00	1.75	4.00	14.00	2.75	4.50	8.50	15.00	5.00	8.00	104.00
Marquis Lattimer & Halback, Inc.	37.50	4.75	4.75	4.75	2.00	2.75	3.75	14.00	5.00	4.25	6.50	15.00	7.50	5.00	117.50
Timeless Jacksonville	24.50	4.00	2.50	2.50	1.00	2.25	3.50	6.50	1.50	5.00	4.00	9.00	4.00	6.00	76.25
SASAKI	32.50	4.00	4.00	5.00	1.00	1.75	3.00	17.50	3.50	5.00	9.50	16.50	6.00	4.50	113.75
OLIN Partnership, Ltd.	36.00	3.50	4.50	5.00	1.00	2.00	3.25	16.50	4.25	4.50	8.50	15.50	8.00	8.00	120.50
HDR Architecture, Inc.	30.50	4.25	5.00	4.75	2.00	2.25	4.00	15.50	5.00	2.00	9.50	13.50	6.50	5.50	110.25
OSD + Jacobs + Studion Echeleman Agency Landscape + Planning, LLC	36.50	3.00	4.50	4.00	1.50	2.75	3.00	10.00	2.00	4.00	7.00	12.50	8.50	6.50	105.75
MEELK	38.50	4.25	4.50	4.50	1.50	1.75	4.00	16.50	4.75	4.50	9.25	16.00	8.00	6.50	124.50
W Architecture, LLC	32.50	4.50	4.00	3.00	1.50	1.50	4.50	15.00	2.50	5.00	8.00	17.00	9.00	4.00	112.00
	34.00	4.25	5.00	5.00	1.50	2.50	5.00	15.50	2.75	4.50	9.00	16.50	7.00	5.50	118.00