

PUBLIC NOTICE
"Revised" AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
 Thursday, June 06, 2019, 10:00 a.m.
 Eighth Floor, Conference Room 851
 Jacksonville, FL 32202

Committee Members: Gregory Pease, Chairman
 Randall Barnes, Treasury
 James McCain, OGC

Subcommittee Members	ITEM #	TITLE & ACRON	MOTION	CONTR EXP	OUTCOME
Ed Randolph Michael Thomas	P-09-18	Contract Amendment No. 1 Contracts Management/Maintenance/Caretaker Support Cecil Commerce Center/Alliance Florida Office of Economic Development	That Contract No. 7846-04 between the City of Jacksonville and VT Griffin for Contracts Management, Maintenance and Caretaker Support CCC/Alliance Florida be amended to: (i) exercise the first of two (2) one-year renewal options extending the period of service from August 1, 2019 through July 31, 2020, with one renewal remaining; (ii) incorporate the attached Scope of Services identified as Exhibit 'A-1' and Contract Fee Summary identified as Exhibit 'B-1'; and (iii) increase the maximum indebtedness by \$2,851,480.00 for the services to a new not-to-exceed maximum of \$4,692,078.00. 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.	08/01/19	
Bill Joyce Duane Kent	P-34-19	Introduce & Review Scope Professional Engineering Services for Infrastructure Assessment, Resiliency Analysis, Program Management and Design Department of Public Works/Engineering & Construction Management Division	That the committee approves 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 appropriate to clarify the intent of the using agency and to insure compliance with the City's Procurement ordinances, policies, procedures and applicable federal and state laws.		
Bill Joyce Robert Skallitzky	P-10-19	Subcommittee Report Professional Design Services for the Southbank Riverwalk Extension Department of Public Works/Engineering & Construction Management Division	It is the consensus of the committee that of the four (4) proposals submitted, all were found to be responsive, interested, qualified and available to provide the requested services. The ranking of first, second and third, designates the order of qualification of these companies to perform the required services and alphabetically they are: 3) HDR Engineering, Inc. 2) Prosser, Inc. 1) The Haskell Company We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with The Haskell Company, the number one ranked company.		
Bill Joyce Duane Kent	P-07-19	Subcommittee Report Professional Design Department of Public Works/Engineering & Construction Management Division	It is the consensus of the committee that of the seven (7) proposals submitted, all were found to be responsive, interested, qualified and available to provide the requested services. The ranking of first, second and third, designates the order of qualification of these companies to perform the required services and alphabetically they are: 3) Alfred Benesch & Company 2) Connelly & Wicker, Inc. 1) Stone Engineering Group, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with The Stone Engineering Group, Inc., the number one ranked company.		

MEETING ADJOURNED:

CC: Council Auditor
 Subcommittee Members



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

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

MEMORANDUM

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

FROM: Ed Randolph, Director of Business Development
Michael Thomas, Real Estate Manager 

SUBJECT: VT Griffin Services, Inc. Contract (No. 7846-04) Amendment Number One (1)

DATE: May 30, 2019 *P-09-18* *AMW-#1*

The subject contract was awarded with an effective date of August 1, 2018, to procure caretaker and facilities maintenance support for Cecil Commerce Center over a four-year period. The contract provides for options to extend the contract for 2 additional 1-year periods.

This amendment is to exercise the first of two available one-year extensions and to modify the scope of work to reflect the required work to be completed from August 1, 2019 through July 31, 2020. The City requested a revised work plan for the period August 1, 2019 through July 31, 2020 and received a proposal from VT Griffin Services by the attached Exhibit "A". Negotiations were conducted to establish costs associated with the proposed work plan.

OED requests authorization to increase the maximum indebtedness of the subject contract by \$2,851,480.00, to a new maximum indebtedness to the City of \$4,692,078.00.

Accordingly, this is to recommend the City amend the subject contract with VT Griffin Services as follows:

- 1) The costs for work under subparagraphs 3.1.1, Management and Maintenance/Caretaker Support Services are in the amount of \$2,851,480.00, as proposed by VT Griffin Services, Inc. written cost proposal dated April 5, 2019.
- 2) All other terms and conditions remain unchanged
- 3) Exhibit "A" is incorporated as part of the Contract.

The contractor, VT Griffin Services, has exceeded the overall established MBE goals for performance and continues to provide outstanding service under the contract. Additional funds are budgeted to effect this proposed change to the contract.



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Please contact Ed Randolph at 255-5450 or Mike Thomas at 255-5453 if you have any questions concerning this matter.

Thank you for your assistance.

Attachment:

1) VT Griffin Services letter/proposal dated April 17, 2017 (Exhibit "H")

VT Griffin
6112 New World Avenue
Jacksonville, FL 32221

Tel 904.777.1900
Fax 904.777-0097



April 5, 2019

Mr. Edward W. Randolph
Cecil Commerce Center Manager
Office of Economic Development
117 West Duval Street, Suite 275
Jacksonville, Florida 32202

Re: Budget Estimate Aug. 1, 2019-July 31, 2020, P-16-13
Agreement between the City of Jacksonville and VT Griffin;
Management and Maintenance/Caretaker Support at Cecil Commerce Center

Dear Mr. Randolph:

In response to your request the Budget Estimate for the upcoming year (August 1, 2019 through July 31, 2020) is attached. The total for next fiscal year is at \$1,850,598.

Should you have any questions, please do not hesitate to call me at (904) 777-1900, extension 11.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "James D. Jelsma".

James D. Jelsma, CGC 061080
Project Manager

JDJ/ss

Enclosure (1) Budget Estimate

BUDGETED ESTIMATE PLAN		
AUGUST 1 2019 - JULY 31, 2020		
		ESTIMATED BUDGET
		ESTIMATE PLAN
		AUG. 1, 2019 - JUL 31, 2020
GENERAL COST AREA		
1	Administrative Requirement	\$ 271,493
2	Facility Maintenance Services	\$ 678,742
3	Pest Control Services	\$ 11,061
4	Grounds and Surfaced Areas Maint Serv	\$ 486,791
5	Environmental	\$ 6,135
6	Refuse/Recycle	\$ 8,252
7	Contingency (Over & Above)	\$ 300,000
	Sub Totals	\$ 1,762,474
	Management Fee (5.0%)	\$ 88,124
	Contract Amount Subtotal	\$ 1,850,598
	GRAND TOTAL	\$ 1,850,598

**ANNEX 1
ADMINISTRATIVE REQUIREMENTS**

ANNEX 1 COSTS ADMN REQ	EST
	08/01/19-07/31/2
3.1 DIRECT COSTS	
A. VEHICLE OPERATING EXPENSE	28,642
B. TELEPHONE & COMMUNICATION	11,499
C. INSURANCE	10,647
D. PERMITS, LICENSES, REGISTRATION, &	1,278
E. SOFTWARE/OFFICE EQUIPMENT RENT &	6,176
MAINTENANCE	
F. OFFICE SUPPLIES	5,324
G. POSTAGE, FEDERAL EXPRESS, COURIER	1,278
H. UTILITIES	1,278
SUBTOTAL	66,121
3.2 LABOR	205,373
SUBTOTAL	205,373
	-
TOTAL ANNEX 1	271,493

EXHIBIT 'A-1'

**ANNEX 2
FACILITIES MAINTENANCE SERVICES**

ANNEX 2 COSTS FAC MAINT SERV	EST
	<u>01/19-07/31</u>
<u>1.1 SUBCONTRACTOR COSTS</u>	
A. SERVICE CALLS	\$ 32,368
B. HVAC MAINTENANCE & REPAIR	\$ 30,150
D. CUSTODIAL	\$ 14,433
E. FIRE PROTECTION MAINTENANCE	\$ 3,236
SUBTOTAL	\$ 80,188
<u>1.2 LABOR</u>	
A. SALARIES	\$ 581,729
SUBTOTAL	\$ 581,729
<u>1.3 MATERIALS & OTHER EXPENSES</u>	
A. MATERIALS	\$ 15,532
B. SUB/SOLICITATION COSTS	\$ 1,294
SUBTOTAL	\$ 16,826
TOTAL ANNEX 2	\$ 678,742

EXHIBIT 'A-1'

**ANNEX 3
PEST CONTROL SERVICES**

ANNEX 3 COSTS PEST CONTROL	
08/01/19-07/3	
1.1 SUBCONTRACTOR COSTS	
C. * PEST CONTROL, BUILDINGS	4825
SUBTOTAL	4825
1.2 LABOR	
A. SALARIES	6236
SUBTOTAL	6236
* termite bonding #332 incl	
TOTAL ANNEX 3	11061

EXHIBIT 'A-1'

**ANNEX 4
 GROUNDS AND SURFACED AREAS MAINTENANCE SERVICES**

EXHIBIT 'A-1'

ANNEX 4 COSTS GROUNDS		EST
		08/01/19-07/23
1.1 SUBCONTRACTOR COSTS - SOUTH SIDE		
A. GRASS MOWING & MAINT (GREEN)		152254
B. GRASS MOWING & MAINT (YELLOW)		14230
C. LEVEL "A" BUILDINGS		23331
D. STREET SWEEPING		4099
E. CURB, SIDEWALK EDGING		16163
F. STORM WATER DRAINAGE LAKE FRETWELL		2811
G. CLEAN MISC. STORM DRAINS		1054
H. HYSLER CEMETERY		2108
I. TREAT/MAINTAIN LAKE FRETWELL		8901
J. IRRIGATION SYSTEM MAINT		7027
K. FLOWERBED MAINT		2361
L. GENERAL FUND/SERVICE CALLS		11712
		246052
1.2 SUBCONTRACTOR COSTS - NORTH SIDE		
A. GRASS MOWING & MAINT		23738
B. CURB, SIDEWALK EDGING		16669
C. FLOWERBED MAINT		15460
D. IRRIGATION SYSTEM MAINT		7027
E. STORM WATER DRAINAGE W. NEW WORLD		51515
F. CLEAN RETENTION POND OUTFALLS		2811
G. STREET SWEEPING		3514
H. GENERAL FUND/SERVICE CALLS		11712
		132446
SUBTOTAL		378498
1.3 LABOR		
A. SALARIES		64138
SUBTOTAL		64138
1.4 MATERIALS & OTHER EXPENSES		
A. FERT/PEST CONTROL/GRNDS EQUIPMENT		1171
B. FERT/PEST CONTROL/GRNDS MATERIALS		13469
C. SPRINKLER SYSTEM MAINTENANCE		4216
D. UTIL/METERS		25298
SUBTOTAL		44155
TOTAL ANNEX 4		486791

**ANNEX 5
ENVIRONMENTAL**

ANNEX 5 COSTS	EST
ENVIRONMENTAL	08/01/19-07/31/20
7.1 LABOR/SUBCONTRACTORS COSTS	6135
SUBTOTAL	6135
TOTAL ANNEX 5	6135

EXHIBIT 'A-1'

**ANNEX 6
REFUSE/RECYCLE SERVICES**

ANNEX 6 COSTS REFUSE/RECYCLE	
	08/01/2019-07/31
1.1 SUBCONTRACTOR COSTS	
A. WASTE DISPOSAL	\$ 2,017
SUBTOTAL	\$ 2,017
1.2 LABOR	
A. SALARIES	\$ 6,236
SUBTOTAL	\$ 6,236
TOTAL ANNEX 6	\$ 8,252

EXHIBIT 'A-1'

OVER ABOVE PROJECTS

EXHIBIT 'A-1'

OVER & ABOVE		
MAINTENANCE, REPAIR & REPLACEMENT PROJECTS		
	REPAIRS AND MAINTENANCE TO VARIOUS BLDGS/FACILITIES	\$ 300,000
TOTAL OVER & ABOVE		\$ 300,000

Cecil Maintenance Back Log

Description-location	Estimated Cost
Cannot delay beyond current Year/ 20 years over replacement timeline (occupied bldgs)	
Patched well beyond serviceable life, risk to damage of interior of structure and tenants equipment	
Building 68 – Homeland,Boeing, Northrop	
Boeing roof tapered system replace	\$250,000.00
homeland security roof tapered system replace	\$250,000.00
Northrup grummun roof tapered system replace	\$250,000.00
Exterior Lighting - Exterior lights need to be re-lamped or replaced.	\$20,000.00
333 - Cecil Conference Center	
REPLACEMENT ROOF	\$36,900.00
905 Office Building	
Stand alone section Roof - Roof is in need of replacement	\$25,000.00
Northeast Roof - Roof is in need of replacement	\$22,000.00
North Section Roof - Roof is in need of replacement	\$45,000.00
907 (FON Office) Fibre optic network aerospace manufacturer	
REPLACEMENT ROOF	\$20,000.00
900 – 14,852 SF Office Building Hillwood, Gryphon	
REPLACEMENT ROOF	\$51,982.00
ADA Upgrade - Building needs to be upgraded to current ADA regulations including curb area	\$30,000.00
Total Estimated Maintenance Backlog	\$1,000,882.00



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

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

DATE: May 28, 2019

**RE: REQUEST FOR PROPOSALS – PROFESSIONAL ENGINEERING SERVICES FOR
INFRASTRUCTURE ASSESSMENT, RESILIENCY ANALYSIS, PROGRAM MANAGEMENT
AND DESIGN
RFP NO. P-34-19**

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 will vary depending on the number, size and complexity of the projects these contracts are used on. However, a rough estimate for this contract is approximately \$500,000.
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.

ah

9. A subcommittee composed of Bill Joyce, P. E., Operations Director, Department of Public Works, 255-8762, and Duane Kent, P. E., Project Manager, Engineering and Construction Management Division, 255-8910, 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. 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.

JPP: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, Paving & Drainage 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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June 3, 2019

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

THRU: John P. Pappas, P.E. *John P. Pappas* 06/04/19 12:22:34
Director Procurement Division

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

Robert Skalitzky *Robert Skalitzky*
Chief, Natural and Marine Resources

SUBJECT: P-10-19 Professional Design Services for the Southbank Riverwalk Extension

The subcommittee received four (4) proposals for evaluation for the subject project and found it to be responsive, interested, qualified and available to provide the services required by the RFP.

The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

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

3. HDR Engineering, Inc.
2. Prosser, Inc.
1. The Haskell Company

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

JPP/lw

Attachment: Scoring Matrix

cc: Lori West, PW Contract Specialist



City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
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June 4, 2019

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

05/04/19 12:22:38
Procurement Division

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

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

R. Duane Kent, P.E.
Public Works Project Manager

SUBJECT: P-07-19 Professional Design Services for Ortega Hills Subdivision North Access Road- Widening and Reconstruction

The subcommittee received seven (7) proposals for evaluation for the subject project and found it to be responsive, interested, qualified and available to provide the services required by the RFP.

The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

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

3. Alfred Benesch & Company, Inc.
2. Connelly & Wicker, Inc.
1. Stone Engineering Group, Inc.

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

JPP/lw

Attachment: Scoring Matrix

cc: Lori West, PW Contract Specialist

