

PUBLIC NOTICE
 PSBC AGENDA
 PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
 Thursday, May 05, 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 Frase, Chairman
 Brennan Merrell, Treasury
 James McCain, Jr., OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRA EXP	OUTCOME
Robin Smith William Joyce	P-40-16	Contract Amendment No. 12 Master Stormwater Management Plan (MSMP) Program Management Services – Annual Contract Department of Public Works	That Contract No. 6354-16, originally executed June 23, 2017, between the City of Jacksonville and CDM Smith, Inc., for Master Stormwater Management Plan (MSMP) Program Management Services – Annual Contract be amended to incorporate the attached Scope of Services identified as Exhibit 'W' and Contract Fee Summary identified as Exhibit 'X'; add a new lump-sum amount for CRS Project Management in the amount of \$4,500,000 and to increase the not-to-exceed limit for CRS Support by \$11,000,000 to a new limit of \$93,641,58; thereby, increasing the maximum indebtedness by \$15,500,000 to a new not-to-exceed amount of \$766,354,82. All other terms and conditions shall remain the same.	06/22/23	
Noah Ray Todd Smith	P-01-22	Fee & Contract Negotiations Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR) Fire and Rescue Department/Emergency Preparedness Division	That the City of Jacksonville enter into a contract with Innovative Emergency Management, Inc., (IEM) to provide the Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR) to incorporate the attached Scope of Services identified as Exhibit 'A' and Contract Fee Summary identified as Exhibit 'B'; the period of service is from date of execution of the contract thru July 31, 2023; the maximum indebtedness is a not-to-exceed amount of \$100,000,00. All other terms and conditions are per the RFP and the City's standard contract language.		
Tyrca Young Deborah Pinous	P-41-21	Subcommittee Report Monitoring and Training Services for Providers Kids Hope Alliance	It is the consensus of the committee that of the five (5) proposals received in response to the request for Proposal (RFP) all were found to be 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 service and alphabetically they are: 1) Children's Forum, Inc. 3) Summit – Center for Resources and Organizational Development, LLC 2) The Center for Confidence, LLC We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>Children's Forum, Inc.</u> , the number one (1) ranked firm.		

Meeting Adjourned: _____

"The next PSBC meeting is scheduled to be held on Thursday, May 19, 2022."



City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
214 N. Hogan St., 10th floor
Jacksonville, FL 32202
(904) 255-8786
www.coj.net

ONE CITY. ONE JACKSONVILLE.

April 26, 2022

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

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

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

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

SUBJECT: P-40-16 Master Stormwater Management Plan (MSMP) Program Management Services-
Annual Contract
Contract No. 6354-16 Amendment 12

Professional engineering services are needed to support the 2022 annual recertification submittal for the Community Rating System (CRS). Negotiations with the consultant have resulted in the Attached Scope of Services, Exhibit W and Fee Summary, Exhibit X. There is no rate increase associated with this amendment. CDM Smith, Inc. is committed to meeting the 15% JSEB participation goals established for this contract.

Accordingly, this is to recommend that Contract No. 6354-16, originally executed June 23, 2017, between the City of Jacksonville and CDM Smith Inc. for Master Stormwater Management Plan (MSMP) Program Management Services- Annual Contract be amended to incorporate the attached Scope of Services, Exhibit W and Fee Summary, Exhibit X to add a new lump sum amount for CRS Project Management in the amount of \$4,500.00 and to increase the not to exceed limit for CRS Support by \$11,000.00 to a new limit of \$93,641.58, thereby increasing the maximum indebtedness to the City by \$15,500.00 to a new limit of \$766,354.82. All other terms and conditions of the Agreement remain unchanged.

Funding is as follows:

ACCOUNTS:	TOTAL
15104.143004.531090.000000.00000000.00000.00000000	\$15,500.00

Building Inspection Division Funding Source

JPP/lw

Attachment: Exhibits W & X

cc: Lori A. West, Engineering and Construction Management

22



4651 Salisbury Road, Suite 420
Jacksonville, Florida 32256
tel: 904-731-7109

April 18, 2022

Mr. Bill Joyce
Public Works Department
City of Jacksonville
214 Hogan Street N
Jacksonville, Florida 32202

Subject: Master Stormwater Management Plan
Amendment 12 to Contract 6354-16
Community Rating System Support 2022

Dear Mr. Joyce:

CDM Smith is pleased to submit this proposal to assist the City of Jacksonville with review of elevation certificates for the Community Rating System annual recertification process. The Scope of Services and Budget are enclosed for your review.

Sincerely,

A handwritten signature in blue ink that reads "Lisa M Sterling".

Lisa M. Sterling, P.E., BCEE, PMP
Associate Environmental Engineer
CDM Smith Inc.

Approved by:

A handwritten signature in blue ink that reads "Shayne Wood".

Shayne Wood, P.E., BCEE, PMP
Vice President
CDM Smith Inc.



**CITY OF JACKSONVILLE
MASTER STORMWATER MANAGEMENT PLAN
PROGRAM MANAGEMENT SERVICES
6354-16**

April 18, 2022

**AMENDMENT NO. 12
COMMUNITY RATING SYSTEM SUPPORT 2022**

This Authorization, when executed, shall be incorporated in and become part of the Agreement for Professional Services between the City of Jacksonville (CITY), and CDM Smith Inc. (ENGINEER), dated June 23, 2017, hereafter referred to as the Contract.

PROJECT BACKGROUND

The CITY conducted a major update to their 1992 Master Stormwater Management Plan (MSMP) in 2011 and updated the tributary stormwater models in 2013. Since that time, the CITY has continued to develop and implement capital improvement projects. The current contract includes services related to update, refinement, and maintenance of the CITY's MSMP.

Since the 2013 update, the CITY has provided support to Jacksonville consultants, contractors, developers, and surveyors by distributing MSMP information and providing interpretation of MSMP data. As the CITY's Stormwater consultant, ENGINEER has become the keeper of this data and routinely provides access to the data as directed by the CITY.

Original Contract– The contract included development of a design criteria package and a grant application for the Doeboy Regional Stormwater Facility.

Amendment No. 1 – Amendment No. 1 includes preliminary design services related to development of stormwater treatment facilities for the Arlington area. The amendment includes modifying the existing stormwater model to include the proposed facility, quantifying water quality and quantity impacts, and preparing a cost estimate.

Amendment No. 2 – Amendment No. 2 includes services to maintain the MSMP data sets and models and distribute them to third parties at the CITY's direction on an as-requested basis.

Amendment No. 3 – Amendment No. 3 extended the contract timeline to June 21, 2021

Amendment No. 4 – Amendment No. 4 includes support for the City Community Rating System (CRS) 5-year audit and recertification.

Amendment No. 5 – Amendment No. 5 includes services to provide SWMM modeling services and interpretation of results in response to requests from the CITY for alternative analysis.

Amendment No. 6 – Amendment No. 6 revalidates the stormwater utility rate and documents the methodology in a technical memorandum.

Amendment No.7 – Amendment No. 7 reviews the countywide list of MSMP projects and updates project information based on 1) re-prioritization of the CITY’s level of service goals for flood control, water quality, and operation and maintenance, 2) updates estimated project costs based on CPI index, 3) determines ability of the proposed project to be implemented based on current land availability.

Amendment No. 8 – Amendment No. 8 supports the 2021 annual recertification submittal for the Community Rating System (CRS), including a review of changes per the 2017 CRS Coordinator’s annual and subsequent Addendum.

Amendment No. 9 – Amendment No. 9 includes a conceptual plan (up to 10% design) for stormwater management in the three project areas in the Dunn-Caney subbasin containing 19 known drainage issues.

Amendment No. 10 – Amendment No. 10 includes updates to the MSMP model for McCoys Creek to incorporate additional drainage features in the Newtown project area.

Amendment 11 – Amendment No. 11 includes development of a coastal flooding design criteria memorandum for the new Jacksonville Museum of Science and History (MOSH) located at the mouth of Hogans Creek.

Amendment 12 – Amendment No. 12 supports the 2022 annual recertification submittal for the Community Rating System (CRS), including a review of up to 120 elevation certificates.

SCOPE OF WORK

The following is a description of the services to be provided under this Authorization.

TASK 1 - DOEBOY REGIONAL STORMWATER FACILITY

There are no changes to this task.

TASK 2 - ARLINGTON OED STORMWATER MASTER PLAN

There is no change to this task.

TASK 3 - ARLINGTON OED MEETINGS, PROJECT MANAGEMENT AND QUALITY CONTROL

There is no change to this task.

TASK 4 - MODELING OF MCCOY’S CREEK ALTERNATIVES

There is no change to this task.

TASK 5 - AS-NEEDED ENGINEERING SERVICES FOR MSMP MODELING QUERIES

There is no change to this task.

TASK 6 - STORMWATER UTILITY FEE UPDATE 2020

There is no change to this task.

TASK 7 - MASTER STORMWATER MANAGEMENT PLAN UPDATE 2021

There is no change to this task.

TASK 8 - COMMUNITY RATING SYSTEM EVALUATION

There is no change to this task.

TASK 9 - DUNN CREEK STORMWATER IMPROVEMENTS - CONCEPTUAL PLAN

There is no change to this task.

TASK 10 - NEWTOWN DRAINAGE IMPROVEMENTS – MCCOYS CREEK MODEL UPDATES

There is no change to this task.

TASK 11 - COASTAL FLOODING DESIGN CRITERIA MEMORANDUM FOR MOSH

There is no change to this task.

TASK 12 - COMMUNITY RATING SYSTEM SUPPORT 2022**TASK 12.1 – ELEVATION CERTIFICATE (EC) REVIEW AND CORRECTION**

The CITY has approximately 120 ECs covered by the upcoming CRS review period. The ENGINEER will review up to 120 ECs, identify errors, and recommend corrective measures. ENGINEER will generate correction memorandums for each EC, as needed. For those ECs where survey is required to correct errors, or additional information from the CITY is needed to evaluate compliance, ENGINEER will include comments identifying the required corrective measures in the memorandums. If potential National Flood Insurance Program (NFIP) compliance issues are identified, those will be included in the comments as well. For budgeting purposes, a review time of 20 minutes has been allocated for each EC.

TASK 12.2 – PROJECT MANAGEMENT

Activities performed under this task consist of those general functions required to maintain the project on schedule, within budget, and that the quality of the work products defined within this scope is consistent with ENGINEER's standards and OWNER's expectations. Specific activities include project quality review of deliverables and general administration of the contract.

BASIS OF ESTIMATE

The following have been used to develop this Amendment and the associated budget:

- CITY shall provide access to development services information including elevation certificates and the elevation certificate log (all elevation certificates for completed construction with structures within the special flood hazard area) in electronic format (*.pdf).
- CITY will conduct all communication with the Insurance Services Office (ISO) and will submit all provided documents to ISO to comply with the annual recertification.

DELIVERABLES SUMMARY

Task	Description	Format
Task 12.1	EC Correction Memoranda (up to 120)	Electronic (*.pdf)

TIME OF COMPLETION/SCHEDULE

It is anticipated that the work in Task 12 will take 60 days to complete, starting within two weeks of receipt of a formal notice to proceed (NTP).

COMPENSATION AND PAYMENT

Compensation for work described in Task 12 will be completed on a not-to-exceed basis. The not-to-exceed amount of this Amendment is \$15,500 as shown in Exhibit V. Invoices will be submitted monthly based on the hours incurred and the average hourly direct labor rate for the category of the individual performing the work and the approved overhead multiplier and profit rates for all time directly chargeable to the project plus subconsultant costs, as shown in Attachment 1.

The new grand total amount of this contract is **\$766,354.82**.

CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION				
CITY OF JACKSONVILLE, FLORIDA				
MSMP PROGRAM MANAGEMENT SERVICES				
PART I - GENERAL				
1. Project			Proposal Number	
MSMP: AM12 CRS SUPPORT 2022			6354-16	
3. Name of Consultant			Date of Proposal	
CDM Smith Inc.			4/18/2022	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours		TOTAL
Officer/Technical Expert	82.00	2	\$ 164.00	
Principal / Associate / Project Manager	69.00	14	\$ 966.00	
Senior Professional	55.00	-	\$ -	
Project Engineer II / GIS Specialist III	45.00		\$ -	
Project Engineer I / GIS Specialist II	38.00		\$ -	
Sr. GIS Specialist/Designer	45.00		\$ -	
GIS Specialist I /Drafter/Technician	32.00		\$ -	
Clerical	23.00	-	\$ -	
Staff Support Services	31.00	12	\$ 372.00	
TOTAL DIRECT LABOR	54.00	28		\$ 1,502.00
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	170.2%	x Total Direct Labor		\$ 2,556.40
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 4,058.40
8. PROFIT: Labor Related Costs (Item 7)		x	10%	\$ 405.84
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation, Per Diem and Equipment				
Presentation Boards				
Reproduction				
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ 35.76
10. SUBCONTRACTS (Lump Sum)				
SUB-CONTRACT SUB-TOTAL				\$ -
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$ 4,500.00
11. REIMBURSABLE COSTS (Limiting Amount)				
Schwalls Consulting LLC			\$ 11,000.00	
SUB-TOTAL REIMBURSABLES				\$ 11,000.00
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Reimbursables)				\$ 15,500.00
12. PRIOR CONTRACT AMOUNT				\$ 750,854.82
AMENDED AMOUNT OF CONTRACT				\$ 766,354.82



City of Jacksonville, Florida



Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

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

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

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

DATE: April 8, 2022

The JFRD/Emergency Preparedness Division has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide the Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR) 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 IEM to provide the Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR) 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 the date of execution of contract thru July 31, 2023, with no option for renewal. The maximum indebtedness is a not-to-exceed amount of \$100,000. 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

BACKGROUND

The core capability focus area of this project will be Logistics and Supply Chain Management in support of the Food, Water, and Sheltering Community Lifeline.

The current **capability assessment** for the Jacksonville (MSA) relies on **data** provided by the State of Florida, through their Stakeholder Preparedness Review (SPR) 2018 Report. This report was compiled using data gathered from each county within the State, and thus reflects some level of accuracy for local regions. Other contributing factors were evaluated such as: extent of past training, exercise, and planning to address the core capability. Additional regional and county - level detail is needed to support future operational planning efforts.

As a requirement of the **Regional Catastrophic Preparedness Grant Program (RCPGP)**, the **Emergency Preparedness Division (EPD)** is tasked with assessing its risks and capabilities by completing the Federal Emergency Management Agency's (FEMA) **Threat and Hazard Identification and Risk Assessment (THIRA)** and **Stakeholder Preparedness Review (SPR)**. Additionally, the THIRA and SPR process is a vital opportunity for states and urban areas to inform FEMA about their efforts to achieve the National Preparedness Goal and to validate the need for continued grant funding. It is critical that the City of Jacksonville EPO fully demonstrates to FEMA its capacity to prevent, protect against, mitigate, respond to, and recover from catastrophic events and other complex threats and hazards. The City of Jacksonville EPD intends to complete the THIRA and SPR process by leveraging the unmatched expertise and experience of the successful bidder.

MINIMUM ACTIVITIES AND DESCRIPTIONS

Organizational Tasks: Identify Resources (Planning Teams), Conduct Meetings, Coordination

1. The Contractor will work closely with the Local Planning Team (LPT) on all phases of the project. The Contractor will ensure that representatives from participating jurisdictions, local elected officials, local agencies, business, nonprofits, academia, MSA counties or communities, and other relevant stakeholders will have an opportunity to be involved in the planning process.
2. The Contractor will document efforts to include these parties and their participation.
3. Establish minimum standards for participation in the plan. Clearly identify participating agencies and jurisdictions, including documenting how they met the minimum standard for participation. At a minimum, jurisdictions representing the five counties of the Jacksonville MSA (Duval, Clay, Nassau, Baker, St. Johns) are anticipated to participate in this multijurisdictional planning process and shall be invited to participate by the contractor.
4. Thoroughly document and describe the planning process with particular emphasis on how the LPT reviewed and analyzed each section of the plan, and if each section was revised as part of the update process.
5. Analyze existing capability by identifying, reviewing, and incorporating existing plans, studies, reports, and technical information into the planning process. This could include local comprehensive plans, hazard specific plans, local ordinances, Capital Improvement Plans (CIPs),

warning systems, Wildfire Protection Plans, public education initiatives, local building codes/zoning ordinances, Floodplain Management Plans, and others.

6. Utilize existing GIS information and tools for identified hazards, and suggest corrections or updates of GIS information as necessary.

Planning Tasks: Conduct THIRA/SPR

1. Conduct a **Threat and Hazard Identification and Risk Assessment and Stakeholder Preparedness Review** for the Jacksonville Metropolitan Statistical Area, which includes five counties (Duval, Clay, Nassau, Baker, St. Johns), in accordance with the Comprehensive Preparedness Guide (CPG) 201, 3rd Edition.
2. Provide a summary of the comprehensive literary review of existing relevant documentation.
3. Develop a Project Course of Action incorporating findings and best practices.
4. Submittal of multiple draft versions of THIRA and SPR for review and discussion with LPT.
5. Facilitating core planning team meetings/work sessions as identified in the Course of Action.
6. Conduct stakeholder Meetings and/or outreach to gather appropriate input on the plan.

Fundamental THIRA/SPR Components

THIRA Step 1: *Identify Threats & Hazards (natural hazards, technological hazards, human-caused incidents).* Identify community specific risks and determine the capability needed to address those risks.

- a. Work with the communities to identify their threats and hazards of greatest concern and are the worst-case, most likely events that might occur in the region.
 - i. This specifically includes identifying all potential threats and hazards so that the resulting family of threats and hazards describes impacts that can pose significant challenges to all 32 core capabilities.

THIRA Step 2: *Add Contexts and Impacts.* Develop context descriptions and estimate impacts, which will be used to inform capability targets.

- a. Give context to the threats and hazards that were previously identified in Step 1. This will illustrate the impacts that each hazard will have on the community. The context includes critical details such as, location, magnitude, time of day, atmospheric conditions, social and physical vulnerabilities, and other factors that might affect the size of the impact on the community.

THIRA Step 3: Set Capability Targets.

- a. Utilize standardized target statements as provided by FEMA, which provide the framework for capability targets for each core capability.
 - i. This describes the level of capability the jurisdiction plans to work toward achieving for each of the 32 core capabilities.
 - ii. These capability targets are not a reflection of a community's current capability and represent a long-term desired capability level.
- b. Identify the threat and hazard that most stresses each target and describe and update current capabilities. Provide additional information to contextualize their quantitative assessment.
- c. Identify and describe how their capability has changed over the past year, broken down by capability lost, sustained, and built.
- d. Rate confidence in the accuracy of their data and identify the sources of that confidence.

SPR Step 1: Assess Capabilities. Using the same language as their targets, identify and update current capabilities. Provide additional information to contextualize their quantitative assessment.

- a. Identify and describe how their capability has changed over the past year, broken down by capability lost, sustained, and built.
- b. Rate confidence in the accuracy of their data and identify the sources of that confidence.

SPR Step 2: Identify and Address Capability Gaps. Quantify capability gaps and provide additional context aligned with each POETE area.

- a. Determine capability gaps, identify relevant POETE area(s), and assign a priority rating.
- b. Once gaps are identified, identify POETE areas in which they plan to address

SPR Step 3: Describe Impacts of Funding Sources. Indicate the extent to which relevant funding sources-including but not limited to a community's own resources and Federal and state grants-played a role in building and sustaining the capabilities assessed by the capability targets.

- a. Assess the Role of Funding for Building and Sustaining Capabilities

- i. Estimate the degree to which various funding sources, including but not limited to communities' own resources and Federal and state grants, impacted the building and sustainment of the capabilities assessed by the capability targets.
- b. Assess the Role of Funding in Real-World Incidents
 - ii. Describe the impact that capabilities built or sustained with different funding sources had in real-world incidents over the past year. This is intended to capture how they used previous years' investments since the last assessment.

Presentation and Final Product

The final product will incorporate the totality of identified hazards, impacts, capabilities, targets, and gaps for the Jacksonville MSA. The product will be introduced in a formal presentation at least one week prior to the delivery of the final document and completion of the project. All RCPGP and planning staff will attend this briefing so as to understand the findings, analysis, and ensure the documents are prepared, edited, and formatted according to City of Jacksonville Emergency Preparedness Division planning standards.

The final THIRA/SPR will be formatted according to DHS/FEMA standards using forms, terms, workbooks, and templates compliant with DHS/FEMA requirements. All finalized documents will be submitted to the Florida Department of Emergency Management (FDEM). The Regional THIRA and SPR will be used as a baseline for other regional safety and security programs and therefore it is paramount that the final THIRA product is found acceptable by FDEM and FEMA. This final and approved product will be delivered to the RCPGP Planning Coordinator in editable formats.

Final Deliverables - No later than July 31, 2023

1. Sign-in Rosters for project meetings
2. Comprehensive literary review identifying relevant existing documentation
3. Completed THIRA/SPR submitted in the most current DHS/FEMA recommended format during fiscal year of completion.
4. Project overview and findings presented in a stakeholder presentation (recommended no later than 1 week prior to final project completion)

Contractor Project Management and Travel

1. Work performed that is necessary to plan, develop, promote, and administrate the project. This activity also supports the travel and related costs for "in-person" activities to conduct workshops and to meet with the City's project liaisons.
2. Contractor will provide required documentation to COJ EPD on a trimonthly basis (every three months) to assist the lead fiscal agent with completion of quarterly financial and performance reports. Elements for this report shall be at a minimum:
 - a. Dates covered in report.
 - b. Total expenditures to date.
 - c. Cost Overrun Projections.
 - d. Cost Underrun Projections.
 - e. Project Status (On Schedule, Delayed, etc.).
 - f. Percentage of Project Completed.
 - g. Progress Summary Narrative.
 - h. Work Remaining Summary Narrative.
 - i. Problems encountered during reporting period.
 - j. Additional Comments or Requests for Additional Assistance.
 - k. Any other data points the contractor wishes to report on

PROPOSAL GUIDELINES AND MINIMUM CONTRACTOR QUALIFICATIONS

NOTE: Vendors who do not meet minimum qualifications below will not be evaluated.

The consultant "team" must be staffed (minimally) by at least two (2) qualified personnel, one of whom will be identified as the lead (or senior) and one of whom will be identified as support. Preference will be to a Subject Matter Expert (SME), as determined by COJ EPD. Subject matter experts and/or experienced THIRA/SPR planners may also be utilized for project planning on specific topics relevant to the Resilience Initiative Project.

1. Provide reference to all previous THIRAs completed within the last five (5) years.
2. Provide an action plan in narrative format (lists are acceptable) that describes the proposed course of actions necessary to complete the THIRA/SPR planning process as it relates to the regional **Resilience Initiative Project**. Action plan must address the Organizational and Planning tasks outlined within this RFP. The proposed action plan should demonstrate working knowledge of the THIRA/SPR process.
3. **Lead Personnel** - Must demonstrate 5 years of documented experience developing a THIRA/SPR including project action plans.

4. **Lead Personnel** - Must have knowledge and experience with computers for instruction, presentation, facilitation of virtual meetings, hazard analysis, and any additional uses required by the action plan.
5. **Supporting Personnel** must have a minimum of 5 years of relevant experience, at least four of which must be with target audiences comprised of THIRA/SPR management, building, and sustaining capabilities, and experience in simulation-based project performance evaluations.
6. Submit Resumes/CVs of lead and support staff.
7. Submit a THIRA exemplar for review (last five years) or evidence thereof.
8. **Price Proposal** - To assist in the Consolidated City of Jacksonville/Duval County Emergency Preparedness Division's evaluation of proposals, proposers will provide a single firm fixed price for total of all services requested including all materials supplied by the proposer and travel, if applicable. This cost will assume the finalization of the THIRA/SPR project.

Once a proposal is opened, a Contractor shall be expected to maintain an availability of service as set forth in its proposal for the stated prices and for the full contract term and responses to the RFP, including costs.

All Final Deliverables as described within this RFP must be completed, accepted, and invoiced no later than COB five business days following completion of project delivery.

The following evaluation factors, grouped by relative order of importance, will be used in determining the best-qualified offers:

1. PROPOSAL

- i. Development of a Programmatic Action Plan for performing required services.
- ii. Utilization of THIRA/SPR materials based on current Federal Emergency Management Agency (FEMA) approach to completing a regional level risk assessment.
- iii. Have specific experience in providing the requested service as:
 - Qualifications and relevant experience of personnel proposed to oversee the project
 - The ability to cite relevant work experience, upon request
 - Compliance with the RFP specifications

- Overall quality and completeness

PRICING

Overall cost of supplies, material, logistics, travel, and personnel.

SCOPE OF SERVICE

Capacity to implement all organizational and planning tasks identified within this RFP.

Project	Tentative Start Date	Tentative Completion Date
Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR)	Upon award, Estimated April 2021	No later than July 31, 2023

(End of Section 4)

Form 1 - Price Sheet

NAME OF CONSULTANT Innovative Emergency Management, Inc.

Proposal Number P-01-22

SCHEDULE OF PROPOSED PRICES/RATES

1. Flat Fee (payable upon completion of project or upon completion of listed deliverables):

Total Cost - \$99,687

2. If charges are based on hours worked, the hourly direct labor rates (without Fringe Benefits) are:

Principal (Partner or Senior Officer): \$69.87 hr.

Project Manager (Responsible Professional): \$66.77 hr.

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

Total Travel Cost - \$2,429

4. Estimated percentage of total fee to be performed by sub-contractors 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

- Subject Matter Expert - \$97.04/hr.
- Senior Consultant - \$55.90/hr.
- Consultant - \$45.03/hr.
- Junior Consultant - \$40.37/hr.
- Program and Administrative Support - \$26.01/hr.



MEMORANDUM

TO: Gregory Pease, Chief of Procurement

From: Tyrica Young, Director, Research and Grants
Kids Hope Alliance (KHA)

Deborah Primous, Assistant Director, Contract Management
Kids Hope Alliance (KHA)

Subject: P-41-21 Mentoring and Training Services for Providers

Date: April 26, 2022

Kids Hope Alliance ("KHA") received five (5) proposals for the Mentoring and Training Services for Providers and found each to be responsive, interested, qualified, and available to provide the services required by the Request for Proposal (RFP).

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

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

- 1) Children's Forum, Inc./ Florida Afterschool Network
- 3) Summit – Center for Resources and Organizational Development, LLC.
- 2) The Center for Confidence, LLC.

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

Attachment(s): Scoring Matrix

CC: Saralyn Grass, Chief Administrative Officer
Michael Weinstein, Chief Executive Officer
Kenneth Darity, Chief Programs Officer
Shari Shuman, Interim Director, Finance
Joyce Watson, Director, Administration, Contracts, and Purchasing

Evaluation Matrix

EVALUATION SCALE

20

EXTREMELY QUALIFIED

PROJECT NO. P-41-21

PROJECT TITLE: Mentoring & Training Services for Providers

MAXIMUM POINTS ASSESSED	10	5	5	20	10	5	10	20	20	20	5	110
FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PAST/PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS	PROXIMITY TO PROJECT	Past & Present Demonstrated Commitment to Small & Emerging Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	Quotation of rates, fees or c/ys & other Detailed Cost Proposals/Breakdown	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL	
The Center for Confidence, LLC	9.00	4.00	4.00	19.00	10.00	5.00	10.00	18.50	14.00	5.00	98.50	
Children's Forum/Florida Afterschool Network	9.00	5.00	2.00	20.00	10.00	3.00	9.00	20.00	20.00	4.00	102.00	
ICATT Professional Services	10.00	5.00	5.00	14.00	9.00	5.00	7.50	15.00	10.00	5.00	85.50	
Center for Resources & Organizational Development, LLC	10.00	4.50	4.00	12.50	10.00	5.00	10.00	19.00	14.00	5.00	94.00	
U-Turns, Inc., dba Teen Leaders Of America	9.00	5.00	4.00	17.50	10.00	5.00	10.00	15.00	12.50	4.00	92.00	