

**PUBLIC NOTICE**  
**PSEC AGENDA**  
**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
 Thursday, September 9, 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=UHBak6KzRuemYrdHRW5GJ3BkdZ09>  
 Meeting ID: 862 6841 5008  
 Passcode: 657328

Committee Members: **Gregory Pease, Chairman**  
**Paul Barnett, Treasury**  
**Harry Wilson, OGC**

Subcommittee Members	ITEM #	TITLE & ACTION	NOTION	CONTRACT EXP	OUTCOME
Tyrice Young Travis Williams	P-22-21	Approval to Proceed with Evaluation of Proposal Received Communication and Branding Consulting Services Kids Hope Alliance	That the committee approves proceeding with the evaluation of the one proposal received in accordance with Section 126.302 (f) of the Procurement Code.		
Will Evans Ruben Bryant	P-58-17	Contract Amendment No. 4 Substance Abuse Education/Information, Treatment, Case-Management & Aftercare Program for Adult Inmates within the Duval County Correctional System Parks, Recreation and Community Services Department	That Contract No. 9442-55 between the City of Jacksonville and River Region Human Services, Inc., for the provision of the Substance Abuse Education/Information, Treatment, Case-Management and Aftercare Program for Adult Inmates within the Duval County Correctional System, be amended to: (i) exercise the fourth and final renewal option extending the period of service from October 1, 2021 through September 30, 2022 with no renewal option remaining; (ii) incorporate the attached contract fee schedule identified as Exhibit B-4; and (iii) increase the maximum indebtedness by \$1,776,463.49 for FY 2021/2022 services to a new not-to-exceed total maximum indebtedness of \$8,379,753.34. 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 ordinance, Procurement policies and procedures and applicable federal and state laws.	09/30/21	
William Joyce Steven Long	P-21-21	Subcommittee Report Countywide Program Management Services for Resurfacing & Sidewalk Construction Department of Public Works/Engineering & Construction Management Division Public Facilities	It is the consensus of the committee that of the three (3) 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 companies to perform the required services and alphabetically they are: 2) AE Engineering, Inc. 1) Eisman & Russo Consulting Engineers 3) EXP Services, Inc.  We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with Eisman & Russo Consulting Engineers, the number one (1) ranked company.		

<p>William Joyce Robin Smith</p>	<p>P-51-17</p>	<p>Contract Amendment No. 6 Debris Monitoring and Management Planning &amp; Operations Department of Public Works</p>	<p>That Contract No. 7420-13, originally executed September 6, 2017, between the City of Jacksonville and Eisman &amp; Russo, Inc, for Debris Monitoring and Management Planning &amp; Operations, be amended to ratify the contract from September 6, 2021, through the date of the granting of this award and extend the period of service to March 5, 2022. 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.</p>	<p>09/06/21</p>
--------------------------------------	----------------	---	---	-----------------

Meeting Adjourned:

**INTERVIEWS**

**P-31-20 Professional Architectural Service for Oceanway/New Berlin Library**

(Tim Rogers, Nikita Reed, Jacksonville Public Library/ Department of Public Works)

- 10:15 a.m. G.M. Hill Engineering, Inc.
- 10:50 a.m. PQH Group, Inc.
- 11:25 a.m. TTV Architects, Inc.

*Each firm will be allowed twenty (20) minutes for presentation time followed by fifteen (15) minutes for questions and answers.*

Meeting Adjourned:

cc: Council Auditor  
Subcommittee



PROCUREMENT DIVISION

MEMORANDUM

**Date:** August 30, 2021


**To:** Gregory Pease, Chairman  
Professional Services Evaluation Committee

**From:** Saralyn Grass, Chief Administrative Officer  
Kids Hope Alliance

Travis Williams, Sr. Director of Communications  
Kids Hope Alliance

Tyrica Young, Director Research and Grants  
Kids Hope Alliance

**Subject:** Review of RFP Submittal for P-22-21 Communication and Branding  
Consulting Services



---

The Employee Services Department received only one (1) proposal for the **Communication and Branding Consulting Services** Request for Proposal(s)

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

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."

Considering the foregoing information, staff request the process that should be followed in order to ensure the initiation of services by evaluating the proposal received.





ONE CITY. ONE  
JACKSONVILLE.

## City of Jacksonville, Florida

*Daryl Joseph, Director*

Parks, Recreation and Community Services Department  
214 N Hogan Street, 4<sup>th</sup> Floor  
Jacksonville, FL 32202  
(904) 255-7919  
www.coj.net

### **MEMORANDUM**

**DATE:** August 6, 2021

**TO:** Greg Pease, Chief,  
Chair of Professional Services Evaluation Committee

**FROM:** Will Evans, Human Services Planner III  
Social Services Division

Ruben Bryant, Chief of Prisons/Corrections  
Jacksonville Sheriff's Office

**THRU:**  Johnetta Moore, Chief   
Social Services Division

**RE:** P-58-17 Substance Abuse Education/Information, Treatment, Case-Management and Aftercare Program for Adult Inmates within the Duval County Correctional System  
Contract Amendment No. 4

---

Preliminary fee and contract negotiations with River Region Human Services, Inc. (RRHC) for renewal of contract # 9442-55 for continuation of the above referenced project have now been concluded. The subcommittee consisting of the Social Services Division, JSO and RRHS would therefore like to request this item be placed on the PSEC agenda as soon as possible.

Accordingly, we request that the contract with River Region Human Services, Inc. be renewed for the 2021-2022 fiscal year beginning October 1, 2021 and ending September 30, 2022 in the total amount of \$1,776,463.49 (a difference of \$51,741.66 for 2021/2022, as detailed in the attached proposed "Corrections Program Budget" consisting of the following expense categories: Direct Labor; Indirect Cost rate @12%; Equipment, Materials and Supplies; Aftercare Client Services; Special Services; Training; and Local Travel.

Paragraph 3 of the current contract would be amended to increase the total indebtedness of the contract from \$1,578,364.79 to \$8,379,753.34, this is the final year of this contract - Paragraph 4 would be amended to reflect the renewal of the Agreement from October 1, 2021 to September 30, 2022.

The funding index code for this project is **00111.164002.531090.000000.00000394.00000.0000000**

Attachment(s): 05/06/21 letter from Jacqueline Dowdy, Chief Executive Officer, River Region Human Services, Inc., and Budget for the FY October 1, 2021 to September 30, 2022.



Human Services, Inc.  
A not-for-profit organization serving the community

Administrative Office | 904.899.6300  
3901 Carmichael Avenue | 904.899.6382 fax  
Jacksonville, FL 32207 | www.rrhs.org

May 6, 2021

Mr. Will Evans, M.A.  
Human Service Planner III  
1809 Art Museum Drive, #100  
Jacksonville, FL 32207

Re: Request for Continuation of In-jail Corrections Program Services (P-58-17)

Dear Mr. Evans:

River Region Human Services, Inc. hereby, formally requests the continuation of the partnership inaugurated in 1991 to provide substance abuse and dependency services within the Duval County jail system. This continuation is for the fifth year of the five-year agreement for contract P-58-17 and aligns with the Mayor's ongoing priority of addressing public safety in Jacksonville through his commitment to work closely with law enforcement officials and communities to support efforts to improve the safety of citizens.

Jail-based substance abuse treatment programs are modeled on the principles of therapeutic communities with the overall goal of reducing offenders' risk of drug relapse and recidivism once they return to the community. River Region's Corrections Program provides cost-effective, in-jail substance abuse treatment services within the Duval County Correctional System. Services assist in improving overall public safety by reducing criminal involvement, thereby improving Jacksonville's living, working and recreational environments.

For nearly 30 years, River Region has valued a successful contractual relationship with the City of Jacksonville in managing the in-jail substance abuse treatment program. One of the primary goals of this contract is to provide professional and high quality, therapeutic clinical services. To attract and retain experienced and skilled clinicians, competitive salaries must be offered. The contract budget allows for an annual wage increase; therefore, I am requesting a 3% increase for staff salaries for the final budget period.

Should you have questions regarding the continuation of this agreement, please contact me directly at (904) 899-6300 ext. 4714 or via email at [jdowdy@rrhs.org](mailto:jdowdy@rrhs.org).

Respectfully,

A handwritten signature in black ink that reads "Jacqueline Dowdy". The signature is written in a cursive, flowing style.

Jacqueline Dowdy  
President and Chief Executive Officer

**COST OR PRICE SUMMARY FORMAT FOR CITY OF JACKSONVILLE, FLORIDA - EXHIBIT B**

PART I - GENERAL					
1. PROJECT Substance Abuse Education/Information, Treatment, Case Management, and Aftercare Program for adult Inmates within the Duval County Correctional System				2. PROPOSAL NUMBER	
3. NAME OF CONSULTANT: RIVER REGION HUMAN SERVICES, INC.				4. DATE OF PROPOSAL FY 6/30/2021-6/30/2022	
PART II - COST SUMMARY					
5. DIRECT LABOR (Specify Labor Categories)	ESTIMATED HOURS	HOURLY	ESTIMATED	TOTALS	
PERSONNEL ( 35 Positions)	68,385		\$1,097,217.18		
FRINGE BENEFITS ( SEE ATTACHED DETAIL)			\$285,276.47		
<b>DIRECT LABOR TOTAL</b>				<b>\$1,382,493.65</b>	
5. INDIRECT COSTS (Specify Indirect Cost Pools)	RATE	X BASE	ESTIMATED		
Total Direct Labor	10%	\$1,382,493.65	\$138,249.36		
<b>INDIRECT COSTS TOTAL</b>				<b>\$138,249.36</b>	
<b>7. SUBTOTAL DIRECT/INDIRECT COSTS (ITEMS 5 &amp; 8)</b>				<b>\$1,520,743.01</b>	
<b>8. PROFIT (Percentage of Item 7 Only)</b>				<b>\$0.00</b>	
PART III - REIMBURSABLES					
9.a. TRAVEL			ESTIMATED COSTS		
(1.) TRANSPORTATION ( 50,921 x .445 per mile)			\$20,000.00		
(2.) PER DIEM					
				<b>TRAVEL SUBTOTAL</b>	<b>\$20,000.00</b>
b. EQUIPMENT, MATERIALS, SUPPLIES	QTY	COST	ESTIMATED COSTS		
General Operations - Materials & Supplies			\$17,863.10		
Aftercare - Materials Equipment & Supplies			\$16,300.00		
Aftercare - Client Assistance			\$174,057.37		
				<b>EQUIPMENT TOTAL</b>	<b>\$208,220.47</b>
c. SUBCONTRACTS			ESTIMATED COSTS		
Special Services			\$12,500.00		
				<b>SUBCONTRACT SUBTOTAL</b>	<b>\$12,500.00</b>
d. OTHER			ESTIMATED COSTS		
Staff Training			\$15,000.00		
				<b>OTHER SUBTOTAL</b>	<b>\$15,000.00</b>
<b>10. REIMBURSABLES SUBTOTAL ( Items 9a, b, c, &amp; d)</b>				<b>\$255,720.47</b>	
PART IV - SUMMARY					
<b>11. TOTAL (Lines 7, 8 &amp; 10)</b>				<b>\$1,776,463.49</b>	
12. FIVE YEAR PROJECTION				2017-2018	\$1,578,364.79
				2018-2019	\$1,825,715.73
				2019-2020	\$1,674,487.22
				2020-2021	\$1,724,721.83
				2021-2022	\$1,776,463.49
			<b>GRAND TOTAL FOR ALL 5 YEARS OF THE CONTRACT</b>	<b>\$8,379,753.06</b>	





Requisition PRSO-500233-21

**Requisitioning BU** PRSO: Social Services  
**Entered By** Beshara Price  
**Status** Pending approval  
**Description** FY22 - Admin Award - MATRIX -  
 River Regions - \$1,776,463.49  
**Emergency Requisition** No

**Requisition Amount** 0 USD  
**Justification**  
**Funds Status** Reserved

**Attachments**

Title	File Name or URL	Description
FY22_MATRIX_AdminAward Memo.pdf	FY22_MATRIX_AdminAwardMemo.pdf	

**Lines**

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status
1		FY22 - Admin Award - MATRIX - River Regions - \$	962.58 Professional Services (Not Otherwise Classified)	1	Each	0.00 USD	0	Pending approval	Reserved

**Requester** Beshara Price  
**Urgent** No  
**Requested Delivery Date** 9/15/21  
**Deliver-to Location** Social Services Division Suite 100 Charge  
**Deliver-to Address** 1809 Art Museum Drive, Jacksonville, FL 32207, Duval, United States  
**Note to Buyer** FY22- Admin Award - PSEC (P58-17) - River Region \$1,776,463.49

**Supplier** River Region Human Services, Inc.  
**Supplier Site** Order/Remit  
**Supplier Contact** Jacqueline Dowdy  
**Contact Phone** +1 (904) 899-6300  
**Charge Account** 00111.164002.531090.000000.000003  
 94.00000.0000000

I CERTIFY THAT FUNDS FOR THIS PURCHASE WERE AUTHORIZED AND PROVIDED FOR IN THE CURRENT BUDGET.





# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

ONE CITY. ONE JACKSONVILLE.

September 7, 2021

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

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

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

Steven D. Long, Jr., P.E.  
Chief, Right-of-Way and Stormwater Management

**SUBJECT:** P-21-21 Countywide Program Management Services for Resurfacing & Sidewalk Construction

---

The subcommittee received three (3) proposals for evaluation for the subject project and found them 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.

2. AE Engineering, Inc.
1. Eisman & Russo, Inc.
3. EXP Services, Inc.

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

JPP/lw

Attachment: Scoring Matrix

cc: Lori West, Engineering and Construction Management

Evaluation Matrix

EVALUATION SCALE

PROJECT NO. P-21-21

Average

1-----20

QUALIFIED EXTREMELY QUALIFIED PROJECT TITLE: Countywide Program Management Services for Resurfacing & Sidewalk Construction

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Past & Present Commitment to Small & Minority Businesses & Contributors Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	TIME & BUDGET	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
<b>MAXIMUM POINTS</b>	10	10	5	10	5	10	20	20	10	10	110
AE Engineering, Inc.	7.50	8.50	3.00	8.00	4.50	10.00	20.00	13.00	8.00	9.00	91.50
Eisman & Russo Consulting Engineers	10.00	10.00	5.00	9.00	5.00	10.00	14.50	19.50	9.50	1.00	93.50
EXP Services, Inc.	6.00	5.75	5.00	6.50	4.00	1.50	7.00	11.50	5.00	10.00	62.25





# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

ONE CITY. ONE JACKSONVILLE

September 01, 2021

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. *Robin G. Smith*  
Chief, Engineering and Construction Management

SUBJECT: P-51-17 Debris Monitoring and Management Planning & Operations  
Eisman & Russo, Inc. Contract 7420-13 Amendment 6  
Consultant Services Account No. Various purchase orders

---

The current expiration for contract 7420-13 is September 5, 2021, with no further renewal options available. Responses for the contract to replace this one are still under review. Continued services are needed until the replacement contract is executed. There is no rate increase associated with this amendment. The city's JSEB program is not applicable to this agreement.

Accordingly, this is to recommend that Contract # 7420-13, originally executed September 6, 2017, between the City and Eisman & Russo, Inc. for Debris Monitoring and Management Planning & Operations, be amended by ratifying and extending the expiration date to March 5, 2022, with all other terms and conditions of the Agreement remaining unchanged.

RGS/lw

cc: Lori A. West, Engineering and Construction Management  
Rose Nettles, Public Works Director's Office

*LR*





# City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

May 18, 2021

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

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

FROM: Nikita Reed, P.E. *Nikita Reed*  
Public Works Project Manager

Tim Rogers, Library Director *Tim Rogers*  
Jacksonville Public Library

SUBJECT: P-31-20 Professional Architectural Services for Oceanway/New Berlin Library

The subcommittee received Seven (7) proposals for evaluation for the subject project. All were found 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. G. M. Hill Engineering, Inc.
1. PQH Group, Inc.
2. TTV Architects, Inc.

Based on Section 11 of the RFP, the three top-ranked proposals will be provided criteria and scheduling information for Oral Interviews, which will have an additional value of 20 points which will be added to the score from the evaluation of the Contractor's proposal. Final Ranking of the top three firms will be based on the combination of scores from the proposal evaluations and oral interviews. We anticipate needing thirty minutes for each presentation.

Accordingly, we request your approval to schedule the oral interviews for P-31-20 Professional Architectural Services for Oceanway/New Berlin Library.

JPP/iw

Attachment: Scoring Matrix

cc: Lori West, PW Contract Specialist, Engineering and Construction Management

SS



Evaluation Matrix

EVALUATION SCALE

1 \_\_\_\_\_ 20

PROJECT NO. P-31-20 Average

EXTREMELY QUALIFIED

PROJECT TITLE: Professional Architectural Services for the DocumentaryNew Berlin Library

COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Full & Present Commitment to Solicit & Interview Subcontractors & General Trade & General Trade Plans	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	As overall willingness to meet both time & budget	VOLUME OF CURRENT AND FORTH COMING WORK FOR DESIGN AGENCIES	OVERALL
10	10	5	10	5	10	20	20	10	10	110
9.50	8.50	1.00	8.00	4.00	1.00	8.00	13.25	5.00	10.00	87.25
10.00	7.50	2.00	7.25	3.00	10.00	9.00	13.50	3.00	9.00	74.25
10.00	7.50	2.00	10.00	4.50	10.00	8.50	18.00	6.00	10.00	88.00
9.50	5.50	2.00	8.25	5.00	10.00	11.00	18.00	10.00	9.00	87.25
9.50	10.00	2.00	9.00	3.00	10.00	18.00	15.00	4.00	10.00	82.50
8.50	8.00	2.50	6.00	4.75	10.00	13.00	18.50	6.00	8.00	86.25
10.00	10.00	2.00	8.50	3.50	10.00	20.00	12.50	10.00	9.00	86.50