

PUBLIC NOTICE
REVISED PSEC AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, August 10, 2023, 10:00 a.m.
 Eighth Floor, Conference Room 851
 Ed Ball Building, 214 N. Hogan Street
 Jacksonville, FL 32202

Join Teams Meeting
For Teams link, please visit coj.net/departments/finance/procurement

The Chief of the Procurement Division offers the following items for the PSEC Agenda. The posting of this agenda serves as an official notice of the city's intended decision for all recommended actions above the formal threshold. Please refer to 126.106 (e) if you wish to protest any of these items.

Committee Members: Robert Waremborg, Chairman
 Brennan Merrell, Treasury
 James McCain, Jr., OGC

<i>Subcommittee Members</i>	<i>ITEM #</i>	<i>BID/REP #</i>	<i>TITLE & ACTION</i>	<i>MOTION</i>	<i>CONTRACT EXP</i>	<i>OUTCOME</i>
Tracy Flynn Michelle Montford	1	P-17-23	Fee & Contract Negotiations Claims Review Services Finance and Administration Department/Risk Management Division	That the City of Jacksonville enter into a contract with Siver Insurance Consultants, to provide Claims Review Services that incorporates the attached Scope of Services identified as Exhibit 'A' and the Contract Fee Schedule identified as Exhibit 'B'; The contract period will be from October 1, 2023, thru September 30, 2028; the maximum indebtedness is a not-to-exceed amount of \$225,000.00. All other terms and conditions are per the RFP and the City's standard contract language.		
Shellah Brown LaRoy Covington	2	P-22-23	Fee & Contract Negotiations Bonding Enhancement Consultant EBO Business Opportunity Office	That the City of Jacksonville on behalf of the Equal Business Opportunity office enter into a contract with RL Engineering and Tech Solutions, to provide Bonding Enhancement Consultant Services by incorporating the attached Scope of Services identified as Exhibit 'A' and Contract Fee Services identified as Exhibit 'B'; the maximum indebtedness is not-to-exceed \$260,000.00 annually; the period of services is from execution of the contract through two (2) years with an option to renew for three (3) additional one-year periods at terms mutually agreeable. All other terms and conditions are per the Request for Proposal (RFP) and the City's standard contract language.		
Robin Smith Roy Birbal	3	P-23-16	Contract Amendment No. 2 Miscellaneous Architectural/Engineering Services Department of Public Works/Engineering & Construction Management Division	That Contract No. 10288, Originally executed March 20, 2017, between the City of Jacksonville and TTV Architects, Inc., for Miscellaneous Architectural/Engineering Services be amended to ratify the contract from March 18, 2023, thru date of award and extend the period of services thru November 18, 2023, with all other terms and conditions, as previously amended remaining the same.	03/19/23	
Robin Smith Daryl Weinstein	4	P-06-23 JS#1	Fee & Contract Negotiations CEI Services on Various City Projects – Annual Contract – Set Aside Department of Public Works/Engineering & Construction Management Division	that the City of Jacksonville enter into a contract with Construction and Engineering Services Consultants, Inc. for CEI Services on Various City Projects- Annual Contract- Set Aside that includes the attached Scope of Services identified as Exhibit "A" and Rate Schedules, identified as Exhibit "B". Each project performed under this agreement shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto. The maximum indebtedness of the City pursuant to this agreement is \$2,500,000.00. The initial Period of Service will be for two (2) years with the		

Lori Boyer Steve Kelley	5	P-25-23	<p>Subcommittee Report Real Estate Development Consultant Professional Services Downtown Investment Authority (DIA)</p>	<p>option to extend such contract for two (2) additional two (2) year periods upon satisfactory performance by the Consultant. All other terms and conditions are as provided in the RFP and the City's standard contract language.</p> <p>It is consensus of the committee that of the three (3) proposals received in response to the Request for Proposals, 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 services and alphabetically they are:</p> <ul style="list-style-type: none"> 2) Redevelopment Management Association (RMA) 3) SODL & Ingram PLLC 1) The Southern Group of FLA, Inc. <p>We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>The Southern Group of FLA, Inc.</u>, the number one (1) ranked firm.</p>		
Meeting Adjourned:						

"The next PSEC meeting is scheduled to be held on Thursday, August 24, 2023."



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Donna Deegan, Mayor

Department of Finance
Risk Management Division
117 W. Duval Street, Suite 335
Jacksonville, FL 32202
(904) 255-5344
www.coj.net

MEMORANDUM

Date: August 01, 2023

To: Dustin Freeman, Chairman

Professional Services Evaluation Committee

From: Tracy Flynn, Risk Manager

Michelle Montford, Risk Management Claims Systems & Compliance Manager 

Subject: P-17-23 RFP Claims Review Services

The Department of Finance and Administration/Risk Management has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide **Workers' Compensation claims review services** resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the Department of Finance and Administration/Risk Management enter a contract with Siver Insurance Consultants, to provide Professional Services for Workers' Compensation claims review that incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The contract period will be from execution of the contract October 1, 2023, through project completion September 30, 2027, with one option year to be executed formal amendment: At the amount of \$45,000.00 per year. 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

Contents

- 4.1 Claims Review Services
- 4.2 Miscellaneous

4.1 CLAIMS REVIEW SERVICES

A Claims Review of the Risk Management Self-Insurance Program shall be conducted by reviewing a random sample of Workers' Compensation claims. (Review will include 90 WC claims) The Claims Review should address claims practices and claim activity during the past two years.

The following list provides an outline of general expectations for the Consultant relating to the Claims Review:

1. Contractor must be available for discussions with representatives of Risk Management, both telephonically and in-person, to address desired goals of the claims review and selection criteria for claims to be reviewed, to establish specific dates for Consultant's on-site activities, and to determine what, if any, preparations are necessary on the part of the City to facilitate the Consultant's on-site activities.
2. Claim Review process will be conducted on-site at a mutually agreeable date.
3. In addition to the on-site execution of the Claims Review, the City expects to have an on-site initial visit and an on-site wrap-up visit. All travel costs associated with on-site visits will be at the full expense of the Consultant.
4. Management and claims adjuster interviews;
5. An analysis of staff utilization and needs;
6. An analysis of vendor and expert utilization;
7. Submission of an initial draft of the Claims Review report to the City's Risk Manager & Claims Systems & Compliance Manager on June 1, 2025;
 - a. Availability to discuss with the City's Risk Management representatives to review the draft of the Claims Review report;
 - b. All information, assumptions, data and analysis used and relied upon, will be disclosed to the City during preparation and prior to the final claims review. The draft report should allow the City an opportunity to validate all assumptions;
8. A written final report of the results of the Claims Review shall be provided to the City's Risk Manager & Claims Systems & Compliance Manager containing both findings and recommendations no later than July 1, 2025.
 - a. Availability to discuss with Risk Management representatives the contents of the final claims review report, within thirty (30) days of the issuance of said written final report.
 - b. The City reserves the right to have summarized in the final claims review report all information, assumptions, data and analyses that are relied upon.
 - c. Evaluation of supervisor/manager claims direction and review of claims and adjusters according to industry standards.
9. Specific to workers' compensation claims reviews, evaluation should include, but not be limited to:

Form 1 – Price Sheet

NAME OF CONSULTANT E. W. Siver & Associates, Inc. dba Siver Insurance Consultants

Proposal Number P-17-23 Claims Review Services

SCHEDULE OF PROPOSED PRICES/RATES

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

Remote Audit: \$35,000 On-site Audit: \$40,000 (for two (2) consultants to perform on-site audit and one (1) consultant to attend kick-off meeting and wrap-up meeting)

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

Principal (Partner or Senior Officer): \$ 220 hr.

Project Manager (Responsible Professional): \$ 220 hr.

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

n/a

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

We are willing to agree to future year audits - for audits performed in 2024/25, 2025/26, 2026/27 and 2027/28 - for the same annual Flat Fee.

EXHIBIT B



City of Jacksonville, Florida

Donna Deegan, Mayor

Procurement Division
Equal Business Opportunity Office
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

MEMORANDUM

TO: Dustin L. Freeman, Chairman
Professional Services Evaluation Committee

FROM: Dinah L. C. Mason, EBO/JSEB Administrator *DLM*
Jacksonville Small & Emerging Business
LaRoy Covington, EBO/JSEB Business Compliance Analyst *LC*
Jacksonville Small & Emerging Business
Sheliah Brown, EBO/JSEB Education Coordinator *SWB*
Jacksonville Small & Emerging Business

RE: P-22-23 Bonding Enhancement Consultant

DATE: August 3, 2023

The Equal Business Opportunity Office has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide **Bonding Enhancement Consultant Services** resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the Equal Business Opportunity Office enter into a contract with RL Engineering and Tech Solutions, to provide services to assist JSEB firms with building a portfolio to qualify JSEB's to obtain bonding that incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The contract period will be from execution of the contract and will continue for a two (2) year period, with an option to renew for up to three (3) additional one (1) year renewals. The maximum indebtedness is a not-to-exceed amount of \$260,000.00. 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



REQUEST FOR PROPOSAL

Bonding Enhancement Program Consultant
RFP P-22-23
For
City of Jacksonville, Florida

SECTION 1
(Specific Information Regarding this RFP)

1.1 Introduction

The City of Jacksonville ("Buyer") intends to hire an individual or firm ("Consultant and or Contractor") to provide the professional services described in Section 1.2 of this Request for Proposal ("RFP"). Persons interested in submitting a response to this RFP (a "Proposal") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. This RFP is divided into the following sections:

- Section 1 Specific Information Regarding This RFP
- Section 2 General Instructions
- Section 3 General Terms and Conditions of Agreement
- Section 4 Description of Services (if referenced in Section 1.2 below)

- Attachment A Response Format
- Attachment B Evaluation Matrix
- Attachment C Equal Business Opportunity Program Requirements
- Attachment D Sample Contract
- Attachment E Federal Funding Provisions (not applicable to this contract)
- Attachment F Insurance
- Attachment G Indemnification

- Form 1 - Price Sheet
- Form 2 - Conflict of Interest Certificate

In the event of conflicting provisions, the following sections of this RFP will have priority in the order listed: Section 1, Section 4, Section 2, Section 3, the Attachments, and the Forms.

1.2 Scope of Services.

The services sought under this RFP are generally described as follows: Services to assist JSEB firms with building a portfolio to qualify JSEB's to obtain bonding. Establish and document criteria for evaluating a contractor's ability to qualify for surety bonds including financial reporting, working capital and other requirements.

with Qualify place and select reputable and financially sound lending institutions and surety underwriting facilities (Emphasis on) working relationships with surety companies to assist the guidelines provided by the surety relationships for underwriting considerations develop working relationships with these resources to assist in the process of bonding contractors. If necessary and appropriate, assist the Department of Procurement and the Office of General Counsel in negotiating and developing written agreements with these entities on behalf of the City.

Work with selected lenders and sureties to develop underwriting criteria that will protect City resources but will allow maximum participation by contractors requiring bonding.

Section 4
Description of Services and Deliverables

Establish and document criteria for evaluating a contractor's ability to qualify for surety bonds including financial reporting, working capital and other requirements.

Qualify place and select reputable and financially sound lending institutions and surety underwriting facilities and develop working relationships with these resources to assist in the process of bonding contractors. If necessary and appropriate, assist the Department of Procurement and the Office of General Counsel in negotiating and developing written agreements with these entities on behalf of the City.

Work with selected lenders and sureties to develop underwriting criteria that will protect City resources but will allow maximum participation by contractors requiring bonding.

Provide bond placement financial services and establish a network of advisors and service providers (CPAs, insurance brokers, etc.) as necessary to assist contractors in qualification process.

Develop necessary forms, instruction documents, procedure manuals and other written control mechanisms for operation of the program.

Provide basic guidance and counseling to contractors on the surety bonding process and on the necessary steps to qualify, including such items as preparation of financial reports and business plans, selection of insurance/surety brokers, and establishment of assets or credit resources for operating capital.

Establish a program that educates JSEB vendors on bonding requirements and guidelines. The educational delivery method can be in the form of a webinar, to include Zoom, Webex, Microsoft Teams, or any other cloud-based video conferencing platform. Has experience in operational management to promote successful contracting, and possess the understanding of the construction industry.

Verify the accuracy and validity of all premiums and fees charged. Establish accounting controls for all City funds used in the program and oversee their administration.

Provide monthly reports to the City documenting the level of consulting services provided in terms of number of contractors counseled and bonded and savings to the program resulting from program-qualified contractors winning bids.

At program end, prepare a closeout report documenting savings and success of the project. Respondents are encouraged to offer enhancements or additional services to the basic scope of services as described above.

Bonding Enhancement Program

Bonding Enhancement Program Components

A. Dedicated Community Outreach

Develop a database of firms that are certified or inclusion in the program

Actively recruit firms for participation in the program.

Facilitate dissemination of information concerning the goals, objectives, benefits, policies, procedures and expected outcomes from the program

- Develop and maintain working relationships with major contractor trade associations, minority and women contractor groups and public service organizations that provide services to contractors
- Develop introduction, orientation and training seminars for targeted firms

B. Enrollment Process

- Schedule appointments for intake/application interview
- Explain purpose, goals and policies governing the program
- Explain the specific services provided under the program
- Maintain database of firms meeting definition for inclusion in the program

C. Intake/Application Process

- Complete an intake/assessment questionnaire on each enrolled firm from a personal interview of its principals
- Prepare a checklist of the support documentation required to complete the bond application Provide checklist form at time of enrollment interview
- Prepare bond acquisition strategies on each application

D. Bond Process

- Match applicant firm with appropriate bond company Place bond market appropriate to its risk
- Negotiate alternative solutions to address bond deficiencies
- Coordinate all required follow-up activities for Bonding.

E. Monitoring/Evaluating/Reporting Process

- Maintain comprehensive management information reports to track relevant operating data such as:
 - Number of firms enrolled for period
 - Number of firms completing intake/application process
 - Number of bond application packages completed
 - Number of bonds approved and the value of the bonds placed

(End of Section 4)

B

Invoices will be submitted monthly by the 3rd day unless the 3rd day lands on the weekend or holiday, then it would be submitted by the next business day.

MONTH	YEAR	INVOICE DATE
SEPTEMBER	2023	9/4/23
OCTOBER	2023	10/3/23
NOVEMBER	2023	11/3/23
DECEMBER	2023	12/4/23
JANUARY	2024	1/3/24
FEBRUARY	2024	2/5/24
MARCH	2024	3/4/24
APRIL	2024	4/3/24
MAY	2024	5/3/24
JUNE	2024	6/3/24
JULY	2024	7/3/24

INVOICE SCHEDULE

Exhibit B – Fee Schedule: Bonding Enhancement Consultant

FY 1-October 1, 2023-September 30, 2024: \$260,000.00

FY 2-October 1, 2024-September 30, 2024: \$260,000.00

Total: \$520,000.00



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City of Jacksonville, Florida

Donna Deegan, Mayor

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

July 28, 2023

TO: Dustin Freeman, Chairman
Professional Services Evaluation Committee

THRU: Steven D. Long, Jr., P.E.
Director of Public Works

FROM: Robin G. Smith,
Chief, Engineering and Construction Management

Roy Birbal
Chief, Public Buildings

SUBJECT: P-23-16 Miscellaneous Architectural/Engineering Services
Contract # 10288 Amendment 2
Consultant Services Account Nos.: N/A
Internal Services Account No.: PWEN011AD

Contract #10288 between the City and TTV Architects, Inc. expired March 18, 2023 with no further renewals. Proposals received to replace this contract are going thru the approval process to select the #1 ranked firm. Continued services are needed until the replacement contract is executed. There is no rate increase associated with this amendment. TTV, Inc. is committed to meeting the 15% JSEB participation goals established for this contract.

Accordingly, this is to recommend that Contract # 10288, originally executed March 20, 2017, between the City of Jacksonville and TTV Architects, Inc. for Miscellaneous Architectural/Engineering Services be amended to extend the expiration date from August 19, 2023 thru November 18, 2023, with all other terms and conditions of the Agreement remaining unchanged.

RGS/lw

cc: Lori A. West, Engineering Contract Specialist



City of Jacksonville, Florida

Donna Deegan, 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.

August 4, 2023

TO: Dustin Freeman, Chairperson
Professional Services Evaluation Committee

THRU Steven D. Long, Jr., P. E.
Director of Public Works

FROM: Will Williams, MBA
Director of Operations

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

Daryl Weinstein
Public Works Construction Project Manager

SUBJECT: P-06-23 CEI Services on Various City Projects- Annual Contract- Set Aside

The Engineering Division has negotiated with the consultant selected for CEI Services on Various City Projects- Annual Contract- Set Aside, resulting in the Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B, attached. The project was bid as Set Aside.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Construction and Engineering Services Consultants, Inc. for CEI Services on Various City Projects- Annual Contract- Set Aside that includes the attached Scope of Services identified as Exhibit "A" and Rate Schedules, identified as Exhibit "B". Each project performed under this agreement shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto. The maximum indebtedness of the City pursuant to this agreement is \$2,500,000.00. The initial Period of Service will be for two (2) years with the option to extend such contract for two (2) additional two (2) year periods upon satisfactory performance by the Consultant. All other terms and conditions are as provided in the RFP and the City's standard contract language.

SDL/lw

Attachment: Exhibits A& B
JSEB Participation

cc: Lori West, Engineering and Construction Management

SCOPE OF SERVICES

I. GENERAL:

Construction & Engineering Services, Inc. (C&ES) will provide Construction Engineering and Inspection (CEI) services and other related professional services necessary to oversee the construction (by others) of City funded projects typically under \$1,500,000. However, services may also be provided on larger projects, if needed. Projects will include various site, roadway, drainage and vertical/architectural improvement projects.

The projects to be managed under this contract and associated project scopes and fees are to be determined on a project-by-project basis. C&ES understands they are not eligible to provide CEI services on any design projects for which they have been or for which they may be selected. The City reserves the right to perform some of the work required on any project or to specify the extent of the work needed for each project.

II. ANTICIPATED CONSTRUCTION ENGINEERING AND INSPECTION (CEI) SERVICES:

Services to be provided under this contract may include, but may not be limited to, the following:

- Design Phase constructability reviews
- Schedule and conduct pre-construction conferences as necessary
- Ensure that all necessary private property agreements, utility agreements, construction easements and construction/environmental permits are on file.
- Issue Notices to Proceed to contractors
- Enforce and perform terms of the construction contracts between the City and its contractors
- Review shop drawings submitted by contractors for conformance to the specifications, and distribute to parties as necessary
- Review thoroughly and answer contractors' inquiries and RFI's in a timely manner
- Provide qualified construction inspectors to inspect the work to ensure that construction is proceeding in accordance with the specifications, and that work is constructed in conformance with the contract plans and specifications.
- Direct the contractor, after consultation with the City, on removal and replacement of defective work which does not meet specifications, or is otherwise incorrectly constructed
- Review and analyze contract change order requests and proposals to determine validity and potential cost/time impacts thereof, and recommend appropriate action to the City
- Review claims and disputes and recommend necessary actions
- Review and recommend for approval contract change orders and forward necessary documentation and paperwork to the City as to the necessity for such changes, including substantiation of the extra costs thereof
- Arrange for construction materials testing by third party testing laboratories and review test reports to ensure that materials installed meet the requirements of the contract documents
- Review construction inspection reports relating to the contractors' performance and communicate with each, if necessary, regarding non-conformance to plan specifications, workmanship, etc.
- Review contractors' requests for monthly progress payments and, if appropriate, certify pay application is proper and transmit to City with recommendation that the invoice be paid
- Review contractors' pay requests for compliance with minority business enterprise participation requirements
- Review contractors' proposals for additional work or change orders for compliance with minority business enterprise participation requirements
- Adjust requests for monthly progress payments, as necessary, to align amount of pay requested with actual progress of construction satisfactorily performed
- In the event of the need to revise the contract drawings during the construction period, coordinate with the City and the Design Consultant to obtain the revised originals from the design consultant, review the changes and corrections on behalf of the City, and coordinate the issuance of new prints for the revised drawings to the parties concerned

- Prepare and maintain monthly progress schedules and reports applicable to all phases of the construction operations, and such special reports as may be required to keep the City fully advised with respect to the progress of construction of the projects
 - Monitor contractors' preparation of in-progress as-built drawings during the course of construction to ensure that final as-built drawings will be easily produced
 - Collect final as-built drawings electronically and for each project, review for conformance with the contract documents and specifications, and recommend approval/disapproval to the City
 - If final as-builts are recommended for disapproval, monitor contractor's preparation of revised final as-built drawings.
 - Prepare a final engineering report on the construction status of each project, including lessons learned.
 - Recommend in writing, that the City make final payment on a project when appropriate
 - Collect documents and deliverables, including release of liens and consent of surety, when required, from the contractors prior to recommending that final payments be made
 - Continue acting as the City's representative throughout the post-construction phase of the projects, which generally cover the contractors' one-year warranty periods
 - Deliver final documents, including originals of construction drawings and specifications, approved mylar as-built drawings, a DVD with as-built drawings in AutoCAD or .pdf format, two sets of blue line prints and the projects files to the City
 - Prepare and deliver final project financial accounting reports to the City
 - Evaluate and rate the contractor's performance
 - Direct the contractor to replace or correct defective work which becomes known during the warranty period
 - Provide monthly status reports to the City concerning warranty activities and corrective work by contractors.
 - Enforce all warranty provisions of the contract documents
 - Schedule and conduct an eleven (11) month warranty inspection of projects including the contractors, design consultants and City personnel as appropriate
 - Develop eleven-month warranty punchlist and forward to the contractor for corrective action
 - Monitor contractor's performance on addressing the punchlist
 - Advise the City, in writing, when contractors have satisfactorily completed their obligations under the warranty periods of the contracts
 - Provide any other construction engineering and inspection services as may be necessary to implement a successful project
- III. A detailed Scope of Services defining the exact performance requirements and contract schedule for each project will be developed during negotiations with the City to establish terms of the agreement for professional services and consultant's fee for the Purchase Orders Issued.

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

PART I - GENERAL

1. Project Construction Engineering and Inspection Services for Various City Projects - Annual C	2. Contract Number P-06-23 JS#1 / TBD
3. Name of Prime Consultant Construction & Engineering Services (C&ES) Consultants, Inc.	4. Date of Proposal 08/03/23

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principle Engineer	\$85.00		\$ 0.00	
Sr. Project Engineer	\$79.00		\$ 0.00	
Project Engineer	\$60.00		\$ 0.00	
Geotech Engineer	\$70.00		\$ 0.00	
Asst. Project Engineer	\$42.00		\$ 0.00	
Asst. Project Manager	\$42.00		\$ 0.00	
Sr. Construction Manager	\$65.00		\$ 0.00	
Construction Manager	\$53.00		\$ 0.00	
Contract Support Specialist	\$33.00		\$ 0.00	
Bridge Inspector	\$52.00		\$ 0.00	
CEI Senior Inspector	\$40.00		\$ 0.00	
CEI Inspector	\$32.00		\$ 0.00	
Geotech Technician	\$30.00		\$ 0.00	
MEP Inspector	\$40.00		\$ 0.00	
Structural Inspector	\$40.00		\$ 0.00	
Constructability Reviewer	\$53.00		\$ 0.00	
Secretary/Admin	\$30.00		\$ 0.00	
Chief Designer	\$60.00		\$ 0.00	
Senior Designer	\$50.00		\$ 0.00	
Staff Waterfront Engineer	\$40.18		\$ 0.00	
Sr. CAD Technician	\$57.56		\$ 0.00	
CAD Technician	\$40.00		\$ 0.00	
TOTAL DIRECT LABOR	#DIV/0!	0		\$0.00
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate		175% x Total Direct Labor		\$0.00
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$0.00
8. PROFIT: Labor Related Costs (Item 7)				\$0.00
				10% x (Labor + Overhead)

PART III - OTHER COSTS

9. Miscellaneous Direct Costs Transportation - Federal Mileage Rate				\$0.00
10. SUBCONTRACTS (Lump Sum)				
SUB-CONTRACT SUB-TOTAL				\$0.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$0.00
11. REIMBURSABLE COSTS (Limiting Amount)				
SUB-TOTAL REIMBURSABLES				\$0.00

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)	\$0.00
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DOWNTOWN INVESTMENT AUTHORITY

117 West Duval Street #310, Jacksonville, Florida 32202
(904) 255-5302 | <https://dia.coj.net/>

MEMORANDUM

DATE: July 25, 2023

TO: Dustin Freeman, Chief of Procurement Division

CC: Alex Baker, Professional Services Specialist
Lori Boyer, Chief Executive Officer of the Downtown Investment Authority
Steve Kelley, Director of Downtown Real Estate and Development

FROM: Guy Parola, Operations Manager 

RE: P-25-23 Real Estate Development Consultant Professional Services

The subcommittee, comprised of Lori Boyer and Steve Kelley, received three (3) responses to the Real Estate Development Consultant Professional Services Request for Proposals ("RFP"). It is the consensus of the subcommittee that the three (3) proposals received in response to the RFP 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:

2. RMA – Redevelopment Management Association
3. SODL & Ingram PLLC
1. The Southern Group of FLA, Inc.

We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with The Southern Group of FLA, Inc. the number one (1) ranked firm.

The subcommittee requests through the Professional Services Evaluation Committee to begin negotiations with the number one ranked firm, **The Southern Group of FLA, Inc.**

Attachment(s): Scoring Matrix (Average)
Steve Kelley, Scoring Matrix
Lori Boyer, Scoring Matrix

