

PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING

MINUTES FOR Thursday, March 4, 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=UHlBakl6KzRuemYrdHRWVGJ3bkdlZz09>

Meeting ID: 862 6841 5008

Passcode: 657328

Committee Members: ✓Gregory Pease, Chairman  
✓Brennan Merrell, Treasury (in Randall Barnes absence)  
✓David Migut, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRA EXP	OUTCOME
Stephanie Burch✓ Dawn Lockhart	SS-9649-21	Single Source Award (Correction) Florida Housing Coalition Office of the Mayor	That the single source agreement between the City of Jacksonville and the Florida Housing Coalition for the provision of Community Land Trust Implementation Consulting Services be corrected to: (i) reflect the correct recommending venue of the Professional Services Evaluation Committee (PSEC) (ii) clarify the period of service which is from date of execution of contract through February 6, 2023.; and (iii) provide \$170,000.00 total maximum indebtedness for the services. All other terms and conditions are per the city's standard contract language.		Approved 4-0
Wanda Verdejo✓ Tracy Flynn✓	P-43-18	Contract Amendment No. 9 Casualty Insurance Broker Services Finance and Administration Department/Division of Insurance and Risk Management	That Contract No. 9269-08 between the City of Jacksonville and Brown & Brown of Florida, Inc., for Contract Casualty Insurance Broker Services, for the placement, binding, and ratification of the purchase of various casualty insurance policies for the City of Jacksonville be amended to increase the maximum indebtedness by \$3,751.00 to a new not-to-exceed total maximum of \$6,745,080.00. 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.		Approved 5-0
William Joyce✓ Steven Long✓	P-20-20	Subcommittee Report Professional Engineering Services for Broward Road from Interstate Center Drive to 1,250 Feet North Department of Public Works/Engineering & Construction Management Division	It is the consensus of the committee that of the twelve (12) proposals received responding to the Request for Proposal (RFP) one (1) was non-responsive and (11) were responsive, interested, qualified and available to provide the required services . The ranking of first, second and third, designates the order of qualification of these companies to perform the required services and alphabetically they are: 2) Alfred Benesch and Company 1) Construction and Engineering Services Consultants, Inc. 3) The R-A-M Professional Group, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with Construction and Engineering Services Consultants, Inc., the number one ranked company.		Approved 5-0

<p>Christopher LeDew ✓ Lee Durban</p>	<p>P-47-20</p>	<p>Introduce &amp; Review Scope Traffic Engineering Services Department of Public Works/Traffic Engineering Division</p>	<p>That the Committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General approved by the Chief Procurement Officer and the Office of General Counsel appropriate to clarify the intent of the using agency and to ensure compliance with the City's Procurement ordinances , policies, procedures and applicable federal and state laws.</p>		<p>Approved 4-0 (as amended)</p>
<p>Keith Powers ✓ April Mitchell ✓</p>	<p>P-49-20</p>	<p>Fee &amp; Contract Negotiations Disaster Recovery Consulting Services for COVID-19 &amp; Other Public Health Emergencies Jacksonville Fire &amp; Rescue Department</p>	<p>That the City of Jacksonville enter into a contract with Wheeler Emergency Management Consultant to provide Disaster Recovery Consulting Services for COVID-19 &amp; Other Public Health Emergencies by incorporating the attached Scope of Services identified as Exhibit A and Contract Fee Schedule identified as Exhibit B; the maximum indebtedness is \$700,000.00 for the initial term of the agreement; the initial period of service will commence upon execution of the contract and continue for one year with an option to renew for three (3) additional one-year renewal options available at terms mutually agreeable. All other terms and conditions are per the RFP and the City's standard contract language.</p>		<p>Approved 5-0</p>
<p><b>MEETING ADJOURNED 10:20 A.M.</b></p>					

cc: Council Auditor  
Subcommittee