

**PUBLIC NOTICE**  
**PSBC AGENDA**  
**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**

Thursday, February 9, 2023, 10:00 a.m.  
 Eighth Floor, Conference Room 851  
 Ed Ball Building, 214 N. Hogan Street  
 Jacksonville, FL 32202

John Teame Meeting  
 Jeanne Meeting

Committee Members: Dustin Freeman, Chairman  
 Brennan Merrrell, Treasurer  
 James McCain, Jr., OCC

Subcommittee Members	ITEM #	BID/RF P#	TITLE & ACTION	MOTION	CONTRACT EXP	OUTCOME
Keith Powers April Mitchell	1	P-49-20	Contract Amendment No. 4 Disaster Recovery Consulting Services Jacksonville Fire & Rescue Department	That Contract No. 70990-21 between the City of Jacksonville and Wheeler Emergency/Management Consulting for Disaster Recovery/Consulting Services for COVID 19 & Other Public Health Emergencies be amended to exercise the second renewal option extending the period of service from March 22, 2023, thru March 21, 2024, with one (1) renewal remaining; and increase the maximum by \$1,200,000.00. To a new not-to-exceed total maximum indebtedness of \$9,100,000.00. 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.	03/21/23	
Bart Laird Kevin Goff	2	F-27-21	Contract Amendment No. 1 Police Lieutenant, Police Sergeants, Corrections Lieutenant, and Corrections Sergeants Promotional Process Development and Implementation Jacksonville Sheriff's Office	That Contract No. 71611-22 between the City of Jacksonville and Industrial/Organizational Solutions, Inc., for Police Lieutenant, Police Sergeant, Corrections Lieutenant, and Corrections Sergeant Promotional Process Development and Implementation, be amended to exercise the first of four (4) one (1) year renewal options extending the period of service from March 14, 2023 thru March 13, 2024 with two (2) renewals remaining; and increasing the maximum indebtedness by \$310,000.00 to a new not-to-exceed maximum of \$612,000.00. All other terms and conditions shall remain unchanged.	03/13/23	
Nikita Reed Eric Fuller	3	F-21-20	Contract Amendment No. 1 Contamination Assessment & Remediation Services - Annual Contract Department of Public Works/Engineering & Construction Management Division	That Contract 70868-21, originally executed March 30, 2021, between the City and Aerostar SES, LLC for Contamination Assessment & Remediation Services- Annual Contract be amended by exercising the first of two (2) 2-year renewal options extending the period of service from March 29, 2023, thru March 28, 2025, with one (1) renewal option remaining at terms mutually agreeable; and to increase the maximum indebtedness by \$2,000,000.00, to a new not-to-exceed maximum indebtedness of \$4,000,000.00, with all other terms and conditions of the Agreement remaining unchanged.	03/29/23	
Will Williams Robin Smith	4	F-39-16 JS#2	Contract Amendment No. 5 Construction Management/Inspection Services for ADA Curb Ramp Construction Department of Public Works/Engineering & Construction Management Division	That Contract No. 9577-01, originally executed December 14, 2016, between the City of Jacksonville and Construction and Engineering Services Consultant, Inc., (aka CES Consultants, Inc.) for Construction Management/Inspection Services for ADA Curb Ramp Construction, be amended to ratify the contract from 4/13/22 to date of award and change the contract expiration date to project completion; incorporate the attached Fee Summary identified as Exhibit 'C'; increase the maximum indebtedness by \$92,488.48 to a new maximum of \$7,592,488.48; with all other terms and conditions remaining unchanged.	04/13/22	
Tyica Young Kenneth Darity	5	P-46-21	Contract Amendment No. 2 Community Needs and Gap Analysis Kids Hope Alliance (KHA)	That Contract No. 71207-21 between Kids Hope Alliance and NLP Logic, LLC for Community Needs and Gap Analysis Research Project be amended to increase the maximum indebtedness by \$9,125.00, to a new not-to-exceed maximum of \$319,250.00. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to	09/30/23	

Dinah Mason	6	P-39-22	Approval to Withdraw/Resolicit RFP Bonding Assistance Program Consultant EBO Contract and Compliance	ensure compliance with the City's Ordinances, Procurement policies and procedures, and applicable federal and state laws.		
Sandy Simpson				That the Committee approve the withdrawal and re-solicitation of this RFP under RFP# P-02-23 according to Section 126.302 (f) of the Purchasing Code.		
Paul Barrett	7	P-39-19 PB#1	Contract Amendment No. 1 General Actuarial Services Finance and Administration Department/Treasury Division	That Contract No. 10382-01 between the Finance and Administration Department/Treasury Division of the City of Jacksonville and The Segal Company, Inc., be amended to ratify the contract period from December 20, 2022 to date of award and extend the period of service through December 20, 2024; and increase the maximum indebtedness by \$1,188,000.00 to a new not-to-exceed maximum of \$1,388,000.00. All other terms and conditions shall remain the unchanged.	12/19/22	
Andrew Robinson				Meeting Adjourned.		

*"The next PSFC meeting is scheduled to be held on Thursday, February 23, 2023."*






## OFFICE OF THE DIRECTOR

January 27, 2023

### MEMORANDUM

**TO:** Dustin Freeman, Chief of Procurement  
Finance and Administration Department

**FROM:** Keith Powers, Director/Fire Chief  
Fire and Rescue Department 

**RE:** **P49-20 Disaster Recovery Consulting Services for  
COVID-19 & Other Public Health Emergencies –  
Amendment 4**

---

Request is made to amend P-49-20, **Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergencies** to (1) increase the maximum indebtedness by \$1,200,000, to a new not-to-exceed total maximum indebtedness of \$9,100,000; and (2) exercise the second renewal option to extend the agreement to March 21, 2024. All other terms and conditions remain unchanged.

The funding source is as follows:  
10602.122001.549040.000000.00001621.00000.0000000

Thanks for your assistance with this matter.

**Attachments:** Third Amendment – P49-20  
Scope of Services  
Fee Sheet

ONE CITY · ONE JACKSONVILLE



January 17, 2023

Keith Powers  
Director/Fire Chief  
Jacksonville Fire & Rescue Department  
515 North Julia Street  
Jacksonville, FL32202

Re: Request for Amendment No. 4 to City Contract No. 70930-21 for Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergencies

Chief Powers:

Wheeler Emergency Management Consulting, LLC has completed submitting all City-furnished documentation for FEMA reimbursement, by the established FEMA deadline of 12/31/22, in the total amount of approximately \$85.05 million. We expect to respond to a variety of Requests for Information (RFIs) from FEMA over the next several months as FEMA continues reviewing COJ's documentation.

Accordingly, in order to support the RFI process, this letter is to request a fourth amendment to City Contract No. 70930-21 between the City of Jacksonville and Wheeler Emergency Management Consulting, LLC for Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergencies. This request for an amendment is to increase the contract amount by \$1,200,000, to an amended not to exceed amount of \$9,100,000, and to extend the period of service for an additional one-year from its current date of expiration. If agreed to, this would result in an extended period of service through March 21, 2024.

Thank you for your continued support.

Sincerely,

A handwritten signature in cursive script that reads 'Jason Wheeler'.

Jason Wheeler  
Principal

**THIRD AMENDMENT TO CONTRACT  
BETWEEN  
CITY OF JACKSONVILLE  
AND  
WHEELER EMERGENCY MANAGEMENT CONSULTING, LLC  
FOR  
DISASTER RECOVERY CONSULTING SERVICES**

**THIS THIRD AMENDMENT** to Contract for Disaster Recovery Consulting Services for COVID-19 and other public health emergencies is made and entered into this 20 day of April, 2022, by and between the CITY OF JACKSONVILLE, a consolidated municipal corporation existing under the Constitution and the laws of the State of Florida (the "City"), and WHEELER EMERGENCY MANAGEMENT CONSULTING, LLC, a Florida limited liability company with its principal office at 2954 SR 71, Marianna, Florida 32446 (the "Contractor").

**WHEREAS**, on March 22, 2021, City and Contractor made and entered into City of Jacksonville Contract No. 70930-21 (the "Contract"); and

**WHEREAS**, from March 22, 2022, through March 25, 2022, the parties have worked together continuously and without interruption on the Services; and

**WHEREAS**, said Contract has been amended twice previously; and

**WHEREAS**, said Contract should be amended further by: accepting, adopting, and ratifying all actions of the parties under said Contract from March 22, 2022, through March 25, 2022; increasing the maximum indebtedness by \$3,600,000.00 to a new total maximum indebtedness not to exceed \$7,900,000.00; and, exercising the first of three (3) one-year renewal options so as to extend the period of service through March 21, 2023, with two (2) one-year renewal options remaining, with all other provisions, terms, and conditions of said Contract remaining unchanged; now therefore

**IN CONSIDERATION** of the premises and the mutual covenants contained below and of other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree to amend said Contract as follows:

1. The above-stated recitals are accurate, true, and correct and are incorporated herein and made a part hereof by this reference.

2. All actions of the parties under the provisions, terms, and conditions of said Contract from March 22, 2022, through March 25, 2022, are accepted, adopted, and ratified.

2. Section 3 of said Contract is amended by increasing the maximum indebtedness by \$3,600,000.00 to a new total maximum indebtedness not to exceed \$7,900,000.00, and as amended shall read as follows:

"3. **Maximum Indebtedness.** As required by Section 106.431, *Ordinance Code*, City's maximum indebtedness for the Services under this Contract for the period of service shall be a fixed monetary amount not to exceed SEVEN MILLION NINE HUNDRED THOUSAND AND 00/100 DOLLARS (\$7,900,000.00)."

3. Section 4 of said Contract is amended by exercising the first of three (3) one-year renewal options so as to extend the period of service through March 21, 2023, with two (2) one-year renewal options remaining, and as amended shall read as follows:


"4. **Term.** The period of service of this Contract shall commence on the Effective Date and continue for two years through March 21, 2023, with two (2) one-year renewal options on terms mutually agreeable."

SAVE AND EXCEPT as expressly amended in and by this instrument, the provisions, terms, and conditions of said Contract, as previously amended, shall remain unchanged and shall continue in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Third Amendment the day and year first above written.

ATTEST:

By James R. McCann  
James R. McCann  
Corporation Secretary



CITY OF JACKSONVILLE

By Brian Hughes  
Lenny Curry  
Mayor

Brian Hughes  
Chief Administrative Officer  
For: Mayor Lenny Curry  
Under Authority of:  
Executive Order No: 2019-02

WITNESS:

By [Signature]  
Signature

Jason V. Garsos  
Type/Print Name

Consultant  
Title

WHEELER EMERGENCY  
MANAGEMENT CONSULTING, LLC

By [Signature]  
Signature

Ben Maddox  
Type/Print Name

President/owner  
Title

Encumbrance and funding information for internal City use:

Account..... 10602.122001.549040.000000.00001621.00000.0000000

Amount.....\$3,600,000.00

**TOTAL MAXIMUM INDEBTEDNESS:     \$7,900,000.00**

The above-stated amount is the maximum fixed monetary amount of the foregoing contract

In accordance with Section 24.103(e), *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing agreement.



\_\_\_\_\_  
Director of Finance  
City Contract #70930-21, 3rd Amendment

Form Approve:



\_\_\_\_\_  
Office of General Counsel



**SECTION 4**  
**Description of Services and Deliverables**

**4.1 Description of Services**

The Consultant will provide assistance and support for grant management, compliance, and administrative services in connection with its applications for reimbursement from State of Florida and Federal agencies, including FEMA, HUD, for significant losses and costs incurred because of a Federally Declared Disaster or other Public Health Emergency.

In addition, the consultant will aid with compliance and audit requirements related to CARES Act funds. The type of professional services requested is very specific, which requires in-depth knowledge and expertise in the operations and procedures employed by the State of Florida, FEMA, HUD, and other Federal Agencies in their past and current applications of reimbursement and procedural processes. All work must be properly completed and accurately documented. All work must comply with FEMA's current Management Cost processes and comply with all policies and guidance documents issued by the State of Florida, FEMA, HUD, other Federal Agencies, and the Federal Register for each Federal Declaration.

**4.2 Deliverables**

1. Make recommendations and provide guidance on the City of Jacksonville recovery activities related to State and Federal COVID-19 and other Public Health Emergency programs, rules, and regulations.
2. Develop, manage, administer, and audit City of Jacksonville recovery activities related to the State and Federal COVID-19 and other Public Health Emergency assistance programs.
3. Provide credentialed staff within depth knowledge and subject matter experience working COVID-19, Public Health Emergencies, or Public Assistance programs.
4. Provide technical assistance and advisory services related to recovery from Federally Declared Disasters, to include Public Health Emergencies.
5. Develop and implement strategies designed to maximize eligible Federal and State reimbursement.
6. Provide support for strategic planning and coordination of recovery efforts for COVID-19 and other Public Health Emergencies.
7. Review contracts and purchasing documentation to ensure compliance with the "Super Circular", codified in Title 2 of the Code of Federal Regulations.
8. Attend meetings with FEMA, Florida Division of Emergency Management, and City of Jacksonville personnel.
9. Coordinate the development of Project Worksheets (PWs) and other documented versions as required for Florida Division of Emergency Management and FEMA.
10. Provide technical assistance and advisory services on the Federal and State COVID-19 and other Public Health Emergency programs.
11. Compile documentation to include records for contract expenditures, force account labor, and force account equipment for Project Worksheets.
12. Identify permit and regulatory requirements necessary for the submission of Project Worksheets.
13. Aid the City of Jacksonville departments and offices, as requested, to complete necessary documentation.
14. Participate in dispute resolution with FEMA and Florida Division of Emergency Management, including the preparation of time extensions, appeals, and responses to Requests for Information (RFI).

EXHIBIT A

15. Participate in Florida Division of Emergency Management Audits, Inspector General Audits, and FEMA Single Audits.
16. Prepare grant close-out documents, files, reports, and other required documentation to ensure funding is retained.
17. Record and upload documents as required by Florida Division of Emergency Management in the Florida Public Assistance (FloridaPA.org) and the FEMA Grantee Portal.
18. Provide continuous monitoring to achieve the City of Jacksonville goal of effectively obtaining all eligible reimbursements available from FEMA and other reimbursing agencies for the damages incurred and provide a dedicated team of multi-disciplined professionals to manage and oversee all aspects of the Federal recovery process.
19. Measure and project estimated expenses and assist in consolidating information into a presentable format as required by State and Federal agencies.
20. Document all disaster volunteer activity and measure value to apply against City of Jacksonville project cost share.
21. Attend and participate in key meetings such as the applicant briefing, kickoff meeting, ad hoc State and Federal agency meetings, or others at the direction of the City of Jacksonville.
22. Document meeting minutes, key information provided by State and Federal agencies, and positions rendered to minimize re-work and loss of work product caused by personnel turnover.
23. Provide applicant briefings regarding all alternate sources of funding beyond State and Federal agencies.
24. Assist the City in gathering information for FEMA's use in project formulation.
25. Prepare preliminary cost estimates and project scope formulation.
26. Review projects estimates as written by FEMA to ensure completion and accuracy.
27. Prepare and enter all Request for Reimbursements (RFR's), quarterly reports, and supporting documentation into the Florida Division of Emergency Management at FloridaPA.org
28. Compile detailed reports to document any City of Jacksonville, consultant, or contractor hours and expenses classified as Direct Administrative Costs (DAC) and eligible for reimbursement.
29. Review the City of Jacksonville insurances policies to ensure compliance with the FEMA Public Assistance Program.
30. Prepare and collaborate with the City of Jacksonville Risk Management on insurance claims.
31. Review Eligibility Assessments made by FEMA or Florida Division of Emergency Management that may affect the City of Jacksonville projects.
32. Prepare all correspondence and supporting documentation for the appeals process for any eligibility or other rulings not in favor of the City of Jacksonville.
33. Assist in all Federal and State Project Closeout processes.
34. Assist with Environmental and Historic Preservation (EHP) process, documentation, and approvals required for any projects.
35. Assist with compliance and audit requirements related to CARES Act funds.

EXHIBIT 'A'

Form 1  
PRICE SHEET

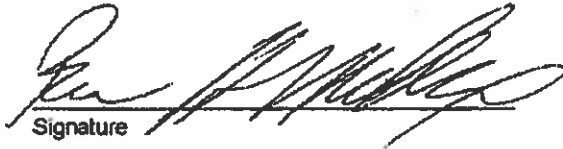
NAME OF CONSULTANT Wheeler Emergency Management Consulting, LLC

Proposal Number P-49-20

SCHEDULE OF PROPOSED PRICES/RATES

1. The price set for each item is a "firm fixed" price, and inclusive of all labor, supervision, materials, supplies, equipment, tools, transportation, lodging, handling, assessments, fees, and taxes.
2. The contractor is not exempt from the Florida Sales Tax on materials or services.
3. Charges are based on hours worked, the fully loaded hourly direct labor rates are.

Principal (Partner or Senior Officer):	\$ <u>275.00</u> hr.
Senior Consultant (Project Manager)	\$ <u>195.00</u> hr.
Consultant:	\$ <u>170.00</u> hr.
Junior Consultant.	\$ <u>145.00</u> hr.
Program and other Administrative Support:	\$ <u>60.00</u> hr.

  
Signature

President

Title

Wheeler Emergency Management Consulting, LLC

Company Name

Date

1/25/2021







# Jacksonville Sheriff's Office

T.K. WATERS, SHERIFF

Serve • Protect • Community

To: Dustin Freeman  
Chief of Procurement

Thru: Bill Clement, CPA *WC*  
Chief of Budget

From: Brian Kee *BCK*  
Director of Personnel & Professional Standards

Kevin Goff *KGA*  
Chief of Personnel Services

Bart Laird *BL*  
Manager of Personnel Services

Subject: P-27-21 Police Lieutenant, Police Sergeant, Corrections Lieutenant, and Corrections Sergeant Promotional Process Development and Implementation (Contract 71611-22)

Date: January 18, 2023

*AMENDMENT #1*

We are requesting to utilize the first of four (4) one (1) year renewal options with Industrial/Organizational Solutions (IOS) from March 14, 2023 through March 13, 2024. The expenditure amount for the renewal period is \$310,000.00 for a revised total not to exceed expenditure amount of \$612,000.00. The funding source is 00111.541201.531090.000000.00001759.000000. Attached is the letter and quote from Industrial/Organizational Solutions (IOS) for your review.



January 9, 2023

Dear Mr. Laird,

IOS understands that the Sheriff's Office is interested in extending our current contract to provide promotional processes for an additional year. We would be pleased to extend the current agreement for an additional year, specifically March 2023 to March 2024.

The cost, outlined in the contract dated March 14, 2022, is included below for convenience.

As always, we very much look forward to working with Jacksonville Sheriff's Office.

Best regards,

A handwritten signature in blue ink that reads 'Chad C. Legel'.

Chad C. Legel, M.S.  
President & CEO

EXHIBIT B  
Jacksonville, FL Sheriff Promotional Examinations

Police Sergeant (Estimated 250 candidates)

Project Step	Consultant Hrs.	Assoc. Hrs.	Consulting Hrs.	Tech. Wrtr. Hrs.	Admin. Hrs.	Cost
<b>Kick-off Meeting</b>	6	0	0	0	0	\$1,170
Phone conference to finalize project details, timelines, discuss expectations and assign roles and responsibilities.	6					
<b>Job Analysis</b>	24	28	0	5	5	\$7,095
Incumbent interviews/observations.	16	8				
Job analysis questionnaire development and admin.	4	10			5	
Analysis and technical reporting.	4	10				
<b>Written Job Knowledge Examination</b>	45	45	181	0	0	\$25,045
Work with SMEs to develop an examination plan that is linked to the job analysis, and select appropriate knowledge sources.	6					
Draft 275 multiple choice questions based on exam plan.	3	9	135			
Review questions with SMEs to assess job-relatedness and difficulty. Identify final 100 questions and establish appropriate cut-off score.	8	10	8			
Construct final examination, answer key and scoring program.		4	6			
Develop parallel written examination to be administered to any returning military personnel.	5	10	8			
Administer and score exam on-site.	8					
Score exam and conduct item analysis and impact analysis.	6					
Provide appeal responses and participate in protest hearing.	9	12	24			
<b>Assessment Center Development</b>	114	106	0	24	24	\$31,550

Design three assessment center exercises based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	34				
Develop parallel assessment center exercises to be administered to any returning military personnel.	30	6			
Review exercises with SMEs to refine exercise details and ensure accuracy of criteria.	8				
Develop efficient assessment schedule and coordinate needs for assessment site.	4				
Recruit assessors and coordinate travel logistics (estimated 38 assessors; 18, 2-person panels plus 2 back-up assessors)	2	14			
Administer the assessment center (estimated 250 candidates: 3 staff, 1 training day plus 3 assessment days)	32	64			
Compile assessment scores and conduct quality controls.	3	6		8	
Develop candidate feedback reports.	1	16		16	
<b>Candidate Orientation Presentation</b>	6	2	0	0	\$1,330
Prepare and deliver a candidate preparation/orientation document and presentation (likely video-based).	6	2			
<b>Technical Report</b>	8	8	3	0	\$2,410
Draft report to document test development, validation, impact analysis and results.	8	8	3		
<b>Project Expenses</b>					\$91,995
Consultant travel-related costs		\$12,000			
Assessor travel-related costs		\$68,020			
Meals and refreshments for assessors and Sheriff staff		\$3,500			
Facility costs (WE and AC admin facilities)		\$7,500			
Administrative costs (shipping, freight, printing)		\$975			
<b>TOTAL PROJECT INVESTMENT</b>					\$160,595

**Project Notes**

IOS has provided cost estimate for facilities expenses; we will bill the actual cost to the Office of the Sheriff. Assessor expenses have also been estimated based on proposed candidates numbers.



Jacksonville, FL Sheriff Promotional Examinations

Police Lieutenant (Estimated 70 candidates)

Project Step	Consultant Hrs.		Consulting Hrs.		Tech. Wrtr. Hrs.		Admin. Hrs.		Cost
	Hrs.	Assoc. Hrs.	Hrs.	Assoc. Hrs.	Hrs.	Assoc. Hrs.	Hrs.	Assoc. Hrs.	
<b>Kick-off Meeting</b>	6		0		0		0		\$1,170
Phone conference to finalize project details, timelines, discuss expectations and assign roles and responsibilities.	6								
<b>Job Analysis</b>	24		28		0		5		\$7,095
Incumbent interviews/observations.	16		8						
Job analysis questionnaire development and admin.	4		10				5		
Analysis and technical reporting.	4		10						
<b>Written Job Knowledge Examination</b>	45		39		169		0		\$23,725
Work with SMEs to develop an examination plan that is linked to the job analysis, and select appropriate knowledge sources.	6								
<b>Draft 275 multiple choice questions based on exam plan.</b>	3		9		135				
Review questions with SMEs to assess job-relatedness and difficulty. Identify final 100 questions and establish appropriate cut-off score.	8		10		8				
Construct final examination, answer key and scoring program.			4		6				
Develop parallel written examination to be administered to any returning military personnel.	5		10		8				
Administer and score exam on-site.	8								
Score exam and conduct item analysis and impact analysis.	6								
Provide appeal responses and participate in protest hearing.	9		6		12				
<b>Assessment Center Development</b>	112		90		0		13		\$29,495

Design three assessment center exercises based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.	34					
Develop parallel assessment center exercises to be administered to any returning military personnel.	30					
Review exercises with SMEs to refine exercise details and ensure accuracy of criteria.	8					
Develop efficient assessment schedule and coordinate needs for assessment site.	4					
Recruit assessors and coordinate travel logistics (estimated 14 assessors; 4, 3-person panels plus 2 back-up assessors)	1	12				
Administer the assessment center (estimated 60 candidates: 3 staff, 1 training day plus 3 assessment days)	32	64				
Compile assessment scores and conduct quality controls.	3	6			5	
Develop candidate feedback reports.		8			8	
<b>Candidate Orientation Presentation</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$1,330</b>
Prepare and deliver a candidate preparation/orientation document and presentation (likely video-based).	6	2				
<b>Technical Report</b>	<b>8</b>	<b>8</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>\$2,410</b>
Draft report to document test development, validation, impact analysis and results.	8	8			3	
<b>Project Expenses</b>						<b>\$48,630</b>
Consultant travel-related costs		\$12,000				
Assessor travel-related costs		\$26,000				
Meals and snacks for assessors and Sheriff staff		\$2,500				
Facility costs (WE and AC admin facilities)		\$7,500				
Administrative costs (shipping, freight, printing)		\$630				
<b>TOTAL PROJECT INVESTMENT</b>						<b>\$113,855</b>

**Project Notes**

IOS has provided cost estimate for facilities expenses; we will bill the actual cost to the Office of the Sheriff. Assessor expenses have also been estimated based on proposed candidates numbers.

## Jacksonville, FL Sheriff Promotional Examinations

Corrections Sergeant (Estimated 150 candidates)

Project Step	Consultant Hrs.	Assoc. Hrs.	Consulting Hrs.	Tech. Wrtr. Hrs.	Admin. Hrs.	Cost
<b>Kick-off Meeting</b>	6	0	0	0	0	\$1,170
Phone conference to finalize project details, timelines, discuss expectations and assign roles and responsibilities.	6					
<b>Job Analysis</b>	24	28	0		5	\$7,095
Incumbent interviews/observations.	16	8				
Job analysis questionnaire development and admin.	4	10			5	
Analysis and technical reporting.	4	10				
<b>Written Job Knowledge Examination</b>	45	39	167		0	\$23,585
Work with SMEs to develop an examination plan that is linked to the job analysis, and select appropriate knowledge sources.	6					
Draft 275 multiple choice questions based on exam plan.	3	9	135			
Review questions with SMEs to assess job-relatedness and difficulty. Identify final 100 questions and establish appropriate cut-off score.	8	10	8			
Construct final examination, answer key and scoring program.		4				
Develop parallel written examination to be administered to any returning military personnel.	5	10	8			
Administer and score exam on-site.	8					
Score exam and conduct item analysis and impact analysis.	6					
Provide appeal responses and participate in protest hearing.	9	6	10			
<b>Assessment Center Development</b>	60	66	0		21	\$17,715

**OFFICE OF THE SHERIFF  
ORDER REQUEST FORM**

Request For: Human Resources  
Work Unit

Human Resources  
Division

Personnel / Pro  
Stds  
Dept.

Requestor: Laird, Bart (submitted by Budget)  
Name

64910  
ID #

630-5899  
Phone

1/25/2023  
Date

Deliver To Location: NA

Item No.	Description and Model No.	JSO Stock No.	QTY.	Unit Cost	Total
1	Police Lt, Sgt, Corrections Lt Sgt., Promotional Process Dev & Implementation		1	#####	\$ 310,000.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
<b>TOTAL REQUEST</b>					<b>\$ 310,000.00</b>

RECEIVED  
 2023 JAN 25 11:14:25  
 OFFICE OF THE SHERIFF  
 BUDGET REQUEST DIV.

Suggested Vendor: Industrial/Organizational Solutions, Inc #22567

Vendor Phone: \_\_\_\_\_

Vendor Address / E-mail: \_\_\_\_\_

- Proprietary      If Proprietary / Sole Source, attach appropriate form and letter from vendor.  
 Sole Source

Special funding to be used for this purchase?

- Loan Pool / Banking Fund  
 Grant \*  
 Trust Fund \*      \* Enter name and # of Grant or Trust Fund

Justification / Repetitive Request Authorization / Notes:

POA-71611-22

Approvals:

1.	_____	_____	_____
	Signature	ID #	Date
2.	_____	_____	_____
	Signature	ID #	Date
3.	_____	_____	_____
	Signature	ID #	Date
4.	_____	_____	_____
	Signature	ID #	Date

Required approval level (per General Order 54):  
 \$0 to \$2,500 - Assistant Chief or higher  
 \$2,501 to \$5,000 - Chief or higher  
 \$5,001 or more - Director or higher

Budget Office Use Only  
 Index \_\_\_\_\_ Subsubject \_\_\_\_\_  
 Analyst \_\_\_\_\_ Date \_\_\_\_\_



# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

ONE CITY. ONE JACKSONVILLE.

February 3, 2022

The Honorable Lenny Curry, Mayor  
City of Jacksonville  
4<sup>th</sup> Floor, St. James Building  
Jacksonville, FL 32202

Dear Mayor Curry:

**Ref: P-27-21 Police Lieutenant, Police Sergeant, Corrections Lieutenant, and Corrections Sergeant Promotional Process Development and Implementation  
Jacksonville Sheriff's Office**

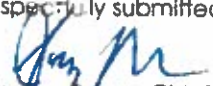
The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of concluding fee and contract negotiations with the number one ranked company/firm for the above captioned project.

The following motion/recommendation was adopted:

That the City of Jacksonville enter into a contract with Industrial/Organization Solutions (IOS) to provide Police Lieutenant, Police Sergeant, Corrections Lieutenant and Corrections Sergeant Promotional Process Development and Implementation that incorporates the attached Scope of Services, identified as Exhibit 'A' and Fee Schedule identified as Exhibit 'B'; the period of service shall be from execution of the contract thru one (1) year with four (4) additional one-year renewal options available at terms mutually agreeable; the maximum indebtedness is a not-to-exceed amount of \$302,000.00. All other terms and conditions are per the RFP and the City's standard contract language.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

  
Gregory Pease, Chief  
Procurement Division  
Chairman, Professional Services  
Evaluation Committee

APPROVED:

  
Lenny Curry, Mayor

This 3<sup>rd</sup> day of February 2022

cc: 

cc: Council Member  
James McCook, Jr., OGC  
Subcommittee Members

Brian Hughes  
Chief Administrative Officer  
For Mayor Lenny Curry  
Under Authority of  
Executive Order No. 2019-02

Design one assessment center exercise based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.									
Develop a parallel assessment center exercise to be administered to any returning military personnel.	16								
Review exercise with SMEs to refine exercise details and ensure accuracy of criteria.	16								
Develop efficient assessment schedule and coordinate needs for assessment site.	4								
Recruit assessors and coordinate travel logistics (estimated 18 assessors; 8, 2-person panels plus 2 back-up assessors)	3								
Administer the assessment center (estimated 120 candidates: 3 staff, 1 training day plus 1 assessment day).	2	12							
Compile assessment scores and conduct quality controls.	16	32							
Develop candidate feedback reports.	3	6						5	
Candidate Orientation Presentation	6	16						16	
Prepare and deliver a candidate preparation/orientation document and presentation (likely video-based).	6	2						0	
Technical Report	8	8						3	
Draft report to document test development, validation, impact analysis and results.	8	8						0	
<b>Project Expenses</b>									
Consultant travel-related costs									\$37,760
Assessor travel-related costs									\$7,420
Meals and snacks for assessors and Sheriff staff									\$21,690
Facility costs (WE and AC admin facilities)									\$2,500
Administrative costs (shipping, freight, printing)									\$5,500
<b>TOTAL PROJECT INVESTMENT</b>									\$650
<b>Project Notes</b>									\$91,065

IOS has provided cost estimate for facilities expenses; we will bill the actual cost to the Office of the Sheriff. Assessor expenses have also been estimated based on proposed candidates numbers.

Jacksonville, FL Sheriff Promotional Examinations

Corrections Lieutenant (Estimated 30 candidates)

Project Step	Consultant		Tech. Wrtr.		Admin. Hrs.	Cost
	Hrs.	Assoc. Hrs.	Hrs	Hrs		
<b>Kick-off Meeting</b>	6	0	0	0	0	\$1,170
Phone conference to finalize project details, timelines, discuss expectations and assign roles and responsibilities.	6					
<b>Job Analysis</b>	24	28	0	5	5	\$7,095
Incumbent interviews/observations.	16	8				
Job analysis questionnaire development and admin.	4	10		5		
Analysis and technical reporting.	4	10				
<b>Written Job Knowledge Examination</b>	45	39	167	0	0	\$23,585
Work with SMEs to develop an examination plan that is linked to the job analysis, and select appropriate knowledge sources.	6					
Draft 275 multiple choice questions based on exam plan.	3	9	135			
Review questions with SMEs to assess job-relatedness and difficulty. Identify final 100 questions and establish appropriate cut-off score.	8	10	8			
Construct final examination, answer key and scoring program.		4	6			
Develop parallel written examination to be administered to any returning military personnel.	5	10	8			
Administer and score exam on-site.	8					
Score exam and conduct item analysis and impact analysis.	6					
Provide appeal responses and participate in protest hearing.	9	6	10			
<b>Assessment Center Development</b>	90	72	0	11	0	\$23,695

Design two assessment center exercises based on input from SMEs, including candidate preparation materials, scripts, and rating criteria/guidelines.		26						
Develop parallel assessment center exercises to be administered to any returning military personnel.		26						
Review exercises with SMEs to refine exercise details and ensure accuracy of criteria.		6						
Develop efficient assessment schedule and coordinate needs for assessment site.		3						
Recruit assessors and coordinate travel logistics (estimated 7 assessors; 2, 3-person panels plus 1 back-up assessors)		2	10					
Administer the assessment center (estimated 30 candidates: 3 staff, 1 training day plus 2 assessment days)		24	48					
Compile assessment scores and conduct quality controls.		3	6				3	
Develop candidate feedback reports.			8				8	
<b>Candidate Orientation Presentation</b>		6	2	0			0	\$1,330
Prepare and deliver a candidate preparation/orientation document and presentation (likely video-based).		6	2					
<b>Technical Report</b>		8	8	3			0	\$2,410
Draft report to document test development, validation, impact analysis and results.		8	8	3				
<b>Project Expenses</b>								
Consultant travel-related costs			\$8,420					\$27,920
Assessor travel-related costs			\$10,600					
Meals and snacks for assessors and Sheriff staff			\$2,000					
Facility costs (WE and AC admin facilities)			\$6,500					
Administrative costs (shipping, freight, printing)			\$400					
<b>TOTAL PROJECT INVESTMENT</b>								\$87,205

**Project Notes**  
 IOS has provided cost estimate for facilities expenses; we will bill the actual cost to the Office of the Sheriff. Assessor expenses have also been estimated based on proposed candidates numbers.



Schedule of Hourly Rates - IOS 2021

<b>Category</b>	<b>Rate</b>
Consultant/Industrial Psychologist	\$195/hour
Consulting Associate	\$80/hour
Technical Writer	\$70/hour
Administrative Assistant	\$35/hour

# 71611-22

**CONTRACT  
BETWEEN  
CITY OF JACKSONVILLE  
AND  
INDUSTRIAL ORGANIZATIONAL SOLUTIONS, INC.  
FOR  
POLICE LIEUTENANT, POLICE SERGEANT, CORRECTIONS  
LIEUTENANT, AND CORRECTIONS SERGEANT  
PROMOTIONAL PROCESS DEVELOPMENT AND IMPLEMENTATION**

**THIS CONTRACT** for Police Lieutenant, Police Sergeant, Corrections Lieutenant, and Corrections Sergeant Promotional Process Development and Implementation is made and entered into this 14 day of March, 2022 (the "Effective Date"), by and between the CITY OF JACKSONVILLE, a consolidated municipal corporation and political subdivision existing under the Constitution and the laws of the State of Florida (the "City"), and INDUSTRIAL ORGANIZATIONAL SOLUTIONS, INC., a foreign profit corporation with its principal office at 1520 Kensington Road, Suite 110, Oak Brook, Illinois 60523 (the "Contractor").

**WHEREAS**, City issued Request for Proposal No. P-27-21 (the "RFP") for Police Lieutenant, Police Sergeant, Corrections Lieutenant, and Corrections Sergeant Promotional Process Development and Implementation Services described in the RFP (the "Services"); and

**WHEREAS**, based on Contractor's response to the RFP, City has negotiated and awarded this Contract to Contractor; now therefore

**IN CONSIDERATION** of the premises and the mutual covenants contained below and for other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree as follows:

1. **Performance of Services.** Contractor shall provide the Services as described in and according to the RFP and the Response, each of which is incorporated into and made a part of this Contract.
2. **Compensation.** Contractor shall be paid for the Services as set forth in the RFP.
3. **Maximum Indebtedness.** As required by Section 106.431, *Ordinance Code*, City's maximum indebtedness for the Services under this Contract for the initial period of service shall be a fixed monetary amount not to exceed THREE HUNDRED TWO THOUSAND AND 00/100 DOLLARS (\$302,000.00).





# 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

January 30, 2023

TO: Dustin Freeman, Chairman  
Professional Services Evaluation Committee

THRU: Steven D. Long, Jr., P.E.  
Director

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

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

Eric Fuller *Eric Fuller*  
Environmental Programs Manager

SUBJECT: P-21-20 Contamination Assessment & Remediation Services - Annual Contract  
Aerostar SES, LLC Contract 70868-21 Amendment 1

Contract 70868-21 with Aerostar SES, LLC, is set to expire March 29, 2023. All work has been performed satisfactorily for the past two years. Section 1.2 of the contract allows for two, two year renewals. Therefore, we wish to extend the contract for the 1st of the two year renewals. There is no rate increase associated with this amendment. Aerostar SES, LLC is committed to meeting the 20% JSEB goals established for this contract.

Accordingly, this is to recommend that Contract 70868-21, originally executed March 30, 2021, between the City and Aerostar SES, LLC for Contamination Assessment & Remediation Services-Annual Contract be amended by extending the Period of Service from March 29, 2023 thru March 28, 2025 and to increase the maximum indebtedness by \$2,000,000.00, to a new maximum of \$4,000,000.00, with all other terms and conditions of the Agreement remaining unchanged.

RGS/tw

cc: Lori A. West, Engineering & Construction Management



January 24, 2023

Mr. Robin Smith, PE, Chief  
Engineering & Construction Management Division  
City of Jacksonville  
214 North Hogan Street, 10<sup>th</sup> Floor  
Jacksonville, Florida 32202

**RE: City of Jacksonville – Contamination Assessment & Remediation Services  
Annual Contract – First Extension  
Contract 70868-21**

Dear Mr. Smith:

In accordance with the existing terms and conditions of the referenced contract, Aerostar SES LLC (ASL) would like to execute the first option for a two-year extension of the contract. At your convenience, please forward the necessary forms for ASL to sign and return.

We appreciate the opportunity to continue to provide environmental consulting services to the City of Jacksonville.

If you have any questions or need additional information, please feel free to contact me at 904-565-2820.

Sincerely,

Aerostar SES LLC

A handwritten signature in blue ink, appearing to read "Frank Redway", is written over the printed name.

Frank Redway  
Senior Program Manager

**CONTRACT  
BETWEEN  
CITY OF JACKSONVILLE  
AND  
AEROSTAR SES LLC  
FOR  
CONTAMINATION ASSESSMENT & REMEDIATION SERVICES  
ANNUAL CONTRACT**

**THIS CONTRACT** for contamination assessment and remediation services (the “Services”) is made and entered into this 30 day of March, 2021 (the “Effective Date”), by and between the CITY OF JACKSONVILLE, a municipal corporation existing under the Constitution and the laws of the State of Florida (the “City”), and AEROSTAR SES LLC, a for profit corporation with its principal office at 3550 St. Johns Bluff Road South, Jacksonville, Florida 32224 (the “Consultant”).

**WHEREAS**, City issued Request for Proposal No. P-21-20 (the “RFP”) for certain professional services described in the RFP (the “Services”); and

**WHEREAS**, based on Consultant’s response to the RFP, City has negotiated and awarded this Contract to Consultant; now therefore

**IN CONSIDERATION** of the premises and the mutual covenants contained below and for other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree as follows:

1. **Performance of Services.** Consultant shall perform the Services as described in and according to (i) the RFP and the Response, each of which is incorporated into and made a part of this Contract, and (ii) the Scope of Services, attached hereto as **Exhibit A** and incorporated herein by this reference.

2. **Compensation.** Consultant shall be paid for the Services the fees detailed in the Contract Fee Schedule, attached hereto as **Exhibit B** and incorporated herein by this reference. Each project performed under this Contract shall be authorized by an individual purchase order with a not-to-exceed amount applicable thereto.

3. **Maximum Indebtedness.** As required by Section 106.431, *Ordinance Code*, City’s maximum indebtedness for the Services under this Contract for the period of service shall be a fixed monetary amount not to exceed TWO MILLION AND 00/100 DOLLARS (\$2,000,000.00).

4. **Term.** The period of service of this Contract shall commence on the Effective Date and continue for two (2) years until March 29, 2023, with the option to renew for two (2) additional 2-year periods upon satisfactory performance by the Consultant.

5. **Contract Documents.** This Contract consists of the following documents, which are hereby incorporated as if fully set forth herein and which, in case of conflict, shall have priority in the order listed:

- (i) This document, as modified by any subsequent signed amendments.
- (ii) Any amendments to this document.
- (iii) Specific information regarding the RFP (Section 1 of the RFP).
- (iv) Description of Services (Section 4 of the RFP).
- (v) General Instructions (Section 2 of the RFP).
- (vi) General Terms and Conditions of Agreement (Section 3 of the RFP).
- (vii) The Response, provided that any terms in the Response that are prohibited under the RFP shall not be included in this Contract.

7. **Notice.** All notices under this Agreement shall be in writing and shall be delivered by certified mail, return receipt requested, or by other delivery with receipt to the following:

As to City:

Robin Smith, P.E., Chief  
Engineering & Construction Management Division  
214 North Hogan Street, 10<sup>th</sup> Floor  
Jacksonville, Florida 32202

As to Consultant:

Frank Redway, Senior Program Manager  
Aerostar SES LLC  
3550 St. Johns Bluff Road South  
Jacksonville, Florida 32224

8. **Contract Managers.** Each party shall designate a Contract Manager during the Term of this Contract whose responsibility shall be to oversee the party's performance of its duties and obligations pursuant to this Contract. As of the Effective Date, City's Contract Manager is Robin Smith (Phone: 904.255.8710; Fax: 904.255.8926; [RobinSmith@coj.net](mailto:RobinSmith@coj.net)), and Consultant's Contract Manager is Frank Redway (O: 904.565.2820; [fredway@aerostar.net](mailto:fredway@aerostar.net)). Each party shall

provide prompt written notice to the other party of any changes to the party's Contract Manager or his or her contact information; provided, such changes shall not be deemed Contract amendments and may be provided by email.

9. **Entire Agreement.** This Contract constitutes the entire agreement between the parties hereto for the Services to be performed and furnished by Consultant. No statement, representation, writing, understanding, agreement, course of action, or course of conduct made by either party or any representative of either party which is not expressed herein shall be binding. Consultant may not unilaterally modify the terms of this Contract by affixing additional terms to materials delivered to City (e.g., "shrink wrap" terms accompanying or affixed to a deliverable) or by including such terms on a purchase order or payment document. Consultant acknowledges that it is entering into this Contract for its own purposes and not for the benefit of any third party.

10. **Amendments.** All changes to, additions to, modifications of, or amendments to this Contract or any of its terms, provisions, and conditions shall be binding only when in writing and signed by the authorized officer, agent, or representative of each of the parties hereto.

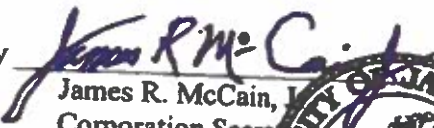
11. **Counterparts.** This Contract and all amendments hereto may be executed in several counterparts, each of which shall be deemed an original, and all such counterparts together shall constitute one and the same instrument.


**[Remainder of page left blank intentionally. Signature page follows immediately.]**




IN WITNESS WHEREOF, the parties have executed this Contract as of the day and year first above written.

ATTEST:

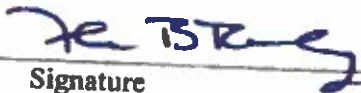
By   
James R. McCain, Jr.  
Corporation Secretary




CITY OF JACKSONVILLE

By   
Lenny Curry  
Mayor  
Brian Hughes  
Chief Administrative Officer  
For: Mayor Lenny Curry  
Under Authority of:  
Executive Order No: 2019-02

WITNESS:

By   
Signature  
Frank Redway  
Type/Print Name  
Senior Program Manager  
Title

AEROSTAR SES LLC

By   
Signature  
Matthew Albert  
Type/Print Name  
Executive Director, Contracting  
Title

Encumbrance and funding information for internal City use:

Account.....

Amount.....\$2,000,000.00

The above-stated amount is the maximum fixed monetary amount of the foregoing contract. It shall not be encumbered by the foregoing contract. It shall be encumbered by one or more subsequently issued purchase orders that must reference the foregoing Contract. All financial examinations and funds control checking will be made at the time such purchase orders are issued.

In accordance with Section 24.103(e), *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing agreement.



Director of Finance  
City Contract #70868-21

Form Approve:



Office of General Counsel





# 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.

January 18, 2023

**TO:** Dustin Freeman, Chairman  
Professional Services Evaluation Committee

**THRU:** Steven D. Long Jr., P.E.  
Director

**FROM:** Will Williams  
Director of Operations

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

**SUBJECT:** P-39-16 JS#2 Construction Management/Inspection Services for ADA Curb Ramp Construction  
Contract 9577-01 PO# 600591-20-021 Amendment 5

Projects that have been assigned to date have almost reached the previously approved maximum indebtedness and there are a number of additional projects that cannot be assigned until the upper limit is raised. The original contract was written with the term to be project completion, estimated to be 10/14/21. The subsequent amendments remained as project completion. Amendment 4 stated in error a time period as 10/14/21 thru 4/13/22, when it should have remained as project completion. This amendment will restate the expiration as project completion. There is no rate increase associated with this amendment. This project has been designated under the Equal Business Opportunity Program as a Set Aside.

Accordingly, this is to recommend that Contract # 9577-01, originally executed December 14, 2016 between the City of Jacksonville and Construction and Engineering Services Consultants, Inc., (aka CES Consultants, Inc.) for Construction Management/Inspection Services for ADA Curb Ramp Construction, be amended to incorporate the attached Fee Summary, Exhibit C increase the maximum indebtedness by \$92,488.48, to a new maximum of \$7,592,488.48 and restating the contract expiration date as project completion, with all other terms and conditions of the Agreement remaining unchanged.

Funding for this project should be as follows:

ACCOUNTS:	TOTAL
32111.153119.565051.001283.00.00.00	
001283	
PWCP Various Capital Proj-Othr Gen Gov Svcs	
565051	
3	
32111-384020	
	\$92,488.48

SDL/lw

Attachments:

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

9577-01  
Amd #4

**FOURTH AMENDMENT TO SERVICES CONTRACT  
BETWEEN  
CITY OF JACKSONVILLE  
AND  
CONSTRUCTION AND ENGINEERING SERVICES CONSULTANTS, INC.  
FOR  
ADA CURB RAMP CONSTRUCTION**

**THIS FOURTH AMENDMENT** to Services Contract for ADA curb ramp construction is made and entered into this 6 day of July, 2021, by and between the CITY OF JACKSONVILLE, a municipal corporation existing under the Constitution and the laws of the State of Florida (the "City"), and CONSTRUCTION AND ENGINEERING SERVICES CONSULTANTS, INC. (a/k/a CES Consultants, Inc.), a Florida profit corporation with its principal office at 9432 Baymeadows Road, Suite 100, Jacksonville, Florida 32256 (the "Contractor").

**WHEREAS**, on December 14, 2016, the parties made and entered into City of Jacksonville Contract No. 9577-01 (the "Contract"); and

**WHEREAS**, said Contract has been amended three times previously; and

**WHEREAS**, said Contract should be amended further by providing additional funding in the amount of \$1,500,000.00 so as to increase the maximum indebtedness by \$1,500,000.00 to a new total maximum indebtedness not to exceed \$7,500,000.00, and by extending the period of service from October 14, 2021, through April 13, 2022, with all other provisions, terms, and conditions of said Contract remaining unchanged; now therefore

**IN CONSIDERATION** of the premises and the mutual covenants contained below and for other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree as follows:

1. The above-stated recitals are accurate, true, and correct and are incorporated herein and made a part hereof by this reference.

2. Section 3 of said Agreement is amended by providing additional funding in the amount of \$1,500,000.00 so as to increase the maximum indebtedness by \$1,500,000.00 to a new total maximum indebtedness not to exceed \$7,500,000.00, and as amended shall read as follows:

3. **Maximum Indebtedness.** As required by Section 106.431, *Ordinance Code*, City's maximum indebtedness for the Services under this Contract for the period of

service shall be a fixed monetary amount not-to-exceed SEVEN MILLION FIVE HUNDRED THOUSAND AND 00/100 DOLLARS (\$7,500,000.00)"

3. Section 4 of said Contract is amended by extending the period of service from October 14, 2021, through April 13, 2022, and as amended shall read as follows:

"4. Term. The period of service of this Contract shall be from the date of its execution until April 13, 2022.

SAVE AND EXCEPT as expressly amended in and by this instrument, the provisions, terms, and conditions of said Contract, as previously amended, shall remain unchanged and shall continue in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Fourth Amendment as of the day and year first above written.

ATTEST:

By

James R. Martin  
James R. Martin,  
Corporation Secretary



CITY OF JACKSONVILLE

By

Brian Hughes  
Lenny Curry  
Mayor

Brian Hughes  
Chief Administrative Officer  
For: Mayor Lenny Curry  
Under Authority of:  
Executive Order No: 2019-02

WITNESS:

CONSTRUCTION AND  
ENGINEERING SERVICES  
CONSULTANTS, INC.

By

Edna Astacio  
Signature

Edna Astacio

Type/Print Name

Executive Assistant

Title

By

Steven J. Davis  
Signature

STEVEN J. DAVIS

Type/Print Name

PRESIDENT/CEO

Title

# Purchase Order 600591-20-021 Change Order 1



PO Number	600591-20-021
PO Date	07-OCT-2020
PO Line	1
Change Order No.	09-JUN-2021
Quantity	1
Unit Price	2,230,247.55 USD
Contract Number	730,247.55 USD
PO Total	1,580,000.00 USD
PO Reference	PWEN-600854-21
PO Status	P-38-16

**Sold To**  
**City of Jacksonville**  
 117 West Duval Street  
 JACKSONVILLE, FL 32202

**Supplier**  
**Construction and Engineering Services  
 Consultants Inc**  
 9432 Baymeadows Road, Suite 100  
 JACKSONVILLE, FL 32256

**Bill To**  
**City of Jacksonville**  
 117 West Duval Street, Suite 376  
 JACKSONVILLE, FL 32202

**Ship To**  
**Ed Ball 10th Floor**  
 214 North Hogan Street  
 Suite 1000  
 JACKSONVILLE, FL 32202 US

**Notes:** This purchase order replaces PO 600591-20-021 for the remaining balance in fiscal year 21. Please reference the previous PO for the needed history and attachments. If you have already provided any goods or services under the 'old' (FY20) purchase order, do not duplicate or provide again. Any new invoices submitted to the City will need to reference the new fiscal year purchase order number.

20298	Net 30	Freight Prepaid	FOB Destination	Best Way
-------	--------	-----------------	-----------------	----------

**Renata Barnett**  
 Email: rbarnett@coj.net  
 Phone: 904-2658843

Line Item	Price	Quantity	UOM	Ordered	Taxable
-----------	-------	----------	-----	---------	---------

3	CTPW20000033-01 9577-01 AMD #3 - Corrected Line for POETA	730,247.55			
---	--	------------	--	--	--

32111 153119 585051 001283 00000000.00000 0000000

<b>Ship To</b> Ed Ball 10th Floor 214 North Hogan Street Suite 1000 JACKSONVILLE, FL 32202	<b>Promised</b>	<b>730,247.55</b>
	<b>Requested</b>	

# Purchase Order 600591-20-021 Change Order 1

## GENERAL CONDITIONS

**1. RESERVATIONS:** The City reserves the right to cancel any contract, if in its opinion there is a failure in any time to perform adequately the stipulations of the Invitation to Bid, or in any case of an attempt to withdraw upon upon the City materials or products or workmanship which is, in the opinion of the City, of an unacceptable quality. Any action taken in pursuance of this latter stipulation will not affect or impair any rights or claims of the City to damages for the breach of any provisions of the contract by the contractor. Should the contractor fail to comply with the conditions of this contract or fail to complete the required work or furnish the required materials within the time stipulated in the contract, the City reserves the right to purchase in the open market, or to complete the required work, at the expense of the contractor or to recourse to provisions of the contract which provide for the forfeiture of the bond or to complete the required work, included in the contract. The City reserves the right to withdraw such sums or required work from the operation of this contract without incurring further liabilities on the part of the City therefor.

All items furnished must be completely new and free from defects unless specified otherwise. No others will be accepted.

Buyer reserves the right to terminate the Contract or Purchase Order at any time and for any reason by giving written notice to Contractor unless otherwise specified within the solicitation documents. If the Contractor or Purchase Order is terminated for convenience as provided herein, Buyer will be selected in all future obligations other than payments for that amount of Goods or Services actually provided to the date of termination.

**2. TAXES:** The City of Jacksonville, Florida is exempt from the following taxes: (a) State of Florida Sales Tax by Certificate No. 16-000-10777-54C. (b) Manufacturer's Federal Excise Tax Registration No. 99-6000-344.

**3. CARGAGE:** No charge will be allowed for cartage or packages unless by special agreement.

**4. GUARANTEE:** The contractor will unconditionally guarantee the materials and workmanship on all equipment furnished by him for a period of one year from date of acceptance of the same delivered and installed unless otherwise specified. If, within the guarantee period, any defects or signs of deterioration are noted, which, in the opinion of the City are due to faulty design and installation workmanship, or materials, upon notification, the contractor, at his expense, will repair or adjust the equipment or parts to correct the condition, or he will replace the part or entire unit to the complete satisfaction of the City. Repairs or replacements or adjustments will be made only at such times as will be designated by the City as least detrimental to the operation of City business.

**5. PROCUREMENT DIVISION AS AGENT:** When the Procurement Division is acting as agent for "other public activities" being defined as activities receiving financial support, in part from the City, but not under the direct governing jurisdiction of the Consolidated Government, the name of such public activity will be substituted for the word "City".

**6. OFFICE OF INSPECTOR GENERAL:** The City of Jacksonville has established an Office of Inspector General, Section 602.310, Part 3, Chapter 602, Ordinance Code, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed City contracts, transactions, accounts, and records, require the production of records, and make an adequate monitor and inspect the activities of the City, its officials, employees, contractors, their subcontractors and lower tier subcontractors, and other parties doing business with the City and/or receiving City funds in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be a violation of Section 602.309 (Insultive Conduct).

**7. ETHICS PROVISION FOR VENDORS/SUPPLIERS:** The acceptance of a purchase order represents that it has reviewed the provisions of the Jacksonville Ethics Code contained in chapter 602, Jacksonville Ordinance Code and the provisions of the Jacksonville Code contained in chapter 126 Jacksonville Ordinance Code.

**8. NONDISCRIMINATION PROVISIONS:** As required by Section 126.404, Jacksonville Ordinance Code, contractor represents that it has adopted and will maintain throughout the term of this contract a policy of nondiscrimination or harassment against any person with regard to race color sex (including pregnancy), marital status, age, national origin, ancestry, political affiliation, national origin, disability, sexual orientation, gender identity or expression, religion, political affiliation, national origin, disability, marital status, veteran status, or any other unpermissible factor in recruitment, hiring, compensation, placement, promotion, discipline, demotion, transfers, layoff, recall termination, working conditions and related terms and conditions of employment. Contractor agrees that, on written request, it will provide reasonable access to its records of employment, employment advancement, application forms and other pertinent data and records, by the Executive Director of the Community Relations Commission or successor agency or commission, for the purpose of investigation to ascertain compliance with the provisions of the Contract, provided however, that Contractor shall not be required to provide information records covering periods of time more than one (1) year prior to the effective date of the contract. Contractor agrees that, if any of the products or services to be provided pursuant to the Contract are to be provided by a subcontractor, the provisions of this Section shall be incorporated into and become a part of the subcontract.

**9. LEGAL WORKFORCE:** Owner shall consider the employment by Vendor/Contractor of individuals who are in violation of section 23A(6) of the Immigration and Nationalization Act, 8 U.S.C. 1325(a)(2)(A) as a cause for unilateral cancellation of the contract upon thirty (30) day prior written notice. Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing use of the system, to confirm the employment eligibility of all individuals who are:

- a. all persons employed by the Vendor/Contractor during the term of the contract;
- b. all persons, including subcontractors assigned by the Vendor/Contractor to perform work pursuant to the Contract with the Owner.

**10. LICENSES REQUIREMENT:** By acceptance of a Purchase Order issued by the City of Jacksonville, the contractor agrees to obtain and maintain all applicable Local, State and Federal Licenses as required by law.

**11. ELECTRONIC PAYMENTS:** Vendors are encouraged to enroll in the City of Jacksonville Automated Clearing House (ACH) electronic payment program. ACH allows for the efficient payment of vendors. The ACH enrollment form can be downloaded at [www.cityofjacksonville.com](http://www.cityofjacksonville.com) under the Finance Department page.

**12. CONTRACTOR REPRESENTATION:** If this Agreement is for goods or services, the Contractor or more the City pursuant to Section 287.13(3)(c) Florida Statutes may terminate this Agreement in the City's option of Contractor.

- a. Is found to have submitted a false certification under Section 287.13(3)(3) Florida Statutes
- b. Has been placed on the Sanitized Companies that Boycott Israel List created pursuant to Section 215-4725, Florida Statutes, or is engaged in a boycott of Israel
- c. Has been placed on the Sanitized Companies with Activities in Sudan List or the Sanitized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Section 215-473 Florida Statutes, or
- d. Has been engaged in business operations in Cuba or Syria

**13. PUBLIC RECORDS:** In accordance with Section 119.0701 Florida Statutes, the Contractor shall:

- a. Keep and maintain public records required by City to perform the services and
  - b. Upon request from City's custodian of public records, provide City with a copy of the requested records or allow records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes, or as otherwise provided by law, and
  - c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of this Contract if Contractor does not transfer the records to City, and
  - d. Upon completion of this Contract, transfer to City all non-confidential public records in possession of Contractor or keep and maintain public records required by City to perform the service. If Contractor transfers all public records to City upon completion of this Contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Contract, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically shall be provided to City upon request from City's custodian of public records in a format that is compatible with City's information technology systems.
- The above requirements apply to a "Contractor" as defined in Section 119.0701 Florida Statutes.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CITY'S CUSTODIAN OF PUBLIC RECORDS AT (904) 430-7678; REQUEST@COJ.NET; CITY OF JACKSONVILLE, PUBLIC RECORDS REQUEST, 314 N. HOGAN STREET, SUITE 1100, JACKSONVILLE, FLORIDA 32202.

## 14. PROMPT PAYMENT TO SUBCONTRACTORS AND SUPPLIERS:

Generally, When Contractor receives payment from CITY for labor, services, or materials furnished by subcontractors and suppliers hired by Contractor, Contractor shall remit payment due (less proper retainage) to those subcontractors and suppliers within 15 calendar days after Contractor's receipt of payment from CITY. Nothing herein shall prohibit Contractor from disburse, pursuant to the terms hereof, all or any portion of a payment alleged to be due to its subcontractors and suppliers. In the event of such a dispute, Contractor may withhold the disputed portion of any such payment only after Contractor has provided notice to CITY and to the subcontractor or supplier in dispute. Such notice shall (i) be in writing, (ii) state the amount in dispute, (iii) specifically describe the actions required to cure the dispute, and (iv) be delivered to CITY and the subcontractor or supplier within 10 calendar days after Contractor's receipt of payment from CITY. Contractor shall pay all undisputed amounts due within the time limits imposed by this section.

**Small Business Enterprise (SBE) and Minority Business Enterprise (MBE):** Notwithstanding Chapter 126, Part 6 of the Jacksonville Ordinance Code (the "Code") Contractor shall pay all contracts awarded with certified SBE and MBE as defined therein their pro-rata share of their earned portion of the progress payments made by CITY under the applicable contract within an (7) business days after Contractor's receipt of payment from CITY (less proper retainage). The pro-rata share shall be based on all work completed, materials, and equipment furnished or services performed by the certified SBE or MBE at the time of payment. As a condition precedent to progress and final payments to Contractor, Contractor shall provide to CITY with its request for payment, documentation that sufficiently demonstrates that Contractor has made proper payments to its certified SBE or MBE from all prior payments that Contractor has received from CITY. Contractor shall not unreasonably withhold payments to certified SBE or MBE if such payments have been made to the Contractor. If Contractor withholds payment to its certified SBE or MBE, which payment has been made by CITY to Contractor, Contractor shall return said payment to CITY. Contractor shall provide notice to CITY and to the certified SBE or MBE whose payment is in dispute, which notice shall (i) be in writing, (ii) state the amount in dispute, (iii) specifically describe the actions required to cure the dispute, and (iv) be delivered to CITY and the subcontractor or supplier within five (5) calendar days after Contractor's receipt of payment from CITY. Contractor shall pay all undisputed amounts to the SBE or MBE within 7 business days shall be a violation of contract. Failure to adhere to this clause may be cause for termination.

**Payment Requirements:** Payment requirements hereunder shall, in no way, create any contractual relationship or obligation between CITY and any subcontractor, supplier, SBE, MBE, or any third party or create any CITY liability for Contractor's failure to make timely payments hereunder. Contractor's failure to comply with the Prompt Payment requirements shall constitute a material breach of its contractual obligations to CITY. As a result of such breach, CITY is about to bring any available remedy, it may have against Contractor, may (i) issue joint checks, and (ii) charge Contractor a 0.2% daily interest penalty or penalties specified in Chapter 126 of the Code for SBE or MBE, and Chapter 218, Florida Statutes, for non-SBE or MBE, whichever is greater.

**CRIME INFORMATION:** A person or affiliate who has been placed on the State of Florida's Vendor List following a conviction for a public ethics crime may not perform work as a contractor, subcontractor or consultant under a contract with any public entity, and may not transact business with any public entity for a period of 36 months from the date of being placed on the convicted vendor list.

**EXAMINATION:** A person or entity, providing capital improvements, contractual services, supplies and/or services, or professional services purchased by the City pursuant to a method of purchase and/or contract awarded herein, shall agree and be deemed to have agreed to, in order of doing business under contract with the City, to all access and examination at all reasonable times by the Council Auditor or any duly authorized representative of the Council Auditor to business records directly pertinent to the transaction until the term of three years after final payment pursuant to the transaction. No examination shall be conducted until the Council Auditor has made a recommendation to the Council President that the examination should or, in the absence of such recommendation, should not be conducted and until the Council President has approved the conducting of the examination.

## 17. REQUIREMENT:

It is the vendor's responsibility to ensure that the City has a current W-9 on file. The Contractor, its employees, agents and subcontractors shall indemnify, defend and hold harmless the City and/or its using agencies named in the contract documents, its directors, officers, agents, representatives and employees, from and against any damages, liabilities, losses and costs, including but not limited to reasonable attorney's fees in the event caused by the negligence, recklessness, or intentional or wrongful conduct of the Contractor, and other persons employed or utilized by the Contractor in the performance of this contract or the work performed thereunder.

This indemnification is separate and apart from, and in no way limited by, any insurance provided pursuant to this contract or otherwise.

**19. INSURANCE:** Each supplier shall maintain insurance coverage as stated in the Invitation to Bid for the entire term of this contract. All insurance certificates shall list the City of Jacksonville as an additional insured. Bid number should be listed on certificate.

**20. DELIVERY:** A packing list shall accompany all shipments, which shall indicate at a minimum the following: purchase order number, item number and description, date of shipment, quantity ordered, and shipped unit price, and unit of measure.

**21. PICK UP AND RETURNS:** The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

**22. INVOICING:** Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include, purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit price, unit of measure and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to City of Jacksonville General Accounting Division, 117 West Duval Street, Suite 175, Jacksonville, Florida 32202.

**23. REPORTING:** The City may request reports including but not limited to usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as requested.

**24. SUPPLIER ACCESSIBILITY:** The City or its representatives must be able to contact the supplier during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.





**MEMORANDUM**

**TO:** Dustin Freeman, Chief of Procurement  
**FROM:** Saralyn Grass, Chief Administrative Officer,  
Kids Hope Alliance (KHA)

Michael Weinstein, Chief Executive Officer  
Kids Hope Alliance (KHA)

Kenneth Darity, Chief Programs Officer,  
Kids Hope Alliance (KHA)

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

**SUBJECT:** Request to amend BID #P-06-21, Contract #71207-21, NLP Logix, LLC.  
Community Needs and Gap Analysis, \$9,125

**DATE:** February 1, 2023

Kids Hope Alliance, a public body acting on behalf of the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida ("KHA") respectfully requests the following:

- 1) Request to amend BID #P-06-21, with NLP Logix, LLC. Community Needs and Gap Analysis, Contract #71207-21, Amendment 2, to increase maximum indebtedness by \$9,125 with not change to the term. The revised total expenditure amount not to exceed \$319,250.00

Upon approval of the request, the contract will be executed by City of Jacksonville Office of General Counsel.

KHA anticipates funding as follows:

Fund	Center	Account	Project	Activity	Interfund	Future
10901	181005	531090	000000	00000459	00000	0000000

Total Funding \$9,125.00

Cc: Alex Baker, Buyer  
Jessica Pitts, Director Finance  
Joyce Watson, Director, Administration, Contracts, and Purchasing  
Tyrica Young, Director, Research and Grants

**Board of Directors**

- Dr. Marvin Wells  
Chair
- Tyra Tutor  
Vice Chair & Treasurer
- Rose Conry  
Secretary
- Rebekah Davis
- Kevin Gay
- Marsha Oliver
- Jenny Vipperman

**Board Liaisons**

- Duval County Public Schools
- Jacksonville City Council
- Jacksonville Sheriff's Office
- Public Defender's Office
- State Attorney's Office

**Executive Staff**

- Mike Weinstein, J.D.  
Chief Executive Officer
- Saralyn Grass, Ed.D.  
Chief Administrative Officer
- Kenneth Darity  
Chief Programs Officer

**NLP Logix, LLC**  
4215 Southpoint Blvd, Ste 140  
Jacksonville, FL 32216 US  
(904) 208-5065  
accountingdistro@nlplogix.com  
http://www.nlplogix.com



## Quote

Kid's Hope Alliance  
Attn: Tyrica Young, Contract  
Manager

1095 A Philip Randolph  
Boulevard  
Jacksonville, FL 32206

**Quote#** KHA0060  
**DATE** 01/12/2023  
**DUE DATE Upon**  
**Contract**  
**Amendment**

ACTIVITY	QTY	RATE	AMOUNT
<b>Services</b> Community Needs Assessment & GAP Analysis Research Project GAP Analysis Completion, Final Billing for Adjustments to the Comprehensive Report & Recommendations Dissemination	1	9,125.00	9,125.00

This quote is subject to the provisions and penalty of  
Section 837.06, Florida Statutes.

Your business is greatly appreciated.

**\$9,125.00**

Thank you!



# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

ONE CITY. ONE JACKSONVILLE

August 25, 2022

The Honorable Lenny Curry, Mayor  
City of Jacksonville  
4<sup>th</sup> Floor, St. James Building  
Jacksonville, FL 32202

Dear Mayor Curry:

**Ref: P-06-21 A Community Needs Assessment & GAP Analysis (Amendment No. 1)**  
Kids Hope Alliance (KHA)


The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building for the purpose of amending the above referenced contract.

The following motion/recommendation was adopted:

That Contract No. 71207-21 between KHA and NLP Logix, LLC for Community Needs and Gap Analysis Research Project be amended to ratify and confirm the actions of the parties from 7/01/22 to date of this award and exercise the first renewal option extending the period of service thru 06/30/23, with three (3) one-year renewal options remaining; and increase the maximum indebtedness by \$108,000.00 to a new not-to-exceed total maximum of \$310,125.00. All other terms and conditions shall remain the same.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,


  
Gregory Dease, Chief  
Procurement Division  
Chairman, Professional Services  
Evaluation Committee

APPROVED:

  
\_\_\_\_\_  
Lenny Curry, Mayor

This 29<sup>th</sup> day of August, 2022

GP. ab

  
Brian Hughes  
Chief Administrative Officer  
For: Mayor Lenny Curry  
Under Authority of:  
Executive Order No: 2019-02

cc: Council Auditor  
James McCon, Jr., OGC  
Subcommittee Members

**9. QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION.**

*Describe the Contractor's overall willingness to meet both time and budget requirements for the project, and subject to Chapter 126, Part 3 of Jacksonville Ordinance Code, Section 126.302(e) in particular, proposed total compensation or unit price quotations, including, without limitation, hourly rates, fees, or other charges that will ultimately be used during, contract negotiations to calculate or determine total compensation.*

Throughout the past seven years working together, Segal has strived to provide value to Jacksonville for the fees charged and keep fees at a reasonable level. To that end, the hourly rates we have billed for the past seven years for non-recurring work have been less than the team members' actual billable rates during this time period; we will continue to provide a discount on our hourly rates.

Our proposed fees for the annually recurring work of which we are aware are as follows:

Project	Annual Fee, Year Beginning January 1				
	2018	2019	2020	2021	2022
Annual valuations for General and Corrections Plans	\$52,500	\$52,500	\$53,500	\$54,000	\$54,500
GASB 67 and 68 disclosures for General and Corrections Plans	\$9,000	\$9,500	\$10,000	\$10,500	\$11,000
Chapter 112.664 filings for General and Corrections Plans	\$5,000	\$5,250	\$5,500	\$5,750	\$6,000
Five-Year experience study for General and Corrections Plans	Minimum \$43,000, Maximum \$45,000				
Annual valuation for Disability Plan	\$15,000 per year, as requested				
GASB 67 and 68 disclosure for Disability Plan	\$5,000 per year, as requested				
Chapter 112.664 filings for Disability Plan	\$4,000 per year, as requested				

Our proposed hourly fees for non-recurring work for which there is not a set fee are:

Position	Hourly Rates, Year Beginning January 1				
	2018	2019	2020	2021	2022
Consulting/Signing Actuary	\$385	\$395	\$410	\$420	\$435
Assistant Actuary	\$325	\$335	\$350	\$360	\$375
Senior Actuarial Analyst	\$275	\$285	\$300	\$310	\$325

If Mr. Rocky Joyner or Ms. Melanie Walker (Compliance Manager) provide routine services to the System, they will be billed at the Consulting/Signing Actuary's rates. If Ms. Danelle Cook provides services, she will be billed at the Assistant Actuary's rates. These are substantial discounts to the usual rates for Rocky, Melanie, and Danelle. Any work related to lawsuits or depositions in which they may be asked to assist will be billed at their true hourly rates.

A set fee can be negotiated for non-recurring project work ahead of the beginning of the assignment, if desired and practical for both parties.



ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE February 1, 2023

TO: Dustin Freeman, Chairman  
Professional Services Evaluation Committee

FROM: Department/Division Head – Dinah Coleman-Mason

Subject: Certification Letter for RFP P-02-23 – Bonding Assistance Program Consultant

---

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study:  
.....See attached RFP.
2. The Objective of the study or services:  
The services sought under this RFP are generally described as follows: Establish and document criteria for evaluating a contractor's ability to qualify for surety bonds including financial reporting, working capital and other requirements.

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

3. The estimated period of time needed for the service or study:  
The initial term of agreement will commence upon execution of the Contract and will continue for a two (2) year period. Consultant will have the option to renew such agreement for up to three (3) additional one (1) year renewals, upon satisfactory performance by Contractor. The Contract is subject to early termination as set forth elsewhere in this RFP.

4. The estimated cost of the service or study: (What is the budget?)  
Total estimated budget amount **\$150,000.00** Annually All costs related to the preparation of Responses and any related activities are the sole responsibility of Contractor. Buyer assumes no liability for any costs incurred by Contractors throughout the entire selection process.
  
5. Whether the proposed study or service would or would not duplicate a prior or existing study or service:  
Services would not duplicate.
  
6. List of current contracts or prior services or studies which are related to the proposed study or service:  
P17-14 Bonding Assistance Program Consultant
  
7. A statement as to why the service/study cannot be done by department or agency staff:  
The Department does not have the equipment or staff with the expertise for performing the services outlined in the RFP.
  
8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members:  
  
Dinah L. C. Mason  
EBO/JSEB Administrator  
Procurement Division Equal Business Opportunity Office  
904-255-8832 Office  
  
Sandy Simpson, EBO/JSEB Compliance Officer  
Procurement Division Equal Business Opportunity Office  
City of Jacksonville  
904-255-8167 Office
  
9. A project funding account number:  
Fund: 00111 Account: 531090
  
10. The **names** and **Email addresses** of **specific consultants** the using agency wishes to be included in the solicitation process:  
  
TBD

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated May 2018.

Derek L. C. Maass

Administrator EBD

TITLE:

Sam Seay

Business Analyst

TITLE:







ONE CITY. ONE  
JACKSONVILLE.

# City of Jacksonville, Florida

## Retirement System Administrative Office


City Hall at St. James  
117 W. Duval St. Suite 330  
Jacksonville, FL 32202  
(904) 255-7280  
citypension@coj.net

January 27, 2023

### MEMORANDUM

TO: Dustin Freeman, Chief of Procurement

THRU: Patrick "Joey" Greive, Director of Finance & Administration / CFO

FROM: Paul Barrett, Treasurer 

RE: Actuarial Services for City of Jacksonville General Employees Retirement Plan, City of Jacksonville Corrections Officers Retirement Plan, and City of Jacksonville Disability and Survivorship Plan – renewal extension of Contract #10382

On December 21, 2017, the Board of Trustees of the City of Jacksonville Retirement System entered into Contract #10382 for actuarial consulting services with The Segal Company ("Segal"), with an expiration date of December 20, 2022. The City of Jacksonville requires actuarial consulting services to perform actuarial valuations and studies related to the City of Jacksonville General Employees Retirement Plan and the City of Jacksonville Correction Officers Retirement Plan. On August 23, 2019, the City of Jacksonville entered into a contract with The Segal Company ("Segal") that piggybacked off of the original Contract #10382 for actuarial services relating to the Disability and Survivorship Plan of the City. Segal is already familiar with the benefit structure and rules of the Plans and has already been through a competitive bid process resulting in the current contract with the Board of Trustees and the City.

Therefore, the Finance and Administration Department, Treasury Division, requests that the Professional Services Evaluation Committee approve an award to Segal for an extension of the original contract for actuarial consulting services. These services would be approved through December 1, 2024. We also request that the not-to-exceed maximum indebtedness amount for the contract extension be set at \$1,388,000.00 to cover the term of the agreement.



# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

ONE CITY. ONE JACKSONVILLE.

June 27, 2019

The Honorable Lenny Curry, Mayor  
City of Jacksonville  
4th Floor, St. James Building  
Jacksonville, FL 32202

Dear Mayor Curry:

Ref: P-39-19 PB#1 General Actuarial Services  
Finance and Administration Department/Treasury Division

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of rescinding the motion approved by PSEC on June 13, 2019 and signed by the Mayor's designee on June 15, 2019, agreeing to the terms and conditions for piggybacking Contract # 10382 per Section 126.211 and 126.309 of the Purchasing Code.

The following motion/recommendation was rescinded:

That the Finance and Administration Department/Treasury Division of the City of Jacksonville is authorized to enter into an agreement utilizing Contract No. 10382 per Purchasing Code 126.309/126.211 with **The Segal Company for Actuarial Consulting Services** incorporating the attached Contract identified as Exhibit 'A' and Fee Summary Exhibit 'B': (i) the period of service is from date of execution of contract to December 20, 2022; and (ii) provide a not-to-exceed maximum indebtedness of \$200,000.00. All other terms and conditions are per the City's standard contract language.

The following motion/recommendation was adopted:

That the Finance and Administration Department/Treasury Division of the City of Jacksonville is authorized to enter into an agreement utilizing Contract # 10382 per Purchasing Code 126.309/126.211 with **The Segal Company for General Actuarial Consulting Services** incorporating the attached Contract identified as Exhibit 'A' and Fee Summary Exhibit 'B': (i) the period of service is from date of execution of contract to December 20, 2022; and (ii) provide a not-to-exceed maximum indebtedness of \$200,000.00. All other terms and conditions are per the City's standard contract language.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

*(Handwritten signature)*  
Gregory Pease, Chief  
Procurement Division  
Chairman, Professional Services  
Evaluation Committee

APPROVED:

*(Handwritten signature)*  
Lenny Curry, Mayor

This *27th* day of *June*, 2019

GP: ab  
or:  
Council Auditor  
James McCain, Jr., OGC  
Melba Gray, GAO  
Subcommittee Members

Sam E. Mousa  
Chief Administrative Officer  
For: Mayor Lenny Curry  
Under Authority of  
Executive Order No. 2015-05

10382-01

**AGREEMENT  
UTILIZING BOARD OF TRUSTEES OF THE CITY OF JACKSONVILLE  
RETIREMENT SYSTEM CONTRACT  
BETWEEN  
THE CITY OF JACKSONVILLE  
AND  
THE SEGAL COMPANY (EASTERN STATES), INC.**

**THIS AGREEMENT** is made and entered into this 23 day of Aug, 2019 (the "Effective Date"), by and between the **CITY OF JACKSONVILLE** (the "City"), a municipal corporation existing under the Constitution and the laws of the State of Florida, and **THE SEGAL COMPANY (EASTERN STATES), INC.** (the "Contractor"), a New York corporation authorized to transact business in Florida with its principal offices at 2727 Paces Ferry Road, Building One, Suite 1400, Atlanta, Georgia 30339.

**RECITALS:**

**WHEREAS**, on December 21, 2017, the Board of Trustees of the City of Jacksonville Retirement System ("Board") entered into a contract with Contractor attached to this Agreement as Exhibit A (the "Board Contract") for actuarial consulting services as described in the Board Contract (the "Services");

**WHEREAS**, the Board Contract is in full force and effect through December 20, 2022;

**WHEREAS**, Sections 126.211 and 126.309 of the Jacksonville Procurement Code, *Ordinance Code*, allows the City to use contracts of other local governmental entities which have been competitively procured and awarded; and

**WHEREAS**, City's Professional Services Evaluation Committee ("PSEC") approved this Agreement on June 28, 2019.

**NOW THEREFORE**, for good and valuable consideration, the parties agree as follows:

1. The above stated recitals are accurate, true, and correct and, by this reference, are made a part of and incorporated in this Agreement.
2. City engages Contractor and Contractor accepts the engagement for the purpose of providing actuarial consulting services to the City related to an actuarial valuation report for the Disability and Survivorship Plan of the City. The provisions, terms, and conditions of the Board Contract shall apply unless superseded by the provisions of this Agreement. Any conflict between the provisions of this Agreement and those in the Board Contract shall be resolved in favor of this Agreement, but only to the extent of any conflict.
3. City shall designate a Project Coordinator who will, on behalf of the City, coordinate with Contractor and administer this Agreement. It shall be the responsibility of