

PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
MINUTES FOR Thursday, February 24, 2022, 10:00 a.m.
 Eighth Floor, Conference Room 851
 Ed Ball Building, 214 N. Hogan Street
 Jacksonville, FL 32202

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Committee Members: Gregory Pease, Chairman
 Brennan Merrell, Treasury
 James McCain, Jr., OGC

<i>Subcommittee Members</i>	<i>ITEM #</i>	<i>TITLE & ACTION</i>	<i>MOTION</i>	<i>CONTRA EXP</i>	<i>OUTCOME</i>
Wanda Verdejo Barbara Horton	P-43-18	Contract Amendment No. 14 Brown & Brown Insurance Broker Services Division of Insurance and Risk Management	That Contract No. 9269-08 between the City of Jacksonville and Brown & Brown of Florida, Inc., for Contract Casualty Insurance Broker Services, for the placement, binding, and ratification of the purchase of various casualty insurance policies for the City of Jacksonville, be amended to increase the maximum indebtedness by \$3,841.95 for the Special Event-World of Nation FY 2022, to a new not-to-exceed total maximum of \$9,977,150.04. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures, and applicable federal and state laws.		Approved 5 - 0
Mary DiPerna Carolina Teran-Oceguera	P-04-18	Contract Amendment No. 4 ACA Administrative Services Employee Services Department	That Contract No. 10062-01 between the City of Jacksonville and Worxtime, LLC, for the provision of ACA Administrative Services be amended to: (i) exercise the fourth and final renewal option extending the period of service from May 1, 2022, through April 30, 2023, with no renewal option remaining; and (ii) increase the maximum indebtedness by \$80,000.00 for the services, to a new not-to-exceed maximum of \$400,000.00. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.		Approved 5 - 0
Larry Finkelstein	P-32-21	Fee & Contract Negotiations Health Literacy Campaign Consulting Services Office of Grants and Compliance	That the City of Jacksonville enter into a contract with Indelible Health Solutions, LLC, to provide Health Literacy Campaign Consulting Services that incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B'; the period of service will be from execution of the contract thru June 30, 2023; the maximum indebtedness is a not-to-exceed amount of \$500,000.00. All other terms and conditions are per the RFP and the City's standard contract language.		Approved 4 - 0

Dinah Coleman-Mason	SS-12059-22	Single Source Award 2013 Disparity Study Analysis Equal Business Opportunity Office	That the City of Jacksonville enter into a Single Source Contract with Mason Tillman Associates, LTD for 2013 Disparity Study Analysis by incorporating the attached Scope of Work and Fee Agreement identified as Exhibit "A". The Period of Service will be from the date of execution of the contract through project completion. The maximum indebtedness will be a not-to-exceed amount of \$350,000.00. All other terms and conditions are per the City's standard contract language.	Approved 4 - 0
David Hahn	P-21-19	Contract Amendment No. 3 Professional Engineering Services for Emerald Trail Master Plan Improvements Department of Public Works/Engineering & Construction Management Division	That Contract No. 9092-04, originally executed January 6, 2020, between the City of Jacksonville and Pond and Company Corporation for Professional Engineering Services for Emerald Trail Master Plan Improvements, be amended to incorporate the attached Scope of Services identified as Exhibit 'G' and Fee Summary identified as Exhibit 'H'; increase the lump-sum amount for Design Services by \$332,607.80 to a new limit of \$665,755.59; and to increase the not-to-exceed limit for Survey by \$121,100.50 to a new not to exceed limit of \$162,420.50; and to add a new not-to-exceed limit for Geotechnical in the amount of \$41,475.00; thereby increasing the maximum indebtedness to the City by 495,183.30 to a new maximum indebtedness to the City in the amount of \$874,763.01. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate with the City's Ordinances, Procurement policies and procedures and applicable federal and state laws.	Approved 4 - 0
William Joyce Danny Wheeler	P-15-21	Subcommittee Report Miscellaneous Surveying Services – Annual Contract Department of Public Works/Engineering & Construction Management Division	It is the consensus of the committee that of the seven (7) proposals received in response to the Request for Proposal(s) all were found to be responsive, interested, qualified and available to provide the required services. The ranking of first, second and third designates the order of qualification of these companies to perform the required services and alphabetically they are: 3) DRMP, Inc. 1) ETM Surveying & Mapping, Inc. 2) SAM Surveying & Mapping, LLC We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>ETM Surveying & Mapping, Inc.</u> , the number one (1) ranked firm.	Approved 5 - 0
David Hahn	P-24-18	Rescind & Restate Contract Amendment No. 1 Construction Engineering and Inspection Services for Hart Bridge Approach Modifications Department of Public Works/Engineering & Construction Management Division	Rescind: That Contract No. 8107-12, originally executed February 10, 2020, between the City and GAI Consultants, Inc., for Construction Engineering and Inspection Services for Hart Bridge Approach Modifications be amended to incorporate the Scope of Services identified as Exhibit 'C' and Fee Schedule identified as Exhibit 'D'; increase the not-to-exceed limit for Construction Engineering and Inspection Services by \$662,128.79 to a new limit of \$2,517,858.27, thereby increasing the maximum indebtedness to the City by \$662,128.79 to a new maximum indebtedness of \$6,687,458.60 . All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	Approved 4 - 0
		Contract Amendment No. 1 Construction Engineering and Inspection Services for Hart Bridge Approach Modifications Department of Public Works/Engineering & Construction Management Division	Restate: That Contract No. 8107-12, originally executed February 10, 2020, between the City and GAI Consultants, Inc., for Construction Engineering and Inspection Services for Hart Bridge Approach Modifications be amended to incorporate the Scope of Services identified as Exhibit 'C' and Fee Schedule identified as Exhibit 'D'; increase the not-to-exceed limit for Construction Engineering and Inspection Services by \$662,128.79 to a new limit of \$2,517,858.27, thereby increasing the maximum indebtedness to the City by \$662,128.79 to a new maximum indebtedness of \$3,159,251.67 . All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	Approved 4 - 0

David Hahn	P-34-21	Introduce & Review Scope Willow Branch Canal Stabilization Project Department Of Public Works/Engineering & Construction Management Division	That the committee approves the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable state and federal laws.	Approved 4 - 0
David Hahn	P-05-22	Introduce & Review Scope Architectural and Engineering Services for Miscellaneous Park Improvement Projects (South) – Annual Contract Department Of Public Works/Engineering & Construction Management Division	That the committee approves the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable state and federal laws.	Approved 4 - 0
Guy Parola	P-58-16 AD#4	Contract Amendment No. 4 Real Estate Consultant Services Downtown Investment Authority/Department of Public Works/Real Estate Division	That Contract No. 10282 between the City of Jacksonville and CBRE, Inc., utilizing State Contract No. DMS-12-13007A COJ Agreement CTD119000007 for Real Estate Consulting Services be amended to delete the previous Exhibit 'C' and replace with the attached Scope of Services identified as "Revised Exhibit C". All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures, and applicable federal and state laws.	Approved 4 - 0
Alex Baker		Addition to Legal Related Services List Procurement Division	That the committee approve the request of the following company for inclusion on the Legal Related Services list under the category of Abstract and Title Insurance Services: Marika Sevin, Attorney at Law U.S. Patriot Title, LLC	Approved 3 - 0
Meeting Adjourned: 10:17 a.m.				

"The next PSEC meeting is scheduled to be held on Thursday, March 10, 2022."