City of Jacksonville, Florida

Lenny Curry, Mayor

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ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

Date: March 1, 2018

To: Gregory Pease, Chairman
Professional Services Evaluation Committee (PSEC)

From: Ed Randolph, Director of Business Development
Office of Economic Development(OED)

Michael Thomas, Real Estate Manager MRT
Office of Economic Development (OED)

Subject: P-09-18 Contracts Management and Maintenance/Caretaker Support Cecil Commerce Center
Subcommittee Report

The subcommittee received one (1) proposal for the Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance Florida and found it to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP). By previous action, PSEC has authorized OED to proceed with evaluation of the one response to the RFP. The proposal was evaluated using the selection criteria outlined in the Purchasing Code and augmented by the RFP (see attached matrix and proposed rate form from the proposer).

Based on the above, the following firm is qualified to perform the required services:

1) VT Griffin, Inc.

Please advise us when this item is placed on your agenda so we may be present. After a full committee review we request this ranking be forwarded to the Mayor's office for final review and confirmation.

Form 1 - Price Sheet

NAME OF CONSULTANT VT Griffin Services

Proposal Number P-09-18

SCHEDULE OF PROPOSED PRICES/RATES

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

   Cost plus 5%

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

   Principal (Partner or Senior Officer): $_____hr.

   Project Manager (Responsible Professional): $_____hr.

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

   See rate sheet in budget plan
   for various task projects

4. Estimated percentage of total fee to be performed by sub-contractors 50 %

5. Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel

   See rate sheets in budget plan

Evaluation Matrix

EVALUATION SCALE

1----------10

QUALIFIED EXTREMELY QUALIFIED

PROJECT NO. **P-09-18** **AVG**

PROJECT TITLE: **Contracts Management & Maintenance/Caretaker Support-CCC**

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	COST BREAKDOWN INFORMATIO N	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
VT GRIFFIN, INC.	**10.00**	**10.00**	**7.50**	**10.00**	**9.50**	**10.00**	**10.00**	**9.50**	**10.00**	**7.00**	**93.50**