

PUBLIC NOTICE

PSEC AGENDA
 PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING

Thursday, December 1, 2022, 10:00 a.m.

Eighth Floor, Conference Room 851

Ed Ball Building, 214 N. Hogan Street, Jacksonville, FL 32202

[Join Teams Meeting](#)

[Teams Meeting](#)

Committee Members: Dustin Freeman, Chairman
 Brennan Merrell, Treasury
 James McCain, Jr., OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRA EXP	OUTCOME
Mary DiPerna Carolina Teran-Oceguera	P-48-22	Contract Amendment No. 1 Disaster Recovery and Mitigation Consulting Services Jacksonville Fire & Rescue Department/Emergency Preparedness Division	That Contract No. 71181-21 between the City of Jacksonville and Ernst & Young, LLP for Disaster Recovery and Mitigation Consulting Services for Incidents and Events, be amended to increase the maximum indebtedness by \$400,000.00 to a new not-to-exceed amount of \$1,600,000.00. All other terms and conditions shall remain the same.		
Todd Smith Noah Ray	P-25-22	Fee & Contract Negotiations Training and Exercise Design, Management and Program Support Jacksonville Fire and Rescue/Emergency Preparedness Division	That the City of Jacksonville enter into a contract with The Olson Group, Ltd., for Training and Exercise Design, Management and Program Support by incorporating the attached Scope of Services identified as Exhibit 'A' and Contract Fee Services identified as Exhibit 'B'; the maximum indebtedness will be a not to exceed amount of \$322,100.00; and the period of services will be from execution of the contract thru September 30, 2023, with one (1) six-month renewal option remaining at terms mutually agreeable. All other terms and conditions are per the RFP and the City's standard contract language.		
Robin Smith Tom McInight	P-43-22	Introduce & Review Scope Construction Engineering and Inspection Services for 5 Bridge Projects Department of Public Works/Engineering & Construction Management Division	That the committee approve the Scope of Services/Request for Proposal(RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel appropriate to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.		
Robin Smith Tom McInight	P-37-22	Introduce & Review Scope Construction Engineering and Inspection Services for 5 Riverfront and 3 Park Improvement Projects Department of Public Works/Engineering & Construction Management Division	That the committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel appropriate to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.		
David Klages		Addition to Legal Related Services Procurement Division	That the committee review/approve the request of Cleveland T. Farnell on behalf Rogers, Taylor & Co for inclusion on the Legal Related Services List - Real Estate Acquisition Services.		
Patrick Greive Paul Barrett	N/A	Informational Update - Selection of Bank Loan Provider for the Better Jacksonville Series Tax Refunding Revenue Bond, Series 2022 Bank Loan/Bond Issuance Finance & Administration Department/Treasury Division	Treasury and Pension Procurement Procedures, and after careful consideration, the City's Treasury Division hereby notifies PSEC that it selected Wells Fargo Municipal Capital Strategies, LLC (subsidiary of Wells Fargo Bank, N.A.) to reserve for the City \$262,750,000.00 at a fixed interest rate of 2.54% ('All-in' true cost of 2.59%) and to be paid back over a period of 4.25 years. In addition to above, the City's Treasury Division selected: (i) PFM Financial Advisors as its Financial Advisor (ii) Greenberg Traurig as its Bond Counsel (iii) Bond Resources Partners, LP as the Verification Agent (iv) Computershare Trust Company, N.A. as the Registrar, Paying Agent and Escrow Agent		
Patrick Greive Paul Barrett	N/A	Informational Update - Providers for the Special Revenue Refunding Bonds, Series 2022A Issuance Finance & Administration Department/Treasury Division	Purpose: To refund partially the City's outstanding Better Jacksonville Sales Tax Refunding Revenue Bonds, Series 2012 & Series 2012A. Bank loan reserved for CO: \$262,750,000.00 at a fixed interest rate of 2.54% ('All-in' true cost of 2.59%) and to be paid back over a period of 4.25 years. Treasury and Pension Procurement Procedures, and after careful consideration, the City's Treasury Division hereby notifies PSEC that for the issuance it selected: (i) PFM Financial Advisors as its Financial Advisor (ii) Greenberg Traurig as its Bond Counsel (iii) Bryant Miller Olive as its Co-Disclosure Counsel (iv) Bank of America Securities, Inc. as the Senior Managing Underwriter (v) Citigroup Global Markets Inc. and Raymond James & Associates, Inc. as the Co-Managing Underwriters (vi) Bond Resource Partners, LP as the Verification Agent		

<p>Patrick Greive Paul Barrett</p>	<p>N/A</p>	<p>Informational Update - Providers for Special Revenue Bonds, Series 2022C Issuance Finance & Administration Department/Treasury Division</p>	<p>(vii) Computershare Trust Company, N.A. as the Registrar, Paying Agent and Escrow Agent Purpose: To refund portions of the City's outstanding Capital Improvement Refunding Revenue Bonds, Series 2012, and Special Revenue Refunding Bonds, Series 2012C. The par amount for issuance totaled \$120,380,000.00 with a final maturity of 10/1/2032 and an 'All-in' True Interest Cost of 2.07%.</p> <p>Informational Update - The Treasury Division hereby notifies PSEC in accordance with Section 126.313 of the purchasing code and the related Treasury and Pension Procurement procedures, that for the issuance it selected:</p> <ul style="list-style-type: none"> (i) PFM Financial Advisors as its Financial Advisor (ii) Greenberg Traurig as its Bond Counsel (iii) Bryant Miller Olive as its Co-Disclosure Counsel (iv) RBC Capital Markets LLC as the Sr. Mng. Underwriter (v) Bank of America Securities, Inc., Jefferies LLC and Ramirez & Co., Inc. as the Co-Managing Underwriters (vi) Bond Resource Partners, LP as the Verification Agent (vii) Computershare Trust Company, N.A. as the Registrar, Paying Agent and Escrow Agent <p>Purpose: To finance the acquisition and construction of certain capital equipment and improvements, and to refund certain Commercial Paper notes issued pursuant to the City's Commercial Paper program. The par amount for this issuance totaled \$99,175,000.00 with a final maturity of 10/1/2037 and an 'All-in' True Interest Cost of 3.65%.</p>
<p>Patrick Greive Paul Barrett</p>	<p>N/A</p>	<p>Providers for the Commercial Paper Program , September 2022 Issuance Finance & Administration Department/Treasury Division</p>	<p>Informational Update - The Treasury Division hereby notifies PSEC in accordance with Section 126.313 of the purchasing code and the related Treasury and Pension Procurement procedures, that for the issuance it selected:</p> <ul style="list-style-type: none"> (i) PFM Financial Advisors as its Financial Advisor (ii) Greenberg Traurig as its Bond Counsel (iii) J.P. Morgan as the Senior Managing Underwriter (iv) U.S. Bank National Assoc. as Dy. Registrar & Paying Agent <p>Purpose: To fund previously authorized COJ projects with an average life of less than 5 years, and projects that occurred during FY 2022. The par amount for this CP issuance totaled \$26,600,000.00 with anticipated periodic maturities and corresponding rollovers with varying interest rates (initial maturity on 10/27/2022 with interest rate of 2.05%).</p>

Meeting Adjourned:

"The next PSEC Meeting is scheduled to be held on Thursday, December 15, 2022"

EMPLOYEE SERVICES DEPARTMENT



MEMORANDUM

Date: November 17, 2022

To: Dustin Freeman, Chairman
Professional Services Evaluation Committee

From: Mary DiPerna, Chief, Compensation and Benefits *Mary DiPerna*
Carolina Teran-Oceguera, Manager, Compensation and Benefits
Employee Services Department *CTeran*

Subject: Review of RFP Submittals for P-48-22 ACA Administrative Services

The Employee Services Department received only two (2) valid proposals for the RFP solicitation for the ACA Administrative Services RFP (P-48-22).

Per Section 126.302(f) of the Procurement Code if:

“PSEC receives responses from less than three proposers, it shall resolicit proposals from proposers previously solicited and from additional persons, unless it determines, in writing, that no advantage would be obtained by resoliciting. Notwithstanding the number of responses received, PSEC may proceed to consider those proposers responding to the resolicitation or to the initial solicitation if it determines, in writing, that no advantage would be obtained by resoliciting.”

Procurement e-mailed Medcom, UnifyHR, Benefit Coordinators Corporation, and Worxtime/Equifax and invited them to bid on the RFP.

The existing contract for services with Worxtime/Equifax expires on April 30, 2023, and there are no extension provisions in the existing contract beyond April 30th.

Considering the foregoing information, staff requests the process that should be followed to ensure the continued services of the ACA Administrative Services.



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Jacksonville Fire and Rescue
Emergency Preparedness Division
(904) 255-3110
www.coj.net/jaxready

MEMORANDUM

November 15, 2022

TO: Dustin Freeman, Chairman
Professional Services Evaluation Committee

FROM: Noah Ray, Emergency Preparedness Supervisor *NR*
Jacksonville Fire & Rescue Department/Emergency Preparedness Division

THROUGH: Chief Todd Smith, Division Chief *TS*
Jacksonville Fire & Rescue Department/Emergency Preparedness Division

SUBJECT: P-25-22 Training and Exercise Design, Management, and Program Support

As a result of fee and contract negotiations with The Olson Group, Ltd., we recommend that the City enter into a contract with The Olson Group, Ltd., for Training & Exercise Design, Management & Program Support.

The Olson Group, Ltd., has agreed to the following:

1. Adding *Other Direct Project Costs* to support implementation and conduct of exercises, including but not limited to: costs for venue rental charges, meeting expenses, transportation charges, subject matter expert services, communications equipment, simulation technology services, video documentation, and other costs not to exceed \$200,000.00. These costs are in addition to the flat fee of \$122,100.00, bringing the total project cost to \$322,100.00.

These costs will be funded through the Regional Catastrophic Preparedness Grant Program award.

The contract shall begin upon signature by both parties through September 30, 2023, with an option to renew for an additional six months until March 30, 2024. This option is contingent upon approval for a six-month extension request being approved by FEMA to extend the grant period of performance and budget period. All other terms and conditions are according to the Scope of Services outlined in the Request for Proposal. The maximum indebtedness shall not exceed \$322,100.00 for the term of the contract.

Section 4

Description of Services and Deliverables

4.1 BACKGROUND AND PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)

The City of Jacksonville ("City"), through its Division of Emergency Preparedness ("EPD"), is seeking qualified responses to this opportunity, made available under the Regional Catastrophic Preparedness Grant Program (RCPGP), an initiative funded by the Federal Emergency Management Agency (FEMA) of the U.S. Department of Homeland Security (DHS). This project is directed by the Regional Catastrophic Planning Team (RCPT) and its associated subcommittees; specifically, the RCPT Training and Exercise Subcommittee. The purpose of the RCPGP funding is to support preparedness efforts of local jurisdictions, spanning multiple counties, in planning, training, and exercising for potential catastrophic events or disasters impacting the areas within Jacksonville's Metropolitan Statistical Area (MSA).

Through this Request for Proposal (RFP) the City is seeking establish contracts with a company that can provide Homeland Security Exercise & Evaluation Program (HSEEP) trained staff to serve as exercise designers, exercise directors, controllers, facilitators, evaluators, and support staff to assist in the development and implementation of a Regional Multi-Year Training and Exercise Schedule (RMTES) that will support and test capabilities related to the various operational plans and supporting documents for the Region developed under RCPGP Fiscal Year (FY) 2019 - 2023 grant.

The federal HSEEP is a common exercise policy and program guidance that constitutes a national standard for exercises and is maintained by FEMA's National Preparedness Directorate, DHS. HSEEP includes consistent methodology and terminology that can be used by all exercise planners, regardless of organizational nature or composition. The HSEEP guidance integrates language and concepts from the National Response Framework, NIMS, National Preparedness Goals, existing local, state, and federal exercise programs, and prevention and response protocols from all levels of government.

4.2 PROJECT PARTICIPATION

As prescribed by the RCPGP, the region as designated by DHS is comprised of five counties, three beach municipalities, and the City of Baldwin, these are based on the U.S. Census Bureau's Metropolitan Statistical Area (MSA). Jacksonville, as well as a surrounding county, beach municipalities will be known as the MSA, non-profit and outside agencies henceforth.

Counties	Municipalities	Non-Profit Agencies	Outside Agencies
Baker County	Atlantic Beach	Farm Share	CSX
Clay County	Jacksonville Beach	Feeding NE Florida	JAA
Duval County	Neptune Beach	Hunger Fight	JEA
St. Johns County	Town of Baldwin	Ronald McDonald	Norfolk Southern
Nassau County		Salvation Army	USCG Sector Jacksonville
		United Community Outreach Ministry (UCOM)	Private Sector Partners Healthcare Facilities

EVA 'A'

As required by the RCPGP, a governing body which reports to the Jacksonville Urban Area Working Group (UAWG) has been formed called the Regional Catastrophic Planning Team (RCPT) to direct activities, monitor deliverables and share subject matter expertise under this grant program. Membership includes representatives from each of the localities listed above as well as representatives from key regional agencies, including, but not limited to:

- FEMA Region 4
- Jacksonville Ports Authority (JAXPORT)
- Jacksonville Electric Authority (JEA)
- Jacksonville Aviation Authority (JAA)
- Jacksonville Transportation (JTA)

Since the City of Jacksonville's Emergency Preparedness Division (EPD) has been designated the sole fiscal agent to administer RCPGP funds in this region, EPD will identify a Project Manager to oversee the work of the Sub-grantee and monitor that deliverables are being met. The project manager will be the primary point of contact for the Sub-grantee for both fiscal and programmatic issues.

The RCPG Project Manager will:

- Coordinate all activities related to the RCPG, both programmatic and fiscal Approve
- Sub-grantee task orders
- Ensure program objectives are met, including task order work and deliverables
- Support RCPT and workgroup activities
- Report progress to the RCPT

4.3 Project Coordination:

The deliverables for this project will supplement the RCPGP documents developed through the program, as well as other applicable reference documents, including but not limited to:

- Regional Catastrophic Incident Coordination Plan (RCICP)
- Regional Emergency Warning and Public Information Annex
- Regional Logistics and Resource Management Annex
- Regional Evacuation Annex
- Regional Mass Care and Sheltering Annex
- Regional Private Sector Integration Plan
- n (PSIP)
- Local Logistics and Operations Plans from within the MSA
- The National Response Framework (NRF)
- Homeland Security Exercise and Evaluation Program (HSEEP) Doctrine
- The National Disaster Recovery Framework (NDRF)
- Presidential Policy Directive 8 (PPD-8)
- Homeland Security Presidential Directive 9 (HSPD8)
- The National Incident Management System (NIMS)
- Robert T Stafford Act

Whole Community Planning:

All plans developed through this grant program must use a "Whole Community" approach to Emergency Management. This means planning for the actual makeup of a community, making sure that the plans meet

EXB 'A'

the needs of every disaster survivor regardless of age, economics, or accessibility requirements.

4.4 SCOPE OF SERVICES

The selected Sub-Grantee, under the supervision of the RCPGP Training and Exercise Subcommittee, will carry out the following Scope of Services including:

- Develop and implement a Regional Multi-Year Training and Exercise Schedule using a progressive approach, consisting of:
 - (1) Seminar (Kickoff Meeting)
 - (2) Workshops (Planning, Design, and Conduct)
 - (2) Tabletop Exercises (Planning, Design, and Conduct)
 - (2) Functional Exercises (FE) (Planning, Design, and Conduct)
 - (1) Full Scale Exercise (FSE) (Planning, Design, and Conduct)
 - *As needed:* Games, Drills
- Assisting EPD in creating goals, assessing core capabilities and threats within the Jacksonville MSA and its municipalities.
- Facilitate, draft, and complete After Action Reviews (AARs) and Improvement Plans after each event and exercise.

Phase 1: Planning and Organization

Contractor will review the current FEMA's Regional Emergency Preparedness Plan as well as the FY2019 Regional Catastrophic Preparedness Grant Program (RCPGP) programmatic documents to understand the scope of work and grant background information.

Contractor will work with EPD representatives to ensure any data necessary for exercise design that needs to be incorporated from the current plan, including figures, tables, and maps, is collected and updated if necessary.

Contractor will conduct preliminary research and coordinate with stakeholders to gather updated data and information analysis. The purpose of the analysis is to assist in developing realistic exercise scenarios by understanding what risks are present in the region, who is at the greatest risk should a catastrophic disaster or event occur, and what resources need to be prioritized.

Deliverable #1: Contractor will be expected to invite the project management and advisory committee to an Introductory Seminar (Kickoff) to review the preliminary Regional Multi-Year Training and Exercise Schedule (RMTES). The Contractor product should include identification of exercise objectives and capabilities to be tested.

- EPD will assist in identifying needed expertise for the design team and recruiting design team members which may include members of EPD and local representatives.
- Discuss the format for exercise planning meetings.
- A primary objective of the exercise program is to test notification, evacuation procedures, and coordination of involved agencies in response to a catastrophic or significant incident in the MSA or at the intermodal facilities of those potentially impacted.
- Simulated incident response activity will test the ability to identify and mobilize life-sustaining commodities, resources, and services in support of the Logistics and Supply Chain Management core capability in support of the Food, Water, and Sheltering Community Lifeline
- Exercises should include at least one location from the "*commodity flow study*" with the intent to learn more regarding the effects of significant incidents/events or intermodal locations.

FLB 'A'

Phase 2: Discussion Based Exercises

Deliverable #2: Develop one Workshop and conduct four times (one-on-one between County stakeholders and Regional Catastrophic Planning Team) at four separate Counties within the MSA. The purpose of this discussion-based exercise is to provide participants with an awareness of the concept of operations being developed in the Regional Catastrophic Incident Coordination Plan (RCICP) and related local plans:

- Logistics and Resource Management Annexes/Plans
- Local Evacuation Annexes/Plans
- Local Emergency Public Information and Warning Annexes/Plans
- Local Mass Care and Sheltering Annexes/Plans

Participants of the Workshop will have an opportunity to develop and evaluate actions, protocols, and procedures within the RCICP and Annexes and validate its contents in a group setting.

The Exercise Design Team and subject matter experts, shall:

- Identify objectives of the Workshop.
- Facilitate the Workshop design process at conferences and meetings including the development of agendas, presentations, and minutes, as required.
- Develop HSEEP-compliant materials including written and visual, as required.
- Facilitate invitations and coordinate logistics at host facilities, including arrangement for space, rental equipment, and materials for the Workshop.
- Provide team members such as facilitators, data collectors, evaluators, if necessary.
- Submit one After Action Report (AAR) and Improvement Plan (IP) (electronically) based on Hotwashes and feedback from all four Workshops.

Deliverable #3: Develop a Training Workshop and conduct virtually (using one location as an in-person host location) within the MSA. The purpose of this Training Workshop is to provide participants with 1) an overview of the Regional PSIP and the information system platform; and 2) conduct hands-on-training on how to navigate, request, and track resources through the PSIP Inventory Database Tool and the selected information system platform.

The Exercise Design Team and subject matter experts, shall:

- Identify objectives for the Training Workshop.
- Facilitate the Training Workshop design process at conferences and meetings including the development of agendas, presentations, and minutes, as required.
- Develop HSEEP-compliant materials including written and visual, as required.
- Facilitate invitations and coordinate logistics at host facilities, including arrangement for space, rental equipment, and materials for the Training Workshop.
- Provide team members at the Training Workshop, such as facilitators, if necessary.

Deliverable #4: Develop a HSEEP-compliant Exercise Plan (EXPLAN) and Exercise Evaluation Guides (EEGs) for a functional exercise (to be conducted at a later date). The purpose of conducting a functional exercise is to build from previous training workshops and discussion-based exercises to test multiple operational plans, including, but not limited to:

- Regional Catastrophic Incident Coordination Plan (RCICP)
- Local Logistics and Resource Management Annexes/Plans
- Local Evacuation Annexes/Plans
- Local Emergency Public Information and Warning Annexes/Plans

EXB A'

- Local Mass Care and Sheltering Annexes/Plans
- Private Sector Inventory Database

Specifically, the EXPLAN and EEGs will be developed for a future functional exercise that will test a venue's ability to stand up a Reception Center to include ingress and egress traffic; evacuee intake; volunteer intake, identification of on-ward movement location for evacuees; just-in-time training of Point of Distribution (POD) operational personnel; and the simulation of resource requests through the developed resource inventory database.

The Exercise Design Team and subject matter experts, shall:

- Review resource inventory, requesting, and tracking process as detailed in the PSIP.
- Review the evacuee tracking tool, if developed.
- Working with the Venue Leads, identify objectives of the functional exercise.
- Facilitate the exercise design process and develop HSEEP-compliant exercise materials including written (EXPLAN and EEGs) and visual.

Phase 3: Operational Exercises

Deliverable #5: Conduct two HSEEP-compliant functional exercises at a minimum of one venue each. The functional exercises will test a venue's ability to stand up a Regional Point of Distribution (POD) Center and Reception Center to include ingress and egress traffic; evacuee intake; identification of an on-ward movement location for evacuees; just-in-time training for operational personnel; and the simulation of resource requests through the developed resource inventory database.

The Exercise Design Team and subject matter experts, shall:

- Review Functional Exercise EXPLAN and EEGs with Venue Leads.
- Facilitate the Functional Exercise design process at conferences and meetings including the development of agendas, presentations, and minutes, as required.
- Develop HSEEP-compliant materials including written and visual, as required.
- Facilitate invitations and coordinate logistics at host facilities, including arrangement for space, rental equipment, and approved materials expended for the Exercise.
- Provide team members at the Functional Exercise, such as facilitators, evaluators, if necessary.
- Submit one AAR and IP.

Deliverable #6: Conduct one multi-jurisdictional, multi-agency, Full Scale Exercise (FSE). The FSE will test the ability for jurisdictions to conduct notifications within the MSA; identify appropriate transportation routes based on the scenario; coordinate response resources to support the transportation of evacuees; activate Regional Point of Distribution and Reception Centers; and intake, process, and move evacuees to shelters, if required.

The Exercise Design Team and subject matter experts, shall:

- Review and incorporate venue activation process as presented in the Regional Hub and Reception Center Planning Guide.
- Review resource inventory, requesting, and tracking process as presented in a Regional PSIP inventory tool.
- Review and incorporate resource requesting and tracking process as presented in the logistics and resource management plan and developed tool.
- Review and implement evacuee tracking process.

EXB 'A'

- Facilitate the Exercise design process at conferences and meetings including the development of agendas, presentations, and minutes, as required.
- Develop HSEEP-compliant materials including written and visual, as required.
- Facilitate invitations and coordinate logistics at host facilities, including arrangement for space, rental equipment, and materials expended during the FSE.
- Provide team members at the FSE, such as facilitators, controllers, and evaluators, if necessary.
- Submit one AAR and IP.

Deliverable #7: Facilitate a post-series update of the Regional Multi-Year Training and Exercise Schedule (RMTES) that provides the foundation for the continued implementation, improvement, and sustainment of the various regional plans.

The Exercise Design Team and subject matter experts, shall:

- Facilitate a closing meeting, which summarizes the results of the exercise series, and will serve as the inaugural Regional Training and Exercise Planning Meeting for the region.
- Define goals and objectives as well as milestones and proficiency levels to be achieved through the implementation of the RMTES in the future.
- Regional partners should utilize this meeting to update their schedules of training and exercises in response to outcomes determined through the RCPGP-funded exercise series.

4.5 PROGRAMMATIC ACTION PLAN

Response to this RFP should include the following and referenced as Exhibits. See Attachment A for additional details including response format.

1. Cover Letter (Executive Summary)
 - i. The letter of introduction or executive summary must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal.
2. Project Approach & Methodology
 - i. Discuss in detail Sub-grantee's overall approach and methodology for the work to be performed. Discuss in detail Proposer's experience in developing Regional Catastrophic Training and Exercise Programs and if possible provide copies of such plan(s). Discuss in detail Proposer's work plan to manage the project, meeting the provided deliverable schedule. Include discussion on any software and computer database management tools that will be used to conduct and analyze its research.
 - ii. Provide location of the office from which the services will be conducted within the Jacksonville MSA.
 - iii. Work plan Tasks: Describe the research approach for tasks as reflected in the Scope of Work. Describe the overall approach to information management and security for this project.
 - iv. Organization and Staffing of Project: Discuss the overall resources of the firm to accomplish the work, including available personnel, equipment and present workload. Include a description of how the Proposer proposes to staff this engagement and which task(s) in which Project would be assigned to each staff member. Discuss other on-going projects of the Proposer, and how it plans to handle and coordinate those efforts, and the work to be performed pursuant to this RFP, if award a contract.
 - v. Project Schedule: Provide a project schedule that generally identifies tasks; staff allocated for each major task outlining specific deliverables; and specific start and completion dates for each major task, as applicable. The Proposer should speak to the time requirement for the initiation and completion of each task listed herein.

Exb 'A'

- vi. For any and all Sub-Contractors that may be utilized, clearly delineate the services to be performed and how the Proposer plans to coordinate the work with the sub-contractors.
- vii. OPTIONAL-Provide available and option services that the Proposer can provide, while not specifically requested at this time, and how Proposer would cost it out.

3. Professional Qualifications: Special Terms and Conditions

- i. Contractor Profile
 - a. Name, Address, Telephone and Contact Person
 - b. Brief Description of your firm or any joint venture
- ii. Contractor References (Exhibit 4)
 - a. A description of not more than four projects similar in size and scope prepared by your Contractor. The description must include client name and contact information, project budget, project schedule and project summary. If the project is in progress, the starting date and project end date should be indicated. Descriptions should be limited to no more than two pages for each project.
- iii. Scope of Project: Capacity
 - a. A description of the Contractor's ability to take on a project of this size, scope and under the given deadline.
 - b. Contractor's available resources to be dedicated to this project.
- iv. Contractor License
 - a. A copy of the Contractor's appropriate license
 - b. A copy of the Contractor's license to do business in Florida
- v. Personnel and Management
 - a. A description of personnel required to manage the project.
 - b. Resumes of all personnel involved
 - c. Organizational Chart and job descriptions
- vi. Minimum Qualifications and Experience
 - a. Detail your Contractor's overall qualifications and experience to perform comprehensive emergency management services including project management and planning similar in scope as described in this RFP.

Preliminary Cost Proposal (Form 2): The JFRD EPD in coordination with the RCPT intends to award this contract to the Contractor that it considers will provide the best overall program services. The City of Jacksonville EPD reserves the right to accept other than the lowest priced offer and to reject any proposals that are considered non-responsive.

- i. Total not-to-exceed figure for the project included in this RFP.
- ii. Hourly rates for all team members. Itemized costs that the Contractor determines would be necessary for successful completion of this proposal.

Confidentiality Clause (Form 3)

- This project will give the chosen contractor access to confidential plans and information from throughout the region. The selected Contractor and all sub- contractors must keep all information received and produced from this project confidential. No information from this project can be disseminated without the written consent of the owner and proprietor of the information.

EXB 'A'

4.6 EVALUATION AND SELECTION CRITERIA

An Evaluation Committee (EC) composed of members of the executive RCPT will review proposals and responses. The group will review each proposal based upon the components of the response, which are listed above.

In evaluating the Proposals, the EC will first consider the completeness and responsiveness of the Respondent's Proposal. The Proposal evaluation process is organized into three phases:

Phase I	Preliminary Proposal Assessment
Phase II	Proposal Evaluation
Phase III	Site Visits and/or Oral Presentations (if necessary)

Phase I - Preliminary Proposal Assessment

Phase I will involve an assessment of the Respondent's compliance with and adherence to all submittal requirements requested in Section V **Proposal Responses**. Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal may, at the discretion of the Evaluation Committee be rejected from further consideration due to "non- responsiveness" and rated Non-Responsive. Proposals providing responses to all sections will be eligible for detailed analysis in Phase II, Proposal Evaluation.

Phase II - Proposal Evaluation

In Phase II, the Evaluation Committee will evaluate how a Respondent's Proposal meets the service requirements set forth in the RFP. Phase II will include an analysis of the Respondent's qualifications, experience, proposed implementation and management plan, cost proposal and other factors based on the evaluation criteria outlined in **Evaluation Criteria**.

As part of the evaluation process, the Evaluation Committee will review the required information for each Proposal received. The Evaluation Committee may also review other information gained by checking references and by investigating the Respondent's financial condition.

The JFRD EPD reserves the right to seek clarification of any information that is submitted by any Respondent in any portion of its Proposal or to request additional information at any time during the evaluation process. Any material misrepresentation made by a Respondent may void the Proposal and eliminate the Respondent from further consideration.

Evaluation Criteria

In Phase II, the Evaluation Committee will review the Respondent's Proposal to determine overall responsiveness and completeness of the Proposal with respect to the components outlined in the RFP using the following criteria (not necessarily listed in order of importance):

Professional and Technical Competence:

Ability to provide the Services described in the RFP, including capacity to perform the Scope of Services described in Exhibit 1 of this RFP.

Professional Qualifications and Specialized Experience of Respondent and its Team on projects of similar

EXB'A'

scope and magnitude (e.g., specifically with respect to large organizations, and government agencies).

Professional Qualifications and Specialized Experience of Respondent's Key Personnel (and Team Members) and Local Availability of Key Personnel committed to the City of Jacksonville.

Past and Current Performance of the Respondent (and Team members) on other contracts in terms of quality of services, operating within budget and compliance with performance schedules. The Committee may solicit from current and/or previous clients including the City of Jacksonville, other government agencies, or any available sources, relevant information concerning the Respondent's record of performance.

Quality, Comprehensiveness and Adequacy of the proposed Implementation and Management Plan including ability to meet service levels, capacity to support the project based on staffing plan including supervisory key personnel who will manage and oversee program.

The Evaluation Committee will review each Proposal for the Respondent's understanding of the objectives of the Services and how these objectives may be best accomplished. Each Respondent will be evaluated on their overall strategy, methodology and approach to meeting the City's service level needs.

Pricing/Cost Proposal. The City of Jacksonville, EPD will consider completeness and adequacy of cost as per the Fee Proposal (Form 1).

4.7 ELIGIBLE APPLICANTS AND AVAILABILITY OF FUNDS

Available Funding

Grants awarded by the City of Jacksonville will be from the FY2019 RCPGP. Through this competitive grant program, the City of Jacksonville EPD, will make available a maximum funding to complete the applicable deliverables as outlined in this RFP.

Grant Period

Awards are anticipated begin on or about July 2022. The specific performance period for the grant will be designated in a grant agreement that is issued. The term of FY 2019 RCPGP concludes September 30, 2023.

Eligible Applicants

This is open to consultant agencies, contractors, and/ or organizations.

Method of compensation

The method of compensation shall be reimbursement. The selected Contractor must maintain appropriate record of costs expended and will submit expenditure information to the City of Jacksonville EPD for reimbursement on a monthly basis.

EXH 'A'

scope and magnitude (e.g., specifically with respect to large organizations, and government agencies).

Professional Qualifications and Specialized Experience of Respondent's Key Personnel (and Team Members) and Local Availability of Key Personnel committed to the City of Jacksonville.

Past and Current Performance of the Respondent (and Team members) on other contracts in terms of quality of services, operating within budget and compliance with performance schedules. The Committee may solicit from current and/or previous clients including the City of Jacksonville, other government agencies, or any available sources, relevant information concerning the Respondent's record of performance.

Quality, Comprehensiveness and Adequacy of the proposed Implementation and Management Plan including ability to meet service levels, capacity to support the project based on staffing plan including supervisory key personnel who will manage and oversee program.

The Evaluation Committee will review each Proposal for the Respondent's understanding of the objectives of the Services and how these objectives may be best accomplished. Each Respondent will be evaluated on their overall strategy, methodology and approach to meeting the City's service level needs.

Pricing/Cost Proposal. The City of Jacksonville, EPD will consider completeness and adequacy of cost as per the Fee Proposal (Form 1).

4.7 ELIGIBLE APPLICANTS AND AVAILABILITY OF FUNDS

Available Funding

Grants awarded by the City of Jacksonville will be from the FY2019 RCPGP. Through this competitive grant program, the City of Jacksonville EPD, will make available a maximum funding to complete the applicable deliverables as outlined in this RFP.

Grant Period

Awards are anticipated begin on or about July 2022. The specific performance period for the grant will be designated in a grant agreement that is issued. The term of FY 2019 RCPGP concludes September 30, 2023.

Eligible Applicants

This is open to consultant agencies, contractors, and/ or organizations.

Method of compensation

The method of compensation shall be reimbursement. The selected Contractor must maintain appropriate record of costs expended and will submit expenditure information to the City of Jacksonville EPD for reimbursement on a monthly basis.

EXB A'

Form 1 - Price Sheet

NAME OF CONSULTANT The Olson Group, Ltd.

Proposal Number P-25-22

SCHEDULE OF PROPOSED PRICES/RATES

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

\$122,100.00

Deliverable #1	<u>\$ 4,300.00</u>
Deliverable #2	<u>\$ 17,500.00</u>
Deliverable #3	<u>\$ 17,400.00</u>
Deliverable #4	<u>\$ 14,000.00</u>
Deliverable #5	<u>\$ 32,700.00</u>
Deliverable #6	<u>\$ 31,100.00</u>
Deliverable #7	<u>\$ 5,000.00</u>

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.
Exercise Director	\$ _____ hr.
Evaluator	\$ _____ hr.
Controller	\$ _____ hr.
Facilitator	\$ _____ hr.
Support staff	\$ _____ hr.

3. Other Direct Project Costs Not to Exceed \$200,000.00

Including but not limited to:

Venue rental charges, Meeting expenses, Transportation charges,

Subject matter expert services, Communications equipment,

Simulation technology services, Video documentation, Etc.

4. Estimated percentage of total fee to be performed by sub-contractors 0 %

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

Elb 'B'

Federal Form 1
Certification Regarding Debarment, Suspension

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (l)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name Project Name Jacksonville Training & Exercise Design, Management & Program Support

Title Project Number P-25-22

Firm Tax ID Number 20-3551189

Street Address DUNS Number 11 Canal Center Plaza, Suite 103 DUNS: 623579898

City, State, Zip Alexandria, Virginia 22314

Signature 

Date June 17, 2022

**Federal Form 2
Certification Regarding Lobbying**

The undersigned Vendor/Contractor certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--L.L.L., "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Vendor/Contractor, , certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

Signature of Vendor/Contractor's Authorized Official 

Name and Title of Vendor/Contractor's Authorized Official Kyle B. Olson, President

Date: June 17, 2022

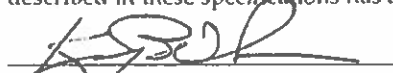
Form 2 - Conflict of Interest Certificate

RFP No. P-25-22

Bidder must execute either Section I or Section II hereunder relative to Florida Statute 112.313(12). Failure to execute either Section may result in rejection of this bid proposal.

SECTION I

I hereby certify that no official or employee of the City or independent agency requiring the goods or services described in these specifications has a material financial interest in this company.


Signature

Kyle B. Olson, President
Name of Official (Type or Print)

The Olson Group, Ltd.
Company Name

11 Canal Center Plaza, Suite 103
Business Address

Alexandria, Virginia 22314
City, State, Zip Code

SECTION II

I hereby certify that the following named City official(s) and employee(s) having material financial interest(s) (in excess of 5%) in this company have filed Conflict of Interest Statements with the Supervisor of Elections, 105 East Monroe Street, Jacksonville, Duval County Florida, prior to bid opening.

Name	Title or Position	Date of Filing
<u>Not applicable</u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Signature

Name of Official (Type or Print)

Company Name

Business Address

City, State, Zip Code

PUBLIC OFFICIAL DISCLOSURE

Section 126.110 of the Purchasing Code requires that a public official who has a financial interest in a bid or contract make a disclosure at the time that the bid or contract is submitted or at the time that the public official acquires a financial interest in the bid or contract. Please provide disclosure, if applicable, with bid.

Public Official Not Applicable


Position Held:

Position or Relationship with Bidder:

Form 3 - Confidentiality Agreement

This project will give the chosen contractor access to confidential plans and information from throughout the region. The selected Contractor and all sub- contractors must keep all information received and produced from this project confidential. No information from this project can be disseminated without the written consent of the owner and proprietor of the information.

I hereby certify that no information obtained during the course of project implementation will be shared, reproduced, or otherwise made available without prior written consent of the owner and proprietor of the information.



Signature
Kyle B. Olson, President

Name of Official (Type or Print)

The Olson Group, Ltd.

Company Name
11 Canal Center Plaza, Suite 103

Business Address
Alexandria, Virginia 22314

City, State, Zip Code



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

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

TO: Dustin Freeman, Chairperson
Professional Services Evaluation Committee

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

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

Tom McKnight, Manager, Construction Management Section
Engineering and Construction Management Division

DATE: November 15, 2022

**RE: REQUEST FOR PROPOSALS – RFP NO. P-43-22
CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR
5 BRIDGE PROJECTS**

Please take appropriate action to issue the attached Request for Proposals (RFP) for subject professional services.

The following information is furnished as required by the Ordinance Code and Procurement Department Regulations:

1. The general purpose of these services is stated in the accompanying RFP.
2. The objective of this request is to make available professional services as stated in the RFP.
3. The services shall be performed in accordance with negotiated time schedules.
4. The cost for these services is estimated at approximately \$2,800,000.
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.
8. The Department of Public Works does not have the in-house capabilities to provide these services.

9. A subcommittee composed of Robin Smith, P. E., Chief, Engineering and Construction Management Division, 255-8710; and Tom McKnight, Manager, Construction Management Section, Engineering and Construction Management Division, 255-8744, is assigned to review submittals for this RFP.
10. Internal Services administrative costs should be charged to Account No. PWEN011AD.
11. Funding will be identified at the time purchase orders are issued for these services.
12. All firms who have expressed an interest in furnishing Professional Engineering Services as detailed in the RFP should be mailed a notice of this RFP.
13. The subcommittee members assigned to this RFP have read and understand the Procurement Administrative Code dated April 2022.
14. Three (3) weeks is believed to be sufficient time for interested parties to respond to this RFP.

We certify the contents of this memorandum are correct and true to the best of our knowledge.

Attachment: Request for Proposals
Risk Management Approval (sent by e-mail)
EBO Approval (sent by e-mail)

cc: Lori West, Contract Specialist, Engineering Division



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

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

TO: Dustin Freeman, Chairperson
Professional Services Evaluation Committee

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

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

Tom McKnight, Manager, Construction Management Section
Engineering and Construction Management Division

DATE: November 15, 2022

**RE: REQUEST FOR PROPOSALS – RFP NO. P-37-22
CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR
5 RIVERFRONT AND 3 PARK IMPROVEMENT PROJECTS**

Please take appropriate action to issue the attached Request for Proposals (RFP) for subject professional services.

The following information is furnished as required by the Ordinance Code and Procurement Department Regulations:

1. The general purpose of these services is stated in the accompanying RFP.
2. The objective of this request is to make available professional services as stated in the RFP.
3. The services shall be performed in accordance with negotiated time schedules.
4. The cost for these services is estimated at approximately \$3,500,000.
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.
8. The Department of Public Works does not have the in-house capabilities to provide these services.

9. A subcommittee composed of Robin Smith, P. E., Chief, Engineering and Construction Management Division, 255-8710; and Tom McKnight, Manager, Construction Management Section, Engineering and Construction Management Division, 255-8744, is assigned to review submittals for this RFP.
10. Internal Services administrative costs should be charged to Account No. PWEN011AD.
11. Funding will be identified at the time purchase orders are issued for these services.
12. All firms who have expressed an interest in furnishing Professional Engineering Services as detailed in the RFP should be mailed a notice of this RFP.
13. The subcommittee members assigned to this RFP have read and understand the Procurement Administrative Code dated April 2022.
14. Four (4) weeks is believed to be sufficient time for interested parties to respond to this RFP.

We certify the contents of this memorandum are correct and true to the best of our knowledge.

Attachment: Request for Proposals
Risk Management Approval (sent by e-mail)
EBO Approval (sent by e-mail)

cc: Lori West, Contract Specialist, Engineering Division



**JASON R. TEAL
GENERAL COUNSEL
CITY OF JACKSONVILLE**

OFFICE OF GENERAL COUNSEL

JAMES R. McCAIN, JR.
Assistant General Counsel

117 W. Duval Street, Suite 480 | Jacksonville, FL 32202
Direct: (904) 255-5064 | Fax: (904) 255-5120
JMcCain@coj.net

November 28, 2022

Alex Baker
Professional Services Specialist
Finance and Administration Department, Procurement Division
214 North Hogan Street, Suite 800
Jacksonville, Florida 32202

RE: Rogers, Taylor & Co.
Cleveland T. Farnell

Dear Ms. Baker:

I have completed my review of the information provided by Cleveland T. Farnell on behalf of Rogers, Taylor & Co. and have conclude that Rogers, Taylor & Co. is a qualified, interested, and available source for real estate acquisition services. Accordingly, I recommend that Rogers, Taylor & Co. be added to the list maintained pursuant to Section 126.308(b), *Ordinance Code*.

Please contact me with any questions.

Sincerely,

James McCain
Assistant General Counsel

Rogers, Taylor & Co.

*Licensed Real Estate Broker
Since 1916*

September 26, 2022

Ms. Alex Baker
Professional Services Specialist
Ed Ball Building - 8th Floor
Jacksonville, FL 32202

Dear Ms. Baker:

For the last several years I have been helping the Jacksonville Electric Authority (JEA) with their real estate needs, mostly buying easements on their behalf. I have been doing this work through Wesjax Development Company, of which I am an officer.

At this time, I would like to add my company, Rogers, Taylor & Co. (RTC), to the City of Jacksonville's Legal Related Services List – Real Estate Acquisitions. I plan to continue my real estate work for the JEA under RTC.

RTC does not currently carry any insurance. Please let me know what is needed and I will get the coverage.

Enclosed you will find the executed Conflict of Interest Certificate, a copy of Rogers, Taylor & Co's license and a copy of my real estate license.

Please let me know what other information may be needed.

Sincerely,



Cleveland T. Farnell
President

CONFLICT OF INTEREST CERTIFICATE

Bidder must execute either Section I or Section II hereunder relative to Florida Statute 112.313(12). Failure to execute either Section may result in rejection of this bid proposal.

SECTION I

I hereby certify that no official or employee of the City or independent agency requiring the goods or services described in these specifications has a material financial interest in this company.


Signature

Rogers, Taylor & Co.
Company Name

C. T. Farnell, President
Name of Official (Type or Print)

1725 Memorial Park Dr.
Business Address

Jacksonville, FL 32204
City, State, Zip Code

SECTION II

I hereby certify that the following named City official(s) and employee(s) having material financial interest(s) (in excess of 5%) in this company have filed Conflict of Interest Statements with the Supervisor of Elections, 105 East Monroe Street, Jacksonville, Duval County Florida, prior to bid opening.

Name	Title or Position	Date of Filing
_____	_____	_____
_____	_____	_____
_____	_____	_____
Signature	Company Name	
_____	_____	
Print Name of Certifying Official	Business Address	

City, State, Zip Code

PUBLIC OFFICIAL DISCLOSURE

Section 126.110 of the Purchasing Code requires that a public official who has a financial interest in a bid or contract make a disclosure at the time that the bid or contract is submitted or at the time that the public official acquires a financial interest in the bid or contract. Please provide disclosure, if applicable, with bid.

Public Official _____

Position Held: _____

Position or Relationship with Bidder: _____

Ron DeSantis, Governor

Halsey Beshears, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

DIVISION OF REAL ESTATE

THE CORPORATION HEREIN HAS REGISTERED UNDER THE
PROVISIONS OF CHAPTER 475, FLORIDA STATUTES

ROGERS TAYLOR & CO
1725 MEMORIAL PARK DRIVE
JACKSONVILLE FL 32204

LICENSE NUMBER: CQ74807

EXPIRATION DATE: MARCH 31, 2023

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

DIVISION OF REAL ESTATE

THE BROKER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 475, FLORIDA STATUTES



FARNELL, CLEVELAND T

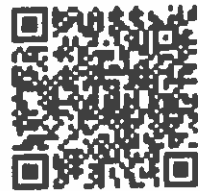
4900 ORTEGA BLVD

JACKSONVILLE FL 32210-8342

LICENSE NUMBER: BK185472

EXPIRATION DATE: SEPTEMBER 30, 2024

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



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City of Jacksonville, Florida

Finance and Administration Department
117 West Duval Street, Suite 300
Jacksonville, FL 32202
(904) 255-5355
www.coj.net

November 22, 2022

MEMORANDUM

TO: Dustin Freeman, Chairperson, Professional Services Evaluation Committee

FROM: Roger Phillips, Senior Manager of Debt 

RE: **Selection of Bank Loan Provider for the Better Jacksonville Sales Tax Refunding Revenue Bond, Series 2022 Bank Loan / Bond Issuance**

On July 7, 2022, the City closed on a bank loan to partially refund the City's outstanding Better Jacksonville Sales Tax Refunding Revenue Bonds, Series 2012 & Series 2012A. The City recently completed an RFI process through its Financial Advisor for the Bank Loan and subsequent refunding of the aforementioned bonds.

In accordance with Section 126.313 of the Purchasing Code and the related Treasury and Pension Procurement Procedures, and after careful consideration, the City's Treasury Division hereby notifies PSEC that it selected Wells Fargo Municipal Capital Strategies, LLC (subsidiary of Wells Fargo Bank, N.A.) to reserve for the City \$262,750,000.00 at a fixed interest rate of 2.54% ('All-in' true cost of 2.59%) and to be paid back over a period of 4.25 years. In addition to above, the City's Treasury Division selected:

- (i) PFM Financial Advisors as its Financial Advisor
- (ii) Greenberg Traurig as its Bond Counsel
- (iii) BondResources Partners, LP as the Verification Agent
- (iv) Computershare Trust Company, N.A. as the Registrar, Paying Agent and Escrow Agent

Additional information for the PSEC is available upon request.



City of Jacksonville, Florida


Finance and Administration Department
117 West Duval Street, Suite 300
Jacksonville, FL 32202
(904) 255-5355
www.coj.net

ONE CITY. ONE
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November 21, 2022

MEMORANDUM

TO: Dustin Freeman, Chairperson, Professional Services Evaluation Committee

FROM: Roger Phillips, Senior Manager of Debt 

RE: **Selection of Providers for the Special Revenue Refunding Bonds, Series 2022A Issuance**

On July 7, 2022, the City issued Special Revenue Refunding bonds to, *inter alia*, refund portions of the City's outstanding Capital Improvement Refunding Revenue Bonds, Series 2012, and Special Revenue Refunding Bonds, Series 2012C. The par amount for issuance totaled \$120,380,000.00 with a final maturity of 10/1/2032 and an 'All-in' True Interest Cost of 2.07%.

In accordance with Section 126.313 of the Purchasing Code and the related Treasury and Pension Procurement Procedures, and after careful consideration, the City's Treasury Division hereby notifies PSEC that for the issuance it selected:

- (i) PFM Financial Advisors as its Financial Advisor
- (ii) Greenberg Traurig as its Bond Counsel
- (iii) Bryant Miller Olive as its Co-Disclosure Counsel
- (iv) Bank of America Securities, Inc. as the Senior Managing Underwriter
- (v) Citigroup Global Markets Inc. and Raymond James & Associates, Inc. as the Co-Managing Underwriters
- (vi) BondResource Partners, LP as the Verification Agent
- (vii) Computershare Trust Company, N.A. as the Registrar, Paying Agent and Escrow Agent

Additional information for the PSEC is available upon request.



ONE CITY. ONE
JACKSONVILLE.


November 21, 2022

City of Jacksonville, Florida

Finance and Administration Department
117 West Duval Street, Suite 300
Jacksonville, FL 32202
(904) 255-5355
www.coj.net

MEMORANDUM

TO: Dustin Freeman, Chairperson, Professional Services Evaluation Committee

FROM: Roger Phillips, Senior Manager of Debt 

RE: Selection of Providers for the Special Revenue Bonds, Series 2022C Issuance

On September 22, 2022, the City issued Special Revenue bonds to, *inter alia*, finance the acquisition and construction of certain capital equipment and improvements, and to refund certain Commercial Paper notes issued pursuant to the City's Commercial Paper program. The par amount for this issuance totaled \$99,175,000.00 with a final maturity of 10/1/2037 and an 'All-in' True Interest Cost of 3.69%.

In accordance with Section 126.313 of the Purchasing Code and the related Treasury and Pension Procurement Procedures, and after careful consideration, the City's Treasury Division hereby notifies PSEC that for the issuance it selected:

- (i) PFM Financial Advisors as its Financial Advisor
- (ii) Greenberg Traurig as its Bond Counsel
- (iii) Bryant Miller Olive as its Co-Disclosure Counsel
- (iv) RBC Capital Markets LLC as the Senior Managing Underwriter
- (v) Bank of America Securities, Inc., Jefferies LLC and Ramirez & Co., Inc. as the Co-Managing Underwriters
- (vi) BondResource Partners, LP as the Verification Agent
- (vii) Computershare Trust Company, N.A. as the Registrar, Paying Agent and Escrow Agent

Additional information for the PSEC is available upon request.



City of Jacksonville, Florida


Finance and Administration Department
117 West Duval Street, Suite 300
Jacksonville, FL 32202
(904) 255-5355
www.coj.net

ONE CITY. ONE
JACKSONVILLE.

November 21, 2022

MEMORANDUM

TO: Dustin Freeman, Chairperson, Professional Services Evaluation Committee

FROM: Roger Phillips, Senior Manager of Debt 

RE: Selection of Providers for the Commercial Paper Program, September 2022 Issuance

On September 22, 2022, the City issued Commercial Paper ('CP') to fund previously authorized COJ projects with an average life of less than 5 years, and projects that occurred during FY 2022. The par amount for this CP issuance totaled \$26,600,000.00 with anticipated periodic maturities and corresponding rollovers with varying interest rates (initial maturity on 10/27/2022 with interest rate of 2.05%).

In accordance with Section 126.313 of the Purchasing Code and the related Treasury and Pension Procurement Procedures, and after careful consideration, the City's Treasury Division hereby notifies PSEC that for the issuance it selected:

- (i) PFM Financial Advisors as its Financial Advisor
- (ii) Greenberg Traurig as its Bond Counsel
- (iii) J.P. Morgan as the Senior Managing Underwriter
- (iv) U.S. Bank National Association as Deputy Registrar and Paying Agent

Additional information for the PSEC is available upon request.