

PUBLIC NOTICE
PSEC AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, May 18, 2023, 10:00 a.m.
Eighth Floor, Conference Room 851
Ed Ball Building, 214 N. Hogan Street
Jacksonville, FL 32202

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The Chief of the Procurement Division offers the following items for the PSEC Agenda. The posting of this agenda serves as an official notice of the City's intended decision for all recommended actions above the formal threshold. Please refer to 126.106(e), if you wish to protest any of these items.

Committee Members: Robert Waremburg, Chairman
Brennan Metrell, Treasury
James McCain, Jr., OGC

Subcommittee Members	ITEM #	BID/RFP #	TITLE & ACTION	MOTION	CONTRACT EXP	OUTCOME
Sheliah Brown LaRoy Covington	1	P-39-21	Contract Amendment No. 1 JSEB Training, Estimating and Proposal Writing Consultant Equal Business Opportunity Office	That Contract No. 71697-22 Between the City of Jacksonville and ICATT Professional Services, Inc., for JSEB Training, Estimating and Proposal Writing Consulting Services, be amended to ratify the contract from April 29, 2023, to date of award and exercise the first renewal option extending the period thru April 28, 2024, with three (3) renewals remaining and increase the maximum indebtedness by \$159,000.00 to a new maximum of \$318,000.00. All other terms and conditions shall remain the same.	04/29/23	
Robin Smith Daryl Weinstein	2	P-47-22	Subcommittee Report Construction Engineering and Inspection Services for Four Fire Station Projects Department of Public Works / Engineering & Construction Management Division	It is the consensus of the committee that the two (2) proposals received in response to the Request for Proposal, both were found to be responsive, interested, qualified and available to provide the required services. The ranking of first and second designates the order of qualification of these firms to perform the services and alphabetically they are: 2) Construction and Engineering Services Consultants, Inc. 1) VIA Consulting Services, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with VIA Consulting Services, Inc, the number one (1) ranked firm.		
Nikita Reed Gary Goldsberry	3	P-53-22	Subcommittee Report Professional Structural Engineering Services for 5 Bridge Projects Department of Public Works / Engineering & Construction Management Division	It is the consensus of the committee that of the four (4) proposals received in response to the Request for Proposal, 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 firms to perform the services and alphabetically they are: 2) Civil Services, Inc. 1) GAI Consultants, Inc. 3) STV, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with GAI Consultants, Inc, the number one (1) ranked firm.		

<p>Robin Smith Nikita Reed</p>	<p>4</p>	<p>P-05-23</p>	<p>Introduce and Review Scope Engineering Design Services for Cahoon Road – Phase 2 Department of Public Works/Engineering & Construction Management Division</p>	<p>That the committee approve the scope of service/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.</p>		
<p>Alex Baker</p>	<p>5</p>		<p>Legal Related Services List Procurement Division</p>	<p>That the committee review/ approve the request of Lawrence J. Stomiolo on behalf of Hollis Home Solutions d/b/a Affordable Home Inspections in the category of Appraiser of Real Property.</p>		
<p>Meeting Adjourned: _____</p>						

"The next PSEC meeting is scheduled to be held on Thursday, June 1, 2023



City of Jacksonville, Florida

Lenny Curry, Mayor

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

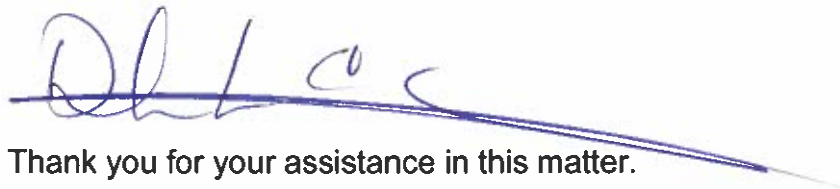
To: Dustin Freeman, Chief, Procurement Division

From: Dinah Coleman-Mason, EBO/JSEB Administrator

Date: April 26, 2023

Subject: Bid# P-39-21 ICATT Professional Services, Inc.

I am requesting approval to utilize the first (1) of four (4) renewal options with ICATT Professional Services, Inc. to continue our Estimating and Proposal Writing services for the City of Jacksonville JSEB participants. The period of service will be from April 28, 2023, through April 28, 2024, with 3 renewal options remaining. The total expenditure requested for this period not-to-exceed \$159,000.00.



Thank you for your assistance in this matter.

Jacksonville, FL
Washington, D.C.
Atlanta, GA
Twin Cities, MN
Colorado Springs, CO



Web: www.icatt.net
Email: info@icatt.net

April 25, 2023

Dinah Mason, EBO/JSEB Administrator
Finance and Administration Department
Procurement Division
214 North Hogan Street, 8th Floor
Jacksonville, FL 32202

ICATT Professional Services, Inc. would like to exercise the first (1) of four (4) renewal options with Bid# P-39-21. The period of service will be from April 28, 2023 through April 28, 2024, with three renewal options remaining. Attached is the updated contract fee summary.

Yours truly,

A handwritten signature in blue ink that reads "Gabe Hamda".

Gabe Hamda, Ph.D., SPHR
President



We Believe in the People We Serve!

12 Months Regular Contract Fee Schedule: April 2023 – April 2024

Month/Year	Activities	Billing Amount in Percent of Total Budget
April 2023	1. One-on-One, Solicitation-Based Coaching 2. Training & Networking Events (Weekly Open Coaching, Monthly Mixer) 3. Online Resources (Solicitation Bank, e-Learning, Templates) 4. Discovery & Insight-Driven Service Enhancements	8.33%
May 2023	1. One-on-One, Solicitation-Based Coaching 2. Training & Networking Events (Weekly Open Coaching, Monthly Mixer, Proposal Bootcamp with SBDC) 3. Online Resources (Solicitation Bank, e-Learning, Templates) 4. Discovery & Insight-Driven Service Enhancements	8.33%
June 2023	1. One-on-One, Solicitation-Based Coaching 2. Training & Networking Events (Weekly Open Coaching, Monthly Mixer, Proposal Bootcamp with SBDC) 3. Online Resources (Solicitation Bank, e-Learning, Templates) 4. Discovery & Insight-Driven Service Enhancements	8.33%
July 2023	1. One-on-One, Solicitation-Based Coaching 2. Training & Networking Events (Weekly Open Coaching, Monthly Mixer, Proposal Bootcamp with SBDC) 3. Online Resources (Solicitation Bank, e-Learning, Templates) 4. Discovery & Insight-Driven Service Enhancements	8.33%
August 2023	1. One-on-One, Solicitation-Based Coaching 2. Training & Networking Events (Weekly Open Coaching, Monthly Mixer) 3. Online Resources (Solicitation Bank, e-Learning, Templates) 4. Discovery & Insight-Driven Service Enhancements	8.33%
September 2023	1. One-on-One, Solicitation-Based Coaching 2. Training & Networking Events (Weekly Open Coaching, Monthly Mixer) 3. Online Resources (Solicitation Bank, e-Learning, Templates) 4. Discovery & Insight-Driven Service Enhancements	8.33%
October 2023	1. One-on-One, Solicitation-Based Coaching 2. Training & Networking Events (Weekly Open Coaching, Monthly Mixer) 3. Online Resources (Solicitation Bank, e-Learning, Templates) 4. Discovery & Insight-Driven Service Enhancements	8.33%
November 2023	1. One-on-One, Solicitation-Based Coaching 2. Training & Networking Events (Weekly Open Coaching, Monthly Mixer) 3. Online Resources (Solicitation Bank, e-Learning, Templates) 4. Discovery & Insight-Driven Service Enhancements	8.33%



December 2023	<ol style="list-style-type: none">1. One-on-One, Solicitation-Based Coaching2. Training & Networking Events (Weekly Open Coaching, Monthly Mixer)3. Online Resources (Solicitation Bank, e-Learning, Templates)4. Discovery & Insight-Driven Service Enhancements	8.33%
January 2024	<ol style="list-style-type: none">1. One-on-One, Solicitation-Based Coaching2. Training & Networking Events (Weekly Open Coaching, Monthly Mixer)3. Online Resources (Solicitation Bank, e-Learning, Templates)4. Discovery & Insight-Driven Service Enhancements	8.33%
February 2024	<ol style="list-style-type: none">1. One-on-One, Solicitation-Based Coaching2. Training & Networking Events (Weekly Open Coaching, Monthly Mixer)3. Online Resources (Solicitation Bank, e-Learning, Templates)4. Discovery & Insight-Driven Service Enhancements	8.33%
March 2024	<ol style="list-style-type: none">1. One-on-One, Solicitation-Based Coaching2. Training & Networking Events (Weekly Open Coaching, Monthly Mixer)3. Online Resources (Solicitation Bank, e-Learning, Templates)4. Discovery & Insight-Driven Service Enhancements	8.33%

Contract
71697-22

**PROFESSIONAL SERVICES CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
ICATT PROFESSIONAL SERVICES, INC.
FOR
JSEB TRAINING, ESTIMATING & PROPOSAL WRITING CONSULTING SERVICES**

THIS CONTRACT for JSEB training, estimating, and proposal writing consulting services is made and entered into this 28th day of April, 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 **ICATT PROFESSIONAL SERVICES, INC.**, a Florida profit corporation with its principal office at 2816 Sans Pareil Street, Jacksonville, Florida 32246 (the "Consultant").

WHEREAS, City issued Request for Proposal No. P-39-21 (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 of 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 Summary**, attached hereto as **Exhibit B** and incorporated herein by this reference.

3. **Maximum Indebtedness.** As required by Section 106.431, *Ordinance Code*, City's maximum indebtedness for the Services under this Contract for the first year of service shall be a fixed monetary amount not to exceed **ONE HUNDRED FIFTY-NINE THOUSAND AND 00/100 DOLLARS (\$159,000.00)**.

4. **Term.** The initial period of service of this Contract shall commence on the date of its execution and continue for one year through April 28, 2023, with four (4) additional one-year renewal options at terms mutually agreeable.

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.

6. 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:

Dinah L. C. Mason
EBO/JSEB Administrator
Procurement Division/Equal Business Opportunity Office
214 North Hogan Street
Jacksonville, Florida 32202

As to Consultant:

Gabe Hamda
ICATT Professional Services
2816 Sans Pareil Street
Jacksonville, Florida 32246

7. 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 Dinah Coleman Mason (Office: 904.255.8832; DinahM@coj.net), and Consultant's Contract Manager is Gabe Hamda (Phone: 904.382.5471; gabe.hamda@iatt.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.

8. **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.

9. **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.


10. **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. Michin, Jr.
James R. Michin, Jr.
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
Dinah L. Coleman-Mason
Type/Print Name
EBO Administrator
Title

ICATT PROFESSIONAL SERVICES, INC.

By Gabe Hamda
Signature
Gabe Hamda
Type/Print Name
President
Title

Encumbrance and funding information for internal City use:

Account.....

Amount.....\$159,000.00

This 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 No. 71697-22**

Form Approve:



Office of General Counsel

Exhibit A

Scope of Work

Contractor shall provide technical, supervisory, and administrative personnel to ensure the expeditious accomplishment of the work specified in this Statement of Work (SOW). The contractor shall provide Jacksonville Small & Emerging Business (JSEB) training & technical assistance by conducting estimating and proposal writing training and technical assistance for City of Jacksonville JSEB members and their respective teams. At the conclusion of the training program, JSEB members will be able to submit compliant and winning estimates and proposals.

Non-Personal Services

The City of Jacksonville shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the City. All deliverables/performances shall meet professional standards and requirements as described in this document.

Objectives

Provide training, and technical assistance to guide JSEB members through hands-on training, on demand coaching and online resources to develop proficiency in estimating and proposal writing.

1. Develop customized training and relevant online resources.
2. Conduct a combination of in-person, live virtual and self-pace training. Status of in-person training is to be determined contingent on health and safety protocol.
3. Provide on-demand coaching and support for program participants.

Specific Tasks.

Contractor will:

1. Provide upfront training of TBD hours/days covering both estimating and proposal writing topics.
2. Provide online resources and job aids for continuous learning and for applying best practices.
3. Facilitate a monthly hands-on training and coaching to apply knowledge to practice.
4. On demand coaching support including email, live chat, phone, FAQ, blogs, assigned peer buddy peer groups.

Travel

Arrangements for and costs of all travel, transportation, meals, lodging, and incidentals are the responsibility of the Contractor. (Please verify

Facility & Equipment

1. The City will provide the appropriate facility for the Contractor staff to provide onsite and in-person training.
2. The City will provide the appropriate audio/visual support and equipment.

Term of Agreement

The initial term of Agreement will commence upon execution of the Contract for one base year period and four (4) one-year renewal options. Buyer will have the option to renew such agreement for additional optional year periods upon satisfactory performance by Consultant/Firm. The Contract is subject to early termination as set forth elsewhere in the RFP.

Minimum Requirements for Contractors

1. Consultant/Firm must satisfy the following mandatory minimum requirements to have their Responses evaluated. By submitting a consultant warrant and representing that it satisfies these requirements. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive.
2. The Contractor shall provide current proof of all business licenses required by local, state, and federal law as applicable.
3. Must have at least three years' experience in performing training and related consulting services.
4. Resumes of key personnel being proposed that includes lead cost estimator and lead proposer writer minimum experience. As well as Certified Professional Estimator and Project Management Professional certifications at the State and Federal level.
5. Provide a sample list of at least 5 projects representing the firm's experience, that demonstrate a wide range of municipal, critical facility, utilities projects, land development, etc., including new construction, and renovation work. Details shall include the following:
 - o Project name
 - o Client
 - o Location
 - o Project category (new and/or renovation)
 - o Project type
 - o Size of facility
 - o Construction value
 - o Cost estimating and proposal writing services provided (program estimates, design estimated, detailed itemized estimates, estimate reviews, scope/budget reviews, value engineering studies, construction manager/contractor cost reconciliation, and change order cost evaluations)
6. Describe the firm's approach and process for teaching and training services.
7. Provide a statement of what differentiates your firm from others for performing under this RFP and why your firm should be selected. Statements should include your firm's approach to cost estimating and special training and expertise that make your lead cost estimator uniquely qualified. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

Exhibit B

Contract Fee Summary

12 Months Regular Implementation Schedule Part 1 of 3

Month/Year	Activities	Billing Amount in Percent of Total Budget
Apr-22	Alignment, Project Plan,	8.33%
May-22	Discovery, Pre-Assessment	8.33%
Jun-22	Initial Training	8.33%

12 Months Regular Implementation Schedule Part 2 of 3

Month/Year	Activities	Billing Amount in Percent of Total Budget
Jul-22	Coaching, E-Hub Roll-Out	8.33%
Aug-22	Form Cohorts, One on One Coaching	8.33%
Sep-22	One on One Coaching, Best Practices/Tips	8.33%
Oct-22	Standardization, Auditing	8.33%

Continued

12 Months Regular Implementation Schedule Part 3 of 3

Month/Year	Activities	Billing Amount in Percent of Total Budget
Nov-22	Auditing	8.33%
Dec-22	E-Hub Based	8.33%

	Engagement, Acceleration,	
Jan-23	Acceleration, Peer Reviews	8.33%
Feb-23	Campaigning	8.33%



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

May 9, 2023

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

Daryl Weinstein
Public Works Construction Project Manager

**SUBJECT: P-47-22 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR
FOUR FIRE STATION PROJECTS**

The subcommittee received two (2) proposals for evaluation for the subject project and found them to be responsive, interested, qualified and available to provide the services required by the RFP. A request was submitted to and approved by the Professional Services Evaluation Committee to allow grading of the two proposals.

Permission by PSEC was given to evaluate the proposal using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

Based on the above, the following firms listed alphabetically were determined to be the most qualified of those submitting proposals. The ranking of first and second designates the order of qualification of these firms to perform the required services.

2. Construction and Engineering Services Consultants, Inc
1. VIA Consulting Services, Inc.

We recommend that the above list be forwarded to the Mayor for final selection.

SDL/lw

Attachment: Scoring Matrix

cc: David D. Hahn, P. E., Engineering and Construction Management
Lori West, Contract Specialist, Engineering and Construction Management

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Florida **dbpr** Department of Business & Professional Regulation

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Licensee

Name: **VIA CONSULTING SERVICES, INC.** License Number: **30331**
 Rank: **Registry** License Expiration Date:
 Primary Status: **Current** Original License Date: **06/06/2013**

Related License Information

License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
45993	Current Active	SHERIDAN, PETER JOSEPH III	Registry	06/06/2013	Professional Engineer	02/28/2025

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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

ONE CITY. ONE JACKSONVILLE.

May 9, 2023

TO: Dustin Freeman, Chairman
Professional Services Evaluation Committee

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

FROM: Nikita L. Reed, P. E.
Public Works Project Manager

Gary Goldsberry, P.E.
Professional Engineer

SUBJECT: P-53-22 Professional Structural Engineering Services for 5 Bridge Projects

The subcommittee received Four (4) proposals for evaluation for the subject project and found all to be responsive, interested, qualified and available to provide the services required by the RFP.

The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

Based on the above, the following firms listed alphabetically were determined to be the most qualified of those submitting proposals. The ranking of first, second, and third designates the order of qualification of these firms to perform the required services.

2. Civil Services, Inc.
1. GAI Consultants, Inc.
3. STV, Inc.

We recommend that the above list be forwarded to the Mayor for final selection.

SDL/lw

Attachment: Scoring Matrix

cc: Lori West, Engineering and Construction Management

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Florida dbpr Department of Business & Professional Regulation

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- AB&T Delinquent Invoice & Activity List Search

Licensee

Name: **GAI CONSULTANTS, INC.** License Number: **9951**
 Rank: **Registry** License Expiration Date:
 Primary Status: **Current** Original License Date: **01/16/2004**

Related License Information

License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
36618	Current, Active	DEJIDAS, GARY M	Registry		Professional Engineer	02/28/2025

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City of Jacksonville, Florida

Lenny Curry, Mayor

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ONE CITY. ONE JACKSONVILLE

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

Nikita Reed, Project Manager
Engineering and Construction Management Division

DATE: May 9, 2023

**RE: REQUEST FOR PROPOSALS – RFP NO. P-05-23
ENGINEERING DESIGN SERVICES FOR
CAHOON ROAD - PHASE 2**

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 \$1,000,000.
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 Nikita Reed, Project Manager, Engineering and Construction Management Division, 255-8702, 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



**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

May 15, 2023

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

RE:

Dear Ms. Baker:

I have completed my review of the information provided by Lawrence J. Storniolo II and have concluded that he is a qualified, interested, and available source for the category of Appraiser of Real Property. Accordingly, I recommend that he be added to the list maintained pursuant to Section 126.308(b), *Ordinance Code*.

Please contact me with any questions.

Sincerely,

JAMES R. McCAIN, JR.
Assistant General Counsel