

**PUBLIC NOTICE**  
**PSEC AGENDA**  
**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
**Thursday, April 4, 2024, 10:00 a.m.**  
 Eighth Floor, Conference Room 851  
 Ed Ball Building, 214 N. Hogan Street  
 Jacksonville, FL 32202

**Join Teams Meeting**

For Teams link, please visit [coj.net/departments/finance/procurement](http://coj.net/departments/finance/procurement)

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 Merrell, Treasury  
 James McCain, Jr., OGC

| Subcommittee Members          | ITEM # | BID/RFP #    | TITLE & ACTION   | MOTION   | CONTRACT EXP | OUTCOME |
|-------------------------------|--------|--------------|--|--|--------------|---------|
| Tracy Flynn<br>Jerome Weitzen | 1      | P-15-24 PB#7 | Piggyback Award<br>Property & Casualty Insurance Brokerage Services<br>Finance & Administration Department/Insurance and Risk<br>Management Division                                       | The City Of Jacksonville is authorized to enter into an agreement utilizing the County of Davie, Florida Contract RM-20-49 for the placement, binding and ratification of Property and Casualty Insurance Brokerage Services per Purchasing Code 126.309 by incorporating the attached Contract identified as Exhibit 'A' and Fee summary as Exhibit 'B'; the period of service is from May 1, 2024, thru April 30, 2029; the maximum indebtedness is a not-to-exceed amount of \$104,339,987.02 All other terms and conditions are per the City's standard contract language. |              |         |
| Greg Grant<br>Brian Bergen    | 2      | P-08-24      | Approval to Proceed with Evaluation of Proposal<br>Received<br>Small Business Capital Access Program<br>Equal Business Opportunity Office  | That the committee approved proceeding with the evaluation of the one (1) Proposal received in accordance with Section 126.302 (f) of the Procurement Manual.  |              |         |
| John Phillips<br>Rosa Murphy  | 3      | P-12-24      | Introduce & Review Scope<br>Professional Engineering Review Services<br>Department of Neighborhoods  | That the committee approved the Scope of Services/ Request for proposal as presented with such minor changes thereto as may be approved by the Chief of Procurement 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 applicable federal and state laws.   |              |         |
| Steve Long<br>Daryl Joseph    | 4      | P-01-21      | Contract Amendment No. 3<br>Northbank Lawn/Riverfront Plaza FKA Jacksonville<br>Landing Design Competition<br>Department of Public Works/Engineering & Construction<br>Management Division | That Contract # 71513-22, originally executed January 13, 2022, between the City and Perkins & Will, Inc. for Northbank Lawn/ Riverfront Plaza Competition be amended to incorporate the Scope of Services, Exhibit A-3 and Fee Summary, B-3 to increase the lump sum amount for Design Services by \$65,210.00 to a new lump sum amount \$1,933,682.16, thereby increasing the maximum indebtedness by \$65,210.00 to a new maximum indebtedness to the City in the amount of \$2,393,657.48. All other terms and conditions remain the same.                                 |              |         |

|  |          |                |   |  |  |  |
|--|----------|----------------|---|--|--|--|
| <p>Nikita Reed<br/>Tom McKnight</p>    | <p>5</p> | <p>P-50-23</p> | <p>Approval to Proceed with Evaluation of Proposals Received<br/>CEI Services for 2<sup>nd</sup> Avenue North &amp; Penman Road Complete Streets<br/>Department of Public Works</p> | <p>That the committee approved proceeding with the evaluation of the two (2) Proposal received in accordance with Section 126.302 (f) of the Procurement Manual.</p>   |  |  |
| <p>Nikita Reed<br/>Tom McKnight</p>    | <p>6</p> | <p>P-04-24</p> | <p>Approval to Proceed with Evaluation of Proposals Received<br/>CEI Services for New Berlin/Oceanway and Brentwood Libraries<br/>Department of Public Works</p>                    | <p>That the committee approved proceeding with the evaluation of the two (2) Proposal received in accordance with Section 126.302 (f) of the Procurement Manual.</p>   |  |  |
| <p>Chris Cicero<br/>Roger Phillips</p> | <p>7</p> | <p>N/A</p>     | <p>Informational Update<br/>Selection of Underwriters<br/>Finance and Administration Department/Treasury Division</p>   | <p>The Treasury Division hereby notifies PSEC In accordance with Section 126.313 of the Purchasing Code and the related Treasury Procurement Procedures, the Treasury Division has, after careful consideration, selected the following twelve firms to potentially act as bond underwriters should the City have the need: Academy Securities, BofA Securities, J.P. Morgan, Jefferies, Oppenheimer, PNC Capital Markets, Ramirez, Raymond James, RBC Capital Markets, TD Securities, Truist Securities, and Wells Fargo.</p> |  |  |

Meeting Adjourned: \_\_\_\_\_

*"The next PSEC meeting is scheduled to be held on Thursday, April 18, 2024."*





ONE CITY. ONE JACKSONVILLE.

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Division of Insurance and Risk Management  
117 West Duval Street  
Suite 335  
Jacksonville, FL 32202  
(904) 255-5310  
www.coj.net

## MEMORANDUM

Date: March 27, 2024

To: Dustin Freeman, Professional Services Evaluation Committee Copy:  
Alex Baker, PSEC Specialist

From: Tracy Flynn, Risk Manager

Re: Brown & Brown of Florida Broker services for Property Insurance- 602671- 20

*P/15-24 PB#7*

The Current contract with Brown & Brown (B&B) (No. 602671-20) for Property and Casualty Insurance Broker Services We desire to piggyback onto the County of Davie, FL for continued brokerage services for a 5 year term.

This contract will be placing a variety of new Property Insurance policies and Casualty Insurance policies for the City. See Attachment A. The attached premium calculation form combines both policies into one with a total maximum indebtedness of \$104,339,987.02 from May 1, 2024 through April 30, 2029.

It is respectfully requested that City enter into a piggyback agreement with Brown & Brown for the placement, binding, and ratification of the purchase of the Property and Casualty Insurance coverage for the City of Jacksonville effective May 1, 2024 to April 30, 2029.

All other contract terms and conditions shall remain the same (nothing contained herein shall be amended, modified, or otherwise revised without prior PSEC and Mayor's approval.)

### Attachments-

Davie County fully executed contract 2020

Attachment A – List of Casualty policies

Davie County Florida RFQ 2020

Davie Florida Pricing Sheet

Statement of Wholly owned subsidiary

Broker letter of Pricing Commitment

'24 MAR 28 PM 3:07:30



**Brown & Brown of Florida, Inc.**  
10151 Deerwood Park Blvd.  
Building 100, Suite 100  
Jacksonville, FL 32256  
904 / 565-1952 • Fax 904 / 565-2440

March, 17<sup>th</sup>, 2023

Tracy A. Flynn  
Chief of Risk Management  
Finance and Administration Department  
City of Jacksonville  
117 W. Duval St., Suite 335  
Jacksonville, FL 32202-3381

Re: City of Jacksonville Contract  
Davie, Florida RFP Insurance Broker of Record  
RFP # RM – 20 – 49

Dear Tracy,

Included please find the following items with regard to the captioned:

1. Fully Executed Contract – Davie, Florida which includes:  
Contract – Pages 1 - 4  
Request for Proposal including required forms & addendums – Pages 5 - 331  
Broker Response to Request for Proposal – Pages 332 - 432
2. The Request for Proposal as a single document
3. Letter identifying Risk Management Associates, Inc. dba Public Risk Insurance Advisors as a wholly owned subsidiary of Brown & Brown, Inc.
4. The pricing page from the RFP Broker Response.

Brown & Brown agrees to provide the City of Jacksonville, Florida with the same pricing and terms as those provided to Davie, Florida.

Should you have any questions, please let us know.

Best Regards,

*Brenda Lewis-Lipscomb*

CIC, AINS  
Commercial Account Executive  
Senior Vice President

[Brenda.Lewis@bbrown.com](mailto:Brenda.Lewis@bbrown.com)  
O (904) 565-8254 | C (904) 509-6042 | F (904) 565-2440

10151 Deerwood Park Blvd, Bldg 100, Suite 100  
Jacksonville, FL 32256  
[BBrown.com](http://BBrown.com) | NYSE: BRO

*EXHIBIT A*

RESOLUTION NO. R 2020-209

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE TOWN OF DAVIE AND RISK MANAGEMENT ASSOCIATES, INC. D/B/A PUBLIC RISK INSURANCE ADVISORS (PRIA) PURSUANT TO RFP# RM-20-49 INSURANCE BROKER OF RECORD; TO SOLICIT PROPOSALS FROM QUALIFIED INSURANCE COMPANIES TO PROVIDE THE TOWN AND TOWN'S COMMUNITY REDEVELOPMENT AGENCY(CRA) ALL SERVICES, DEFENSE OF CLAIMS, AND LINES OF COVERAGE FOR PROPERTY AND CASUALTY AND COMPREHENSIVE GENERAL LIABILITY COVERAGE PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Davie and the Davie Community Redevelopment Agency are in need of an Insurance Broker of Record for property, casualty, and comprehensive general lines of coverage;

WHEREAS, the Town of Davie solicited Request for Proposals ("RFP") No. RM-20-49 Insurance Broker of Record for the purpose of selecting one or more firms to provide said services;

WHEREAS, the Town Council accepted the selection of Risk Management Associates, Inc. d/b/a Public Risk Insurance Advisors (PRIA) authorizing the Town Administrator or his designee to negotiate an agreement through Resolution No. R-2020-150;

WHEREAS, Town of Davie staff and Risk Management Associates, Inc. d/b/a Public Risk Insurance Advisors (PRIA) negotiated the agreement;

WHEREAS, the initial term of the agreement is four (4) years with an option to renew for one (1) additional four (4) year term with renewals to be handled administratively; and

WHEREAS, after review, the Town Council authorizes the Town of Davie to enter into an agreement with Risk Management Associates, Inc. d/b/a Public Risk Insurance Advisors (PRIA) for the provision of Insurance Broker of Record.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, THAT:

Section 1. Legislative Findings/Recitals. The above recitals are hereby adopted by the Town of Davie as its legislative findings relative to the subjects and matters set forth in this Resolution.

Section 2. The Town Council hereby authorizes the Town of Davie to enter into an agreement with Risk Management Associates, Inc. d/b/a Public Risk Insurance Advisors (PRIA) pursuant to the negotiated agreement and RFP No. RM-20-49.

ELB 'H'

Section 3. The Town Council hereby authorizes expenditures of funds over \$25,000 from various departmental accounts throughout the Town. Expenditures are dependent on usage and within established budget limits.

Section 4. Conflict. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

Section 5. Severability. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, it is the intent of the Town Council that such invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provision or application and, to this end, the provisions of this Resolution are declared severable.

Section 6. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 29<sup>TH</sup> DAY OF JULY, 2020.

  
MAYOR/COUNCILMEMBER

ATTEST:

  
TOWN CLERK

APPROVED THIS 29<sup>TH</sup> DAY OF JULY, 2020.

Approved as to Form and Legality:

  
TOWN ATTORNEY

**AGREEMENT No. RM-20-49  
BETWEEN THE TOWN OF DAVIE  
AND**

**RISK MANAGEMENT ASSOCIATES, INC. DBA PUBLIC RISK INSURANCE ADVISORS**

**THIS AGREEMENT** is made and entered into as of this 29 day of June, 2020 by and between Risk Management Associates, Inc. dba Public Risk Insurance Advisors, a corporation organized and existing under the laws of the State of Florida, with offices at 220 S. Ridgewood Avenue, Suite 210 Daytona Beach, FL 32114 (hereinafter referred to as the "Contractor"), and the Town of Davie, a political subdivision of the State of Florida, having its principal office at 6591 Orange Drive Davie, Florida 33314 (hereinafter referred to as the "Town").

**WITNESSETH:**

**WHEREAS**, the Contractor has offered to provide the materials and/or services and to be bound by the Plans and the terms and conditions of the **Request for Proposals ("RFP") No. RM-20-49 Insurance Broker of Record**, which includes the General Terms and Conditions of the Request for Proposals, Specifications, Bid Forms, and associated addenda attached hereto and incorporated herein as Exhibit "A", and the terms of Contractor's Proposal attached hereto and incorporated herein as Exhibit "B"; and

**WHEREAS**, the Contractor has submitted a written proposal due April 9, 2020, hereinafter referred to as the "Contractor's Proposal", the terms of which are incorporated herein by reference as if fully set forth herein; and

**WHEREAS**, the Town desires to procure from the Contractor such services for the Town, in accordance with the terms and conditions of this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. The Contractor agrees to provide the materials and/or services pursuant to and to be bound by the terms and conditions of the Request for Proposals, which includes General Terms and Conditions, Specifications, Bid Forms, and associated addenda and the terms of which are incorporated herein by reference as if fully set forth herein and attached hereto as Exhibit "A", and the Contractor's Proposal attached hereto and incorporated herein as Exhibit "B".
2. The Town agrees to abide by and to be bound by the terms and conditions of the Request for Proposals, which includes General Terms and Conditions, Specifications, Bid Forms, and associated addenda attached hereto and incorporated herein as Exhibit "A", and by the terms of Contractor's Proposal attached hereto and incorporated herein as Exhibit "B".
3. Contractor shall deliver materials and/or provide services in accordance with the terms and conditions of the Request for Proposals, Bid Forms and addenda attached hereto and incorporated herein as Exhibit "A" and with the terms of Contractor's Proposal attached hereto and incorporated herein as Exhibit "B".
4. The Town agrees to make payment in accordance with the terms and conditions of the Request for Proposals, Bid Forms and addenda attached hereto and incorporated herein as Exhibit "A" and with the terms of Contractor's Proposal attached hereto and incorporated herein as Exhibit "B".

*F.Y.H.A'*



5. This Agreement and attachments hereto constitute the entire agreement between the parties hereto, and its provisions shall not be amended, except in writing, after formal approval by both parties.

6. This Agreement will commence as provided for in Agreement No. RM-20-49 unless Contractor is otherwise notified by the Town. The initial contract shall be for four (4) years. The Town reserves the right to renew the contract for one (1) additional four (4) year period. Any extension to this Agreement shall be in writing. The Town Administrator is authorized to extend or terminate this Agreement on behalf of the Town.

7. In addition to any other contractual indemnification provisions in Exhibit "A" or Exhibit "B" in favor of the Town, Contractor hereby agrees to indemnify and hold the Town harmless from any and all claims, suits, actions, damages, causes of action, and attorney's fees, arising from any personal injury, loss of life, or damage to person or property sustained by reason of or as a result of the products or materials used or supplied in the performance of this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on this 29 day of June, 2020.

**RISK MANAGEMENT ASSOCIATES, INC  
DBA PUBLIC RISK INSURANCE ADVISORS**

By: [Signature]  
(Signature)

Name: Matthew Montgomery  
(Print)

Title: Executive Vice President

Date: 6/11/2020

Attest: Robin Lee Russell  
Corporate Seal/Notary Public

Corporate Seal/Notary Seal



**TOWN OF DAVIE**

By: [Signature]  
Mayor Judith Paul

Date: 7/29/20

Attest: [Signature]  
Evelyn Roig, Town Clerk

Approved as to form  
and legal sufficiency

[Signature]  
Allan Weinthal, Town Attorney



**BBrown.com**

**Risk Management Associates, Inc.**  
300 North Beach Street  
Daytona Beach, FL 32114  
P: (386) 252-6176 | F: (386) 239-4049

August 24, 2022

City of Jacksonville  
117 W. Duval Street, Suite 335  
Jacksonville, FL 32202

Re: Piggyback on Town of Davie Agreement No. RM-20-49

To Whom it May Concern:

This is to confirm that, Risk Management Associates, Inc. dba Public Risk Insurance Advisors is a wholly owned subsidiary of Brown & Brown and has been since 2000, This legal structure predates the Town of Davie agreement No. RM-20-49, Insurance Broker of Record, which was executed on July 29, 2020.

In addition, Brown & Brown of Florida, Inc. is also a wholly owned subsidiary of Brown & Brown, Inc.

Sincerely,

A handwritten signature in blue ink that reads 'Robert W. Lloyd'.

Robert W. Lloyd  
Vice President, Secretary  
Risk Management Associates, Inc. and Brown & Brown of Florida, Inc.

EVb'A'

RESOLUTION NO. R 2020-209

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE TOWN OF DAVIE AND RISK MANAGEMENT ASSOCIATES, INC. D/B/A PUBLIC RISK INSURANCE ADVISORS (PRIA) PURSUANT TO RFP# RM-20-49 INSURANCE BROKER OF RECORD; TO SOLICIT PROPOSALS FROM QUALIFIED INSURANCE COMPANIES TO PROVIDE THE TOWN AND TOWN'S COMMUNITY REDEVELOPMENT AGENCY(CRA) ALL SERVICES, DEFENSE OF CLAIMS, AND LINES OF COVERAGE FOR PROPERTY AND CASUALTY AND COMPREHENSIVE GENERAL LIABILITY COVERAGE PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

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WHEREAS, the Town Council accepted the selection of Risk Management Associates, Inc. d/b/a Public Risk Insurance Advisors (PRIA) authorizing the Town Administrator or his designee to negotiate an agreement through Resolution No. R-2020-150;

WHEREAS, Town of Davie staff and Risk Management Associates, Inc. d/b/a Public Risk Insurance Advisors (PRIA) negotiated the agreement;

WHEREAS, the initial term of the agreement is four (4) years with an option to renew for one (1) additional four (4) year term with renewals to be handled administratively; and

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NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, THAT:

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Section 2. The Town Council hereby authorizes the Town of Davie to enter into an agreement with Risk Management Associates, Inc. d/b/a Public Risk Insurance Advisors (PRIA) pursuant to the negotiated agreement and RFP No. RM-20-49.

Section 3. The Town Council hereby authorizes expenditures of funds over \$25,000 from various departmental accounts throughout the Town. Expenditures are dependent on usage and within established budget limits.

Section 4. Conflict. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

Section 5. Severability. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, it is the intent of the Town Council that such invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provision or application and, to this end, the provisions of this Resolution are declared severable.

Section 6. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 29<sup>TH</sup> DAY OF JULY, 2020.

  
MAYOR/COUNCILMEMBER

ATTEST:

  
TOWN CLERK

APPROVED THIS 29<sup>TH</sup> DAY OF JULY, 2020.

Approved as to Form and Legality:

  
TOWN ATTORNEY

**AGREEMENT No. RM-20-49  
BETWEEN THE TOWN OF DAVIE  
AND**

**RISK MANAGEMENT ASSOCIATES, INC. DBA PUBLIC RISK INSURANCE ADVISORS**

**THIS AGREEMENT** is made and entered into as of this 20 day of June, 2020 by and between Risk Management Associates, Inc. dba Public Risk Insurance Advisors, a corporation organized and existing under the laws of the State of Florida, with offices at 220 S. Ridgewood Avenue, Suite 210 Daytona Beach, FL 32114 (hereinafter referred to as the "Contractor"), and the Town of Davie, a political subdivision of the State of Florida, having its principal office at 6591 Orange Drive Davie, Florida 33314 (hereinafter referred to as the "Town").

**WITNESSETH:**

**WHEREAS**, the Contractor has offered to provide the materials and/or services and to be bound by the Plans and the terms and conditions of the **Request for Proposals ("RFP") No. RM-20-49 Insurance Broker of Record**, which includes the General Terms and Conditions of the Request for Proposals, Specifications, Bid Forms, and associated addenda attached hereto and incorporated herein as Exhibit "A", and the terms of Contractor's Proposal attached hereto and incorporated herein as Exhibit "B"; and

**WHEREAS**, the Contractor has submitted a written proposal due April 9, 2020, hereinafter referred to as the "Contractor's Proposal", the terms of which are incorporated herein by reference as if fully set forth herein; and

**WHEREAS**, the Town desires to procure from the Contractor such services for the Town, in accordance with the terms and conditions of this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. The Contractor agrees to provide the materials and/or services pursuant to and to be bound by the terms and conditions of the Request for Proposals, which includes General Terms and Conditions, Specifications, Bid Forms, and associated addenda and the terms of which are incorporated herein by reference as if fully set forth herein and attached hereto as Exhibit "A", and the Contractor's Proposal attached hereto and incorporated herein as Exhibit "B".
2. The Town agrees to abide by and to be bound by the terms and conditions of the Request for Proposals, which includes General Terms and Conditions, Specifications, Bid Forms, and associated addenda attached hereto and incorporated herein as Exhibit "A", and by the terms of Contractor's Proposal attached hereto and incorporated herein as Exhibit "B".
3. Contractor shall deliver materials and/or provide services in accordance with the terms and conditions of the Request for Proposals, Bid Forms and addenda attached hereto and incorporated herein as Exhibit "A" and with the terms of Contractor's Proposal attached hereto and incorporated herein as Exhibit "B".
4. The Town agrees to make payment in accordance with the terms and conditions of the Request for Proposals, Bid Forms and addenda attached hereto and incorporated herein as Exhibit "A" and with the terms of Contractor's Proposal attached hereto and incorporated herein as Exhibit "B".

5. This Agreement and attachments hereto constitute the entire agreement between the parties hereto, and its provisions shall not be amended, except in writing, after formal approval by both parties.

6. This Agreement will commence as provided for in Agreement No. RM-20-49 unless Contractor is otherwise notified by the Town. The initial contract shall be for four (4) years. The Town reserves the right to renew the contract for one (1) additional four (4) year period. Any extension to this Agreement shall be in writing. The Town Administrator is authorized to extend or terminate this Agreement on behalf of the Town.

7. In addition to any other contractual indemnification provisions in Exhibit "A" or Exhibit "B" in favor of the Town, Contractor hereby agrees to indemnify and hold the Town harmless from any and all claims, suits, actions, damages, causes of action, and attorney's fees, arising from any personal injury, loss of life, or damage to person or property sustained by reason of or as a result of the products or materials used or supplied in the performance of this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on this 29 day of June, 2020.

**RISK MANAGEMENT ASSOCIATES, INC  
DBA PUBLIC RISK INSURANCE ADVISORS**

By: [Signature]  
(Signature)

Name: Matthew Montgomery  
(Print)

Title: Executive Vice President

Date: 6/11/2020

Attest: Robin Lee Russell  
Corporate Seal/Notary Public

Corporate Seal/Notary Seal



**TOWN OF DAVIE**

By: [Signature]  
Mayor Judith Paul

Date: 7/2/20

Attest: [Signature]  
Evelyn Roig, Town Clerk

Approved as to form  
and legal sufficiency

[Signature]  
Allan Weinthal, Town Attorney

RFP# RM-20-49

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Company Submitting Response

## REQUEST FOR PROPOSALS



|                                    |   |
|------------------------------------|---|
| <b>RFP NO.</b>                     | <b>RM - 20 - 49</b>   |
| <b>TITLE</b>                       | <b>Insurance Broker of Record</b>   |
| <b>AVAILABLE</b>                   | <b>Friday, February 28, 2020</b>  |
| <b>PRE-PROPOSAL<br/>CONFERENCE</b> | <b>N/A</b>  |
| <b>DUE DATE</b>                    | <b>2:00 PM ON Thursday, March 19, 2020</b>  |
| <b>SUBMIT TO</b>                   | <b>TOWN OF DAVIE - Procurement Division<br/>Attn: Brian K. O'Connor, C.P.M.<br/>6591 Orange Drive<br/>Davie, FL 33314</b> |
| <b>REVIEW MEETING</b>              | <b>TBD</b>  |
| <b>COUNCIL APPROVAL</b>            | <b>TBD</b>  |
| <b>BONDS</b>                       | <b>NONE</b>   |

Download Bid Information for Free at: <https://www.davie-fl.gov/bids>

Town of Davie Supplier Central: <https://www.davie-fl.gov/877/Supplier-Central>

**TOWN OF DAVIE  
RFP NO. RM-20-49  
REQUEST FOR PROPOSALS  
Insurance Broker of Record**



Dear Potential Respondent:

The Town of Davie, Florida invites qualified firms to submit responses in accordance with the requirements stated herein no later than **2:00 PM ON Thursday, March 19, 2020** for RFP NO. RM-20-49. Interested firms may secure the solicitation package and all other pertinent information by visiting <http://www.davie-fl.gov/bids> or at [DemandStar.com](http://DemandStar.com).

Questions regarding this solicitation shall be submitted in writing to [bids@davie-fl.gov](mailto:bids@davie-fl.gov) no later than 5:00 PM on **March 06, 2020**. Responses to those questions considered material to the solicitation will be made available as formal addenda to the Town's Purchasing website and DemandStar.com. It is the responsibility of prospective respondents to ensure they are aware of all addenda issued relative to this solicitation.

Respondents shall submit **One (1) original complete proposal package, Three (3) duplicate copies of said package and One (1) flash drive or CD copy**, to the Town of Davie Budget and Finance / Purchasing Division – Attention: Purchasing Manager, Brian K. O'Connor, 6591 Orange Drive Davie, FL 33314 on or before the due date stipulated above. All packages shall be clearly marked "**RFP No. RM-20-49 INSURANCE BROKER OF RECORD.**" The Town will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver any package by the above referenced deadline. **Late submissions shall not be accepted.**

RFP responses will be publicly opened and firm names read aloud in the Town Hall Council Chambers after the due date/time noted above. The selection of the successful respondent(s) shall be at the Town's discretion and shall be made in a prompt manner after the receipt and evaluation of all RFP responses. The Town of Davie reserves the right to reject any and all submissions, to waive any and all irregularities in any submission, and to make awards in the best interest of the Town.

A handwritten signature in black ink, appearing to read "Brian K. O'Connor", is written over a light blue horizontal line.

Brian K. O'Connor  
Procurement Manager  
Town of Davie

*Pursuant to Florida Statutes 119 071, sealed bids, proposals or replies by an agency pursuant to a competitive solicitation are exempt from inspection until such time as the agency provides notice of an intended decision or until thirty (30) days after the opening of the bids, proposals, or final replies, whichever is earlier.*





BUDGET AND FINANCE DEPARTMENT  
PURCHASING DIVISION

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314  
PHONE: 954.797.1016 • FAX: 954.797.1049 • WWW.DAVIE-FL.GOV

April 29, 2020

**RFP-RM-20-49 Insurance Broker of Record**

Dear Proposer:

The Review Committee has elected to request a detailed pricing breakdown on key focus areas enumerated below. Accurately complete form and questions below.

| <i>Line of Coverage</i>                              | <i>Flat Fee (\$)</i> | <i>Commission Rate%</i> | <i>Proposer Comments</i> |
|--|----------------------|-------------------------|--------------------------|
| <i>Property &amp; Inland Marine</i>                  |                      | 5-10%                   |                          |
| <i>General Liability</i>                             |                      | 5-10%                   |                          |
| <i>Law Enforcement Liability</i>                     |                      | 5-10%                   |                          |
| <i>Automobile Liability</i>                          |                      | 5-10%                   |                          |
| <i>Automobile Physical Damage</i>                    |                      | 5-10%                   |                          |
| <i>Excess Workers Compensation</i>                   |                      | 5-10%                   |                          |
| <i>Utilities Property</i>                            |                      | 5-10%                   |                          |
| <i>Public Officials/Employment Practices</i>         |                      | 5-10%                   |                          |
| <i>Accidental Death and Dismemberment (AD&amp;D)</i> |                      | 10%                     |                          |
| <i>Crime</i>   |                      | 10%                     |                          |
| <i>Cyber Liability</i>                               |                      | 10%                     |                          |
| <i>Pollution Liability</i>                           |                      | 10%                     |                          |
| <i>Firefighter Cancer Benefit</i>                    |                      | 5%                      |                          |
| <i>Flood Insurance</i>                               |                      | 22%                     | NFIP Standard            |

Will your firm hold the flat fee pricing for the initial term (4 years) of the contract?

PRIA proposes no change in commission structure for the initial term of the contract.

Please explain or provide your typical annual increase year over year for contracts of similar size municipalities, if applicable.

PRIA proposes no change in commission structure for the initial term of the contract.

Additional proposer comments:

N/A

Firm Name Risk Management Associates, Inc. dba  
Public Risk Insurance Advisors

Authorized Signature 

*Exhibit B'*






PROCUREMENT DIVISION

MEMORANDUM

**Date:** March 28, 2024

**To:** Dustin Freeman, Chief  
Procurement Division

**From:** Gregory Grant, EBO/JSEB Administrative Director 

**Subject:** **Review of RFP Submittals for P-08-24 Small Business Capital Access Program**

---

The Equal Business Opportunity Office received only One (1) proposal for the **Small Business Capital Access Program Request for Proposal**

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

**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."**

Considering the foregoing information, staff request the process that should be followed in order to ensure the continued services by evaluating the proposal received.





A NEW DAY.

# City of Jacksonville, Florida

**Donna Deegan, Mayor**

Department of Neighborhoods  
214 N. Hogan St., 5<sup>th</sup> Floor  
Jacksonville, FL 32202  
(904) 630-CITY  
Jacksonville.gov

## MEMORANDUM

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

**THRU** Thomas Waters  
Director of Neighborhoods 23

**FROM:** Melissa Long, P. E., Chief  
Environmental Quality Division

John Phillips, Environmental Branch Manager  
Environmental Quality Division

Rosa Murphy, Environmental Program Supervisor  
Environmental Quality Division

**SUBJECT:** Request for Proposals – RFP NO. P-12-24  
Professional Engineering Review Services for  
Petroleum Restoration - Annual Contract

**DATE:** March 27, 2024

---

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 of these services is estimated at approximately **\$75,000**.
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 Neighborhoods Department for proper utilization of these services.
8. The Neighborhoods Department does not currently have the in-house capabilities to provide these services.
9. A subcommittee composed of John Phillips, Environmental Branch Manager, Environmental Quality Division, 255-7221; and Rosa Murphy, Environmental Program Supervisor, Environmental Quality Division, 255-7141, is assigned to review submittals for this RFP.
10. Internal Services administrative costs should be charged to Account No. **15303.173109.xxxxxx.010640**.
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 2023.
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.

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







# City of Jacksonville, Florida

*Donna Deegan, Mayor*

Department of Public Works  
 Engineering & Construction Management Division  
 214 N. Hogan Street, 10<sup>th</sup> Floor  
 Jacksonville, FL 32202  
 (904) 255-8762  
 Jacksonville.gov

A NEW DAY

April 1, 2024

TO: Dustin Freeman, Chairman  
 Professional Services Evaluation Committee

THRU: Nina Sickler, P.E.  
 Director of Public Works

FROM: Steven D. Long, Jr., P.E. DocuSigned by: Steven D. Long Jr. FA79608741F24BC  
 Director of Operations

Daryl T. Joseph DocuSigned by: Daryl Joseph CSFF635F02C3A429  
 Director, Parks, Recreation and Community Services

SUBJECT: Amendment 3 Contract 71513-22/ PO 634200-22 P-01-21  
 Perkins & Will, Inc.  
 Northbank Lawn/ Riverfront Plaza FKA Jacksonville Landing Design Competition

Additional coordination and design services were needed to address design modifications requested by the city. Negotiations have resulted in the attached scope of Services, Exhibit A-3 and Fee Summary, Exhibit B-3 to provide these services. The encouragement plan was utilized for this contract. There is no rate increase.

Accordingly, this is to recommend that Contract # 71513-22, originally executed January 13, 2022, between the City and Perkins & Will, Inc. for Northbank Lawn/ Riverfront Plaza Competition be amended to incorporate the Scope of Services, Exhibit A-3 and Fee Summary, B-3 to increase the lump sum amount for Design Services by \$65,210.00 to a new lump sum amount \$1,933,682.16, thereby increasing the maximum indebtedness by \$65,210.00 to a new maximum indebtedness to the City in the amount of \$2,393,657.48. All other terms and conditions remain the same.

Funding for this project is as follows:

| ACCOUNTS:  | TOTAL       |
|--|-------------|
| 32124.153101.565051.009031.00000000.00000.00000000 |             |
| 009031   |             |
| PWCP Public Works Capt Proj Otr Cons Svcs          |             |
| 565051   |             |
| 2  |             |
| 32124-384020                                       | \$65,210.00 |

SDL/lw

Attachment: Exhibit A3 and B-3

cc: Lori West, Engineering and Construction Management

# Perkins&Will

**Date:** 3.18.2024

**To:** Lori Boyer, Guy Parola,  
Daryl Joseph, Jonathan  
Page, Jill Enz

**From:** Micah Lipscomb

**Re:** Riverfront Plaza Change  
Order #3

## **Riverfront Plaza Change Order #3**

This proposal outlines a contract amendment to the North Lawn/Riverfront Plaza contract #71513-22 between The City of Jacksonville and Perkins&Will. The following additive changes are outlined below.

### **Scope of work**

In the course of the delivery of the phased plans and bid phase support, the design team has completed multiple tasks that were not within the scope of work. In order to keep the project moving forward in a timely manner, these tasks were completed and tracked. The list below summarizes these tasks:

- The design team has participated in a total of (9) Coordination meetings with Haskell and COJ to review phasing and BIM clash detection reviews.
- Perkins&Will has participated in a total of (12) weekly Coordination calls with the owner and contractor. Perkins&Will is budgeting for participation in (5) additional meeting hours for calls with the owner and contractor between now and the start of post design services.
- The design team has issued 3 addenda to address bidder RFI's and coordination items. The design team is assuming that there will be two additional addenda. We were scoped to issue one comprehensive addendum.
- GAI completed utility research and coordination for the AT&T easement.
- GAI and Perkins&Will have coordinated with Verizon on the relocation of the 5G tower that was added to the project area after the survey was completed.
- Ohmega added a 200-amp service for events near the performing arts center at the request of the city. This also required revisions to the planting plan in this area by GAI.

**Date:** 3.18.2024

**Re:** Riverfront Plazo Change  
Order #3

- Ohmega provided additional electrical design to coordinate with the audio and video needs of the Times Union video project.
- Ohmega provided electrical design to coordinate with the removal of the electrical panel at the SE corner of the Performing Arts Center.
- TyLin provided structural design input on items discovered during early site demolition for the Independent Drive realignment.
- IMEG revised the geothermal system to an open looped system.
- Perkins&Will provided project management services for all of the above items performed by the design team.
- GAI is proposing (5) additional meeting hours to coordinate with the contractor and client between now and the commencement of post-design services.
- GAI participated in one meeting with the city and visited the site once to coordinate the location of the 54" storm pipe and advise on options for relocation.

**Fees**

Refer to Exhibit B for the hourly rate tables and proposals from consultants.

The proposed additional service fee (Lump Sum) is \$65,210.

**CONTRACT FEE SUMMARY FOR ENGINEERING DIVISION  
CITY OF JACKSONVILLE, FLORIDA**

EXHIBIT B-3

| <b>PART I - GENERAL</b>  |             |                                 |                    |                       |
|--|-------------|---------------------------------|--------------------|-----------------------|
| 1. Project<br>Jacksonville Riverfront Plaza                                      |             | 2. Proposal Number              |                    |                       |
| 3. Name of Consultant<br>Perkins&Will  |             | 4. Date of Proposal<br>03/18/24 |                    |                       |
| <b>PART II - LABOR RELATED COSTS</b>   |             |                                 |                    |                       |
| 5. Direct Labor  | Hourly Rate | Estimated Hours                 | Estimated Cost     | TOTAL                 |
| Principal Architect  | \$101.00    | 0.00                            | \$0.00             |                       |
| Principal Landscape Architect  | \$101.00    | 0.00                            | \$0.00             |                       |
| Project Architect  | \$54.00     | 18.00                           | \$972.00           |                       |
| Project Manager  | \$54.00     | 62.00                           | \$3,348.00         |                       |
| Sr. Landscape Architect  | \$56.00     | 0.00                            | \$0.00             |                       |
| Landscape Architect  | \$40.00     | 0.00                            | \$0.00             |                       |
| Landscape Designer   | \$33.00     | 0.00                            | \$0.00             |                       |
| Graphic Designer   | \$33.00     | 0.00                            | \$0.00             |                       |
| <b>TOTAL DIRECT LABOR</b>  |             | <b>80</b>                       | <b>Hours</b>       | <b>\$4,320.00</b>     |
| 6. Overhead (Combined Fringe Benefit & Administrative)                           |             |                                 |                    |                       |
|  |             |                                 |                    | 175.00%               |
|  |             |                                 |                    | \$7,560.00            |
| 7. SUBTOTAL: Labor + Overhead (Items 5 & 6)                                      |             |                                 |                    | \$11,880.00           |
| 8. PROFIT: Labor Related Costs (Item 7) x 10%                                    |             |                                 |                    | \$1,188.00            |
| <b>PART III - OTHER COSTS</b>  |             |                                 |                    |                       |
| 9. Miscellaneous Direct Costs  |             |                                 |                    | 0                     |
| Transportation & Shipping  |             |                                 | \$0.00             |                       |
| Original Reproducibles   |             |                                 | \$0.00             |                       |
| Reproducibles  |             |                                 | \$0.00             |                       |
| Other  |             |                                 | \$0.00             |                       |
| <b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>                                      |             |                                 |                    | <b>\$0.00</b>         |
| 10. SUBCONTRACTS   |             |                                 |                    |                       |
| GAI  |             |                                 |                    | \$38,235.00           |
| TyLin (Silman)   |             |                                 |                    | \$3,907.00            |
| Ohmega   |             |                                 |                    | \$8,500.00            |
| IMEG (McVeigh and Mangum)  |             |                                 |                    | \$1,500.00            |
| <b>SUB-CONTRACT SUB-TOTAL</b>  |             |                                 | <b>\$52,142.00</b> | <b>\$52,142.00</b>    |
| <b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>                           |             |                                 |                    | <b>\$65,210.00</b>    |
| 11. REIMBURSABLE COSTS (Limiting Amount)   |             |                                 |                    |                       |
| <b>SUB-TOTAL REIMBURSABLES</b>   |             |                                 |                    | <b>\$0.00</b>         |
| <b>PART IV - SUMMARY</b>   |             |                                 |                    |                       |
| <b>TOTAL AMOUNT OF AMENDMENT #2 (Lump Sum)<br/>(Items 5, 6, 8, 9, 10 and 11)</b> |             |                                 |                    | <b>\$65,210.00</b>    |
| 12. PRIOR CONTRACT AMOUNT (Through Amendment # 2)                                |             |                                 |                    | \$2,328,447.48        |
| <b>AMENDED AMOUNT OF CONTRACT</b>  |             |                                 |                    | <b>\$2,393,657.48</b> |



Jacksonville Office  
12574 Flagler Center Boulevard  
Suite 202  
Jacksonville, Florida 32258

T 904.363.1110  
F 904.363.1115

March 13, 2024 (Rev. March 26, 2024)

Mr. Micah Lipscomb  
Sr. Landscape Architect / Senior Associate  
Perkins & Will  
1315 Peachtree Street NE  
Atlanta, GA 30309

**Riverfront Plaza – Additional Services Proposal #2 for Out-of-Scope Phasing and Pre-Construction Services.**

Dear Micah:

GAI Consultants, Inc. (GAI) is providing this supplemental scope and fee memorandum to our existing phasing and pre-construction services scope of work previously authorized by Perkins+Will (P+W). As discussed, to help keep this project progressing in a timely fashion, GAI has been providing these additional services and tracking costs associated with these efforts which are further outlined below. At the request of the City, GAI has attempted to quantify the fee for each specific task in (parenthesis) after each item.

**Additional Services**

1. At the request of P+W, the City of Jacksonville (City), and the Construction Manager (Haskell), GAI has participated in several additional meetings beyond the meeting allowance provided in the current scope of work. The original scope of work assumed up to three (3) coordination meetings with P+W and Haskell during Pre-Construction and assumed nominal coordination efforts to execute the project phasing. To date, GAI has attended a total of at least nine (9) meetings. Furthermore, GAI has performed several site visits and participated in multiple follow up calls related to additional out of scope review items further outlined in items 3 and 4 of these requests, below. (\$11,471)
2. GAI has provided additional post-permit design revisions at the request of the City for various project components that have continued to evolve after the permitting of the project was completed. The effort under this task includes revisions to the landscape planting design to accommodate an electrical panel as part of the Performing Arts Center project adjacent to Riverfront Plaza. (\$7,647)
3. Additional addenda required for the revisions and submittals to the Client and CM. The current scope of work allows for one comprehensive addendum. At the Client and/or CM's request, GAI has submitted three addenda. (\$2,868)
4. A 54" storm drain line was found running through the site that will have significant impacts on Phase 2 of the proposed project. GAI was requested to attend at least one (1) meeting with City Public Works, and the Downtown Investment Authority (DIA). GAI performed at least one (1) site visit and coordinated with P+W and the project surveyor to identify the precise location of this storm line. These efforts assisted the project team and the City with options to address this storm pipe in the future construction phase. (\$4,779)
5. GAI was asked to provide for additional utility coordination and research for the Southern Bell (AT&T) easement. Coordination included easement research, obtaining a copy from the Duval County Clerk's Office Records Department. Research and initial preparation of the Disclaimer of Interest. Final coordination with the appropriate contact with AT&T to facilitate necessary easement revisions for future restaurant site construction. (\$2,868)

Mr. Micah Lipscomb  
March 11, 2024 (Rev. 03/26/24)

Page 2

6. A 5G Cell Tower has been identified at the interface of the Independent Drive Re-Alignment project and Riverfront Plaza that has required GAI to assist in the coordination of relocating this unknown utility. (\$1,912)
7. Upon completion of Haskell's construction level Subsurface Utility Exploration (SUE) efforts in late January, GAI was asked to assist with additional utility and other subsurface conflicts. (\$1,912)

In addition to the above 6 items which have already been provided, GAI proposes the need to perform the following, additional out of scope services:

8. GAI is in receipt of a request to provide services related to a fourth project addenda. GAI's efforts for this fourth addenda have yet to be fully executed. GAI furthermore proposes to include a fifth addenda in this request. (\$1,912)
9. GAI is proposing to include budget for at 5 additional meeting hours for GAI's Civil and Landscape Architecture staff to attend. It is intended that these meeting hours will cover the anticipated meeting efforts between now and commencement of construction and GAI's post-design services. (\$2,868)

### **Assumptions and Understandings**

All assumptions, understandings, additional service qualifications, terms, and conditions of our original scope of work documents remain in effect unless otherwise noted herein.

### **Attachments**

Fee Summary for Additional Phasing and Pre-Construction Services

| <b>Contract Fee Summary for Engineering Division<br/>Jacksonville Riverfront Plaza<br/>City of Jacksonville, FL</b> |                |                    |   |                 |
|---|----------------|--------------------|---|-----------------|
| <b>PART I - GENERAL</b>   |                |                    |   |                 |
| <b>1. Project</b><br>Jacksonville Riverfront Plaza - Phasing and Pre-Construction<br>Supplemental Request           |                |                    | <b>2. City Contract Number</b>          |                 |
| <b>3. Name of Consultant</b><br>GAI Consultants, Inc.   |                |                    | <b>4. Date of Proposal</b><br>3/13/2024 |                 |
| <b>PART II - LABOR RELATED COSTS</b>  |                |                    |   |                 |
| <b>5. DIRECT LABOR</b>  | Hourly<br>Rate | Estimated<br>Hours | Estimated<br>Cost                       | TOTAL           |
| Civil and LA Principals   | \$ 100.00      | 4                  | \$ 400.00                               |                 |
| Director (LA)   | \$ 90.00       | 26                 | \$ 2,340.00                             |                 |
| Sr. Engineering Manager   | \$ 83.00       | 24                 | \$ 1,992.00                             |                 |
| Project Engineer  | \$ 55.52       | 74                 | \$ 4,108.48                             |                 |
| Engineer Intern   | \$ 33.00       | 19                 | \$ 627.00                               |                 |
| Project LA  | \$ 57.92       | 38                 | \$ 2,200.96                             |                 |
| LA Technician   | \$ 32.57       | 20                 | \$ 651.40                               |                 |
| Admin   | \$ 23.00       | 8                  | \$ 184.00                               |                 |
| <b>TOTAL DIRECT LABOR</b>   |                |                    |   | <b>\$12,504</b> |
| <b>6. OVERHEAD (Combined Fringe Benefits &amp; Administrative)</b><br>Overhead Rate 177.99%                         |                |                    |   | <b>\$22,256</b> |
| <b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>  |                |                    |   | <b>\$34,759</b> |
| <b>8. PROFIT: Labor Related Costs (Item 7)</b>  |                |                    | x 10%                                   | <b>\$3,476</b>  |
| <b>TOTAL LUMP SUM LABOR FEE (GAI)</b>   |                |                    |   | <b>\$38,235</b> |
| <b>PART III - OTHER COSTS</b>   |                |                    |   |                 |
| <b>9. MISCELLANEOUS DIRECT COSTS (Allowance)</b><br>Mileage, Courier, Printing, Etc.                                |                |                    |   | <b>\$ -</b>     |
| <b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>   |                |                    |   | <b>\$0</b>      |
| <b>10. SUBCONSULTANTS / CONTINGENCY</b>   |                |                    |   | <b>\$0</b>      |
|   |                |                    |   | <b>\$0</b>      |
|   |                |                    |   | <b>\$0</b>      |
|   |                |                    |   | <b>\$0</b>      |
| <b>SUB-CONTRACT SUB-TOTAL</b>   |                |                    |   | <b>\$0</b>      |
| <b>PART IV - FEE SUMMARY</b>  |                |                    |   |                 |
| <b>TOTAL FEE - (Items 5, 6, 8, 9 and 10)</b>  |                |                    |   | <b>\$38,235</b> |

| <b>Contract Fee Summary for Engineering Division<br/>Jacksonville Riverfront Plaza<br/>City of Jacksonville, FL</b> |                |                    |   |                 |
|---|----------------|--------------------|---|-----------------|
| <b>PART I - GENERAL</b>   |                |                    |   |                 |
| <b>1. Project</b><br>Jacksonville Riverfront Plaza - Phasing and Pre-Construction<br>Supplemental Request           |                |                    | <b>2. City Contract Number</b>          |                 |
| <b>3. Name of Consultant</b><br>GAI Consultants, Inc.   |                |                    | <b>4. Date of Proposal</b><br>3/13/2024 |                 |
| <b>PART II - LABOR RELATED COSTS</b>  |                |                    |   |                 |
| <b>5. DIRECT LABOR</b>  | Hourly<br>Rate | Estimated<br>Hours | Estimated<br>Cost                       | TOTAL           |
| Civil and LA Principals   | \$ 100.00      | 4                  | \$ 400.00                               |                 |
| Director (LA)   | \$ 90.00       | 26                 | \$ 2,340.00                             |                 |
| Sr. Engineering Manager   | \$ 83.00       | 24                 | \$ 1,992.00                             |                 |
| Project Engineer  | \$ 55.52       | 74                 | \$ 4,108.48                             |                 |
| Engineer Intern   | \$ 33.00       | 19                 | \$ 627.00                               |                 |
| Project LA  | \$ 57.92       | 38                 | \$ 2,200.96                             |                 |
| LA Technician   | \$ 32.57       | 20                 | \$ 651.40                               |                 |
| Admin   | \$ 23.00       | 8                  | \$ 184.00                               |                 |
| <b>TOTAL DIRECT LABOR</b>   |                |                    |   | <b>\$12,504</b> |
| <b>6. OVERHEAD (Combined Fringe Benefits &amp; Administrative)</b><br>Overhead Rate 177.99%                         |                |                    |   | <b>\$22,256</b> |
| <b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>  |                |                    |   | <b>\$34,759</b> |
| <b>8. PROFIT: Labor Related Costs (Item 7)</b>  |                |                    | x 10%                                   | <b>\$3,476</b>  |
| <b>TOTAL LUMP SUM LABOR FEE (GAI)</b>   |                |                    |   | <b>\$38,235</b> |
| <b>PART III - OTHER COSTS</b>   |                |                    |   |                 |
| <b>9. MISCELLANEOUS DIRECT COSTS (Allowance)</b><br>Mileage, Courier, Printing, Etc.                                |                |                    |   | <b>\$ -</b>     |
| <b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>   |                |                    |   | <b>\$0</b>      |
| <b>10. SUBCONSULTANTS / CONTINGENCY</b>   |                |                    |   | <b>\$0</b>      |
|   |                |                    |   | <b>\$0</b>      |
|   |                |                    |   | <b>\$0</b>      |
|   |                |                    |   | <b>\$0</b>      |
| <b>SUB-CONTRACT SUB-TOTAL</b>   |                |                    |   | <b>\$0</b>      |
| <b>PART IV - FEE SUMMARY</b>  |                |                    |   |                 |
| <b>TOTAL FEE - (Items 5, 6, 8, 9 and 10)</b>  |                |                    |   | <b>\$38,235</b> |





25 N. Market Street | Suite 300A  
Jacksonville, Florida 32202  
T | 904 807 6512

March 15, 2024

Mr. Micah Lipscomb  
Sr. Landscape Arch, Senior Associate  
Perkins & Will  
806 Douglas Road, Suite 300  
Coral Gables, FL 33134

**Jacksonville Riverfront Plaza Park**  
**Jacksonville, Florida**  
*Proposal for Electrical Engineering Consulting Services – Additional Services*

Dear Micah,

In accordance with **Section IV** of the original Fee Proposal dated November 4, 2021, an additional services fee will be required to revise the electrical drawings to accommodate additional work scopes in accordance with your email dated 3/6/2024.

1. Provide additional electrical design as required to relocate light poles from previously designed locations throughout the park.
2. Provide additional electrical design as required to add a 200-amp electrical service rack for additional power connections as requested by the owner.
3. Provide additional electrical design as required to coordinate with the Friendship Fountain & Times Union Performing Arts Center video projects (by others).
4. Provide additional electrical design as required to incorporate audio loudspeakers and associated infrastructure throughout the park.
5. Provide additional electrical design as required to accommodate removal/relocation of existing owner electrical panel(s)

Any required work not covered under the Scope of Work is not covered in this Proposal. All Additional Services incurred as a result of Client changes will be charged on an hourly basis not to exceed those indicated in the table below. Additional Services will not be performed by **OHMEGA** without prior written authorization from the Client.

**OHMEGA** proposes to furnish the aforementioned additional professional consulting services in accordance with the above conditions for the following sums:

- Additional Services - Eight Thousand Five Hundred Dollars (US\$8,500)



**Exhibit A - Page 1 of 1  
CONTRACT FEE SUMMARY FOR  
Jacksonville Riverfront Plaza**

| <b>PART I - GENERAL</b>   |                |                    |   |                    |
|---|----------------|--------------------|---|--------------------|
| <b>1. Project -</b><br>COJ Jacksonville Riverfront Park - Additional Services |                |                    | <b>2. Project Number</b><br>2024-08     |                    |
| <b>3. Name of Consultant</b><br>The Ohmega Group, Inc.                        |                |                    | <b>4. Date of Proposal</b><br>3/15/2024 |                    |
| <b>PART II - LABOR RELATED COSTS</b>  |                |                    |   |                    |
| <b>5. DIRECT LABOR</b>  | Hourly<br>Rate | Estimated<br>Hours | Estimated<br>Cost                       | TOTAL              |
| Principal Engineer / Director   | \$ 110.12      | 2                  | \$ 220.23                               |                    |
| Senior Project Manager  | \$ 64.58       | 16                 | \$ 1,033.29                             |                    |
| Senior Project Engineer   | \$ 53.81       | 0                  | \$ 0.00                                 |                    |
| Project Engineer  | \$ 43.05       | 0                  | \$ 0.00                                 |                    |
| Senior Designer   | \$ 34.62       | 25                 | \$ 848.19                               |                    |
| Designer/Sr. CADD Technician  | \$ 26.00       | 26                 | \$ 682.50                               |                    |
| Office Manager  | \$ 26.57       | 1                  | \$ 26.57                                |                    |
| Clerical  | \$ 19.18       | 0                  | \$ 0.00                                 |                    |
|   | \$ -           | 0                  | \$ 0.00                                 |                    |
|   | \$ -           | 0                  | \$ 0.00                                 |                    |
|   | \$ -           | 0                  | \$ 0.00                                 |                    |
| <b>TOTAL DIRECT LABOR</b>   |                |                    |   | <b>\$ 2,810.78</b> |
| <b>6. OVERHEAD (Combined Fringe Benefits &amp; Administrative)</b>            |                |                    |   |                    |
| Overhead Rate 175.00%   |                |                    |   | <b>\$ 4,918.87</b> |
| <b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>                        |                |                    |   | <b>\$ 7,729.65</b> |
| <b>8. PROFIT: Labor Related Costs (Item 7)</b> x 10%                          |                |                    |   | <b>\$ 772.97</b>   |
| <b>SUB-TOTAL SALARY RELATED COSTS</b>   |                |                    |   | <b>\$ 8,500.00</b> |
| <b>PART III - OTHER COSTS</b>   |                |                    |   |                    |
| <b>9. MISCELLANEOUS DIRECT COSTS</b>  |                |                    |   |                    |
| Misc. Direct Expenses (Lump Sum)  |                | 0                  | 1,500.00                                | \$ -               |
| <b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>                                   |                |                    |   | <b>\$ -</b>        |
| <b>10. SUBCONTRACTS (Lump Sum)</b>  |                |                    |   | \$ -               |
|   |                |                    |   | \$ -               |
|   |                |                    |   | \$ -               |
| <b>SUB-CONTRACT SUB-TOTAL</b>   |                |                    |   | <b>\$ -</b>        |
| <b>PART IV - SUMMARY</b>  |                |                    |   |                    |
| <b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>                        |                |                    |   | <b>\$ 8,502.62</b> |



March 12, 2024

Micah Lipscomb  
Senior Landscape Architect / Senior Associate  
Perkins + Will  
1315 Pecahtree St NE  
Atlanta, GA 30309

RE: Jacksonville Waterfront Plaza  
Jacksonville, FL  
Request for Additional Services, TYLin Project 3010.0100032.000

Dear Micah,

We have been asked to provide the following services that are in addition to our original Agreement with Perkins + Will regarding Jacksonville Waterfront Plaza, dated January 13, 2022. Additional services are based on e-mail and phone correspondence between Micah Lipscomb of Perkins + Will and Colin G. Doyle of TYLin | Silman Structural Solutions on/or March 12<sup>th</sup>, 2024.

Additional pre-construction structural engineering services have been requested to facilitate contractor coordination, early release packages due for long lead items, construction sequencing, and additional coordination of drawings with unforeseen field conditions discovered during early work demolition. Additional service has required attendance at weekly pre-construction meetings (December 16<sup>th</sup>, 2023 through February 16<sup>th</sup>, 2024 excluding time for Christmas and New Years Holidays) and attendance at contractor's clash detection and resolution meetings including modifications to drawings to resolve conflicts with existing field conditions discovered during early site clearing and demolition.

**Fee**

TYLin | Silman Structural Solutions offers Pre-Construction Services as outlined above as an additional service for a lump sum of **\$3,907.00**.

**Exhibit B - Page 1 of 1  
CONTRACT FEE SUMMARY FOR  
Jacksonville Riverfront Plaza - Pre-Construction Services**

| <b>PART I - GENERAL</b>   |             |   |                |                    |
|---|-------------|---|----------------|--------------------|
| <b>1. Project -</b><br>Jacksonville Riverfront Plaza  |             | <b>2. Project Number</b><br>801844.000  |                |                    |
| <b>3. Name of Consultant</b><br>T.Y.Lin   |             | <b>4. Date of Proposal</b><br>3/12/2024 |                |                    |
| <b>PART II - STANDARD HOURLY RATE SCHEDULE</b>  |             |   |                |                    |
| <b>5. STANDARD HOURLY RATES</b>   | Hourly Rate | Estimated Hours                         | Estimated Cost | TOTAL              |
| Principal   | \$ 108.17   | 1                                       | \$ 108.17      |                    |
| Project Manager (Responsible Prof.)   | \$ 82.51    | 8                                       | \$ 660.08      |                    |
| Senior Project Engineer   | \$ 64.49    | 0                                       | \$ 0.00        |                    |
| Project Engineer  | \$ 50.47    | 8                                       | \$ 403.76      |                    |
| Engineer Intern   | \$ 25.00    | 0                                       | \$ 0.00        |                    |
| BIM Manager   | \$ 43.78    | 0                                       | \$ 0.00        |                    |
| Designer/CADD Technician  | \$ 28.43    | 0                                       | \$ 0.00        |                    |
| BIM Technician  | \$ 32.17    | 8                                       | \$ 257.36      |                    |
| Admin   | \$ 26.20    | 0                                       | \$ 0.00        |                    |
|   |             | 0                                       | \$ 0.00        |                    |
|   |             | 0                                       | \$ 0.00        |                    |
| <b>TOTAL HOURLY NOT TO EXCEED (NTE) DIRECT LABOR</b>  |             |   |                | <b>\$ 1,429.37</b> |
| <b>6. OVERHEAD (Combined Fringe Benefits &amp; Administrative)</b><br>Overhead Rate 148.45% |             |   |                | <b>\$ 2,121.86</b> |
| <b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>                                      |             |   |                | <b>\$ 3,551.23</b> |
| <b>8. PROFIT: Labor Related Costs (Item 7)</b> x 10%  |             |   |                | <b>\$ 355.12</b>   |
| <b>SUB-TOTAL SALARY RELATED COSTS HOURLY NOT TO EXCEED</b>                                  |             |   |                | <b>\$ 3,907.00</b> |
| <b>PART III - OTHER COSTS</b>   |             |   |                |                    |
| <b>9. MISCELLANEOUS DIRECT COSTS</b>  |             |   |                |                    |
| Misc. Reimbursable Expenses (Lump Sum)  |             |   |                |                    |
| <b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>   |             |   |                | <b>\$ -</b>        |
| <b>10. SUBCONTRACTS (Lump Sum)</b>  |             |   |                |                    |
|   |             |   |                | \$ -               |
|   |             |   |                | \$ -               |
|   |             |   |                | \$ -               |
| <b>SUB-CONTRACT SUB-TOTAL</b>   |             |   |                | <b>\$ -</b>        |
| <b>PART IV - SUMMARY</b>  |             |   |                |                    |
| <b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>                                      |             |   |                | <b>\$ 3,907.00</b> |



March 12, 2024

Micah Lipscomb  
Perkins & Will  
1315 Peachtree Street NE  
Atlanta, Georgia 30309

RE: Amendment Number 2 for Additional Services  
Riverfront Plaza - Cafe  
Jacksonville, Florida  
IMEG #22009595.00

Dear Micah:

As we discussed, you would like IMEG to provide additional mechanical and electrical engineering services for changes to the project to provide an open loop geothermal system in lieu of the originally designed closed loop system.

All other services, terms, and conditions shall remain as stated in our original Agreement.

**COMPENSATION**

We propose to provide the additional services described above for a fixed fee of \$1,500. Reimbursable expenses remain as stated in our original Agreement.

We will begin our services following acceptance of this Amendment for Additional Services. Acceptance may be conveyed via e-mail to the address listed below, by fax, or by signing this offer and returning it to our office.

Sincerely,

IMEG Consultants Corp.

Perkins & Will

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Zach Brown

Name: \_\_\_\_\_

Title: Principal / Client Executive

Title: \_\_\_\_\_

Zach.r.brown@imegcorp.com  
ZRB/mmd

\\engncussaeazurefilesprem.file.core.windows.net\pool01\ActiveProjects\WME\JAX\Projects\2022\221182\20240312 Amend 2 Loop Geothermal System.docx

| Exhibit A - Page 1 of 1<br>CONTRACT FEE SUMMARY FOR<br>Jacksonville Riverfront Plaza   |                |                    |                                  |             |
|--|----------------|--------------------|----------------------------------|-------------|
| PART I - GENERAL   |                |                    |                                  |             |
| 1. Project -<br>Riverfront Plaza Café - Geothermal System                              |                |                    | 2. Project Number                |             |
| 3. Name of Consultant<br>IMEG Consultants Corp (formerly McVeigh & Mangum Engineering) |                |                    | 4. Date of Proposal<br>3/12/2024 |             |
| PART II - LABOR RELATED COSTS  |                |                    |                                  |             |
| 5. DIRECT LABOR  | Hourly<br>Rate | Estimated<br>Hours | Estimated<br>Cost                | TOTAL       |
| Principal  | \$ 86.54       |                    | \$ 0.00                          |             |
| PM   | \$ 67.31       |                    | \$ 0.00                          |             |
| Sr. Project Eng  | \$ 47.12       | 1                  | \$ 47.12                         |             |
| Engineer   | \$ 41.71       | 8                  | \$ 333.68                        |             |
| Designer   | \$ 39.23       |                    | \$ 0.00                          |             |
| CADD   | \$ 33.41       | 4                  | \$ 133.64                        |             |
| Admin  | \$ 20.50       | 1                  | \$ 20.50                         |             |
| TOTAL DIRECT LABOR   |                |                    |                                  | \$ 534.94   |
| 6. OVERHEAD (Combined Fringe Benefits & Administrative)<br>Overhead Rate 157.00%       |                |                    |                                  | \$ 839.86   |
| 7. SUBTOTAL: Labor + Overhead (Items 5 & 6)  |                |                    |                                  | \$ 1,374.80 |
| 8. PROFIT: Labor Related Costs (Item 7) x 10%  |                |                    |                                  | \$ 125.20   |
| SUB-TOTAL SALARY RELATED COSTS   |                |                    |                                  | \$ 1,500.00 |
| PART III - OTHER COSTS   |                |                    |                                  |             |
| 9. MISCELLANEOUS DIRECT COSTS<br>Misc. Direct Expenses (Lump Sum)                      |                |                    |                                  | \$ -        |
| MISCELLANEOUS DIRECT COSTS SUB-TOTAL   |                |                    |                                  | \$ -        |
| 10. SUBCONTRACTS (Lump Sum)  |                |                    |                                  | \$ -        |
|  |                |                    |                                  | \$ -        |
|  |                |                    |                                  | \$ -        |
| SUB-CONTRACT SUB-TOTAL   |                |                    |                                  | \$ -        |
| PART IV - SUMMARY  |                |                    |                                  |             |
| TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)  |                |                    |                                  | \$ 1,500.00 |





A NEW DAY.

# City of Jacksonville, Florida

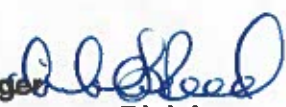
**Donna Deegan, Mayor**

Department of Public Works  
214 N. Hogan St., 10<sup>th</sup> Floor  
Jacksonville, FL 32202  
(904) 630-CITY  
[Jacksonville.gov](http://Jacksonville.gov)

## MEMORANDUM

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

**THRU** Nina Sickler, P. E. DocuSigned by: Nina Sickler 1EFA22305023487  
Director of Public Works

**FROM:** Nikita Reed, P. E., Operations Manager   
Engineering and Construction Management Division

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

**SUBJECT:** Request for Permission to Review Proposals  
RFP P-50-23 CEI Services for 2<sup>nd</sup> Avenue North & Penman Road Complete Streets

**DATE:** March 25, 2024

The Department of Public Works received only two (2) proposals for the RFP solicitation for the Referenced RFP. 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 re-soliciting. Notwithstanding the number of responses received, PSEC may proceed to consider those proposers responding to the re-solicitation or to the initial solicitation if it determines, in writing, that no advantage would be obtained by resoliciting."

The Department of Public Works does not have adequate staffing to provide CEI services for the construction projects being administered by the Engineering & Construction Management Division and has been hiring Consultants to provide the necessary Program Management services. The RFP for these services was advertised for almost 4 weeks and was downloaded by 8 local firms, including 7 that frequently submit proposals to provide CEI services on our projects. We feel that 27 days afforded ample time for consulting firms to become aware of the RFP and prepare/submit responses. Additionally, we believe that we have received proposals from two highly qualified firms.

Considering the foregoing information, staff requests permission to review and rank the 2 proposals received.

**cc:** Tammy Duggan, PW Contracts and Finance Manager  
Lori West, Contract Specialist., Engineering and Construction Management  
David D. Hahn, P. E., Engineering and Construction Management

PROCUREMENT







A NEW DAY.

# City of Jacksonville, Florida

*Donna Deegan, Mayor*

Department of Public Works  
214 N. Hogan St., 10<sup>th</sup> Floor  
Jacksonville, FL 32202  
(904) 630-CITY  
Jacksonville.gov

## MEMORANDUM

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

**THRU** Nina Sickler, P. E. DocuSigned by: Nina Sickler 11FA27305623487  
Director of Public Works

**FROM:** Nikita Reed, P. E., Operations Manager *Nikita Reed*  
Engineering and Construction Management Division

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

**SUBJECT:** Request for Permission to Review Proposals  
RFP P-04-24 CEI Services for New Belin/Oceanway and Brentwood Libraries

**DATE:** April 2, 2024

The Department of Public Works received only two (2) proposals for the RFP solicitation for the Referenced RFP. 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 re-soliciting. Notwithstanding the number of responses received, PSEC may proceed to consider those proposers responding to the re-solicitation or to the initial solicitation if it determines, in writing, that no advantage would be obtained by resoliciting."

The Department of Public Works does not have adequate staffing to provide CEI services for the construction projects being administered by the Engineering & Construction Management Division and has been hiring Consultants to provide the necessary Program Management services. The RFP for these services was advertised for almost 4 weeks and was downloaded by 10 local firms, including 5 that frequently submit proposals to provide CEI services on our projects. We feel that 27 days afforded ample time for consulting firms to become aware of the RFP and prepare/submit responses. Additionally, we believe that we have received proposals from two highly qualified firms.

Considering the foregoing information, staff requests permission to review and rank the 2 proposals received.

**cc:** Tammy Duggan, PW Contracts and Finance Manager  
Lori West, Contract Specialist., Engineering and Construction Management  
David D. Hahn, P. E., Engineering and Construction Management





A New Day

# City of Jacksonville, Florida

## Finance and Administration

City Hall at St. James  
117 W. Duval Street  
Jacksonville, FL 32202  
(904) 630-CITY  
[www.jacksonville.gov](http://www.jacksonville.gov)

March 28, 2024

### **MEMORANDUM**

**TO:** Robert Waremburg, Chairman, Professional Services Evaluation Committee

**FROM:** Chris Cicero, Treasurer *Chris Cicero*  
Roger Phillips, Senior Debt Manager *R Phillips*

**RE:** Selection of Underwriters

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On January 16<sup>th</sup>, 2024 the City, through its financial advisor, issued an RFI for potential underwriting services related to anticipated debt issuance over the next 3-5 years. Although the selection of underwriters is non-binding on the part of the City, it was decided that it would be advantageous to update the list of qualified firms that stand ready to perform these services should the need arise within a limited timeframe.

In accordance with Section 126.313 of the Purchasing Code and the related Treasury Procurement Procedures, the Treasury Division has, after careful consideration, selected the following twelve firms to potentially act as bond underwriters should the City have the need: Academy Securities, BofA Securities, J.P. Morgan, Jefferies, Oppenheimer, PNC Capital Markets, Ramirez, Raymond James, RBC Capital Markets, TD Securities, Truist Securities, and Wells Fargo.