

PUBLIC NOTICE
"REVISED" PSEC AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, September 23, 2021, 10:00 a.m.
Eighth Floor, Conference Room 851
Ed Ball Building, 214 N. Hogan Street
Jacksonville, FL 32202

HYBRID MEETING

Join Teams Meeting
[Teams Meeting](#)

Committee Members: Gregory Pease, Chairman
 Paul Barrett, Treasury
 Harry Wilson, OGC

<i>Subcommittee Members</i>	<i>ITEM #</i>	<i>TITLE & ACTION</i>	<i>MOTION</i>	<i>CONTRA EXP</i>	<i>OUTCOME</i>
Mary DiPema Carolina Teran-Oceguera	P-31-17	Contract Amendment No. 6 Medical Stop Loss and Pharmacy Services Employee Services Department	That Contract No. 9618-05 between the City of Jacksonville and Florida Blue for the provision of Medical, Stop Loss and Pharmacy Services, be amended to: (i) exercise the fourth (4th) and final renewal option extending the period of services from January 1, 2022 through December 31, 2022, with no renewal option remaining; (ii) provide an amount of \$2,000,000.00 for CY 2022; and (iii) increase the maximum indebtedness by \$2,000,000.00 to a new not-to-exceed total maximum of \$15,400,000.00. All other terms and conditions as previously amended shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	12/31/21	
Chiquita Moore Thomas Daly	P-24-21	Approval to Proceed with Evaluation of Proposal Received Neighborhood Strategic Consultant Services Neighborhoods Department	That the Committee approves proceeding with the evaluation of the one (1) proposal received in accordance with Section 126.302 (f) of the Procurement Code.		
Tracy Flynn Wanda Verdejo	P-47-15	Contract Amendment No. 7 Aviation Insurance Broker Services Finance and Administration Department/Risk Management Division	That Contract No. 8518-04 between the City of Jacksonville and Arthur J. Gallagher Risk Management Services, Inc., for Aviation Insurance Broker Services be amended to increase the maximum indebtedness by \$140,477.00 to a new not-to-exceed total maximum indebtedness of \$704,736.00.00. All other terms and conditions, as previously amended shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.		
Tracy Flynn Wanda Verdejo	P-43-18	Contract Amendment No. 10 Contract Casualty Insurance Broker Services - Jazz Festival Finance and Administration Department/Risk Management Division	That Contract No. 9269-08 between the City of Jacksonville and Brown & Brown of Florida, Inc., for Contract Casualty Insurance Broker Services, for the placement, binding, and ratification of the purchase of various casualty insurance policies for the City of Jacksonville be amended to exercise the third renewal option extending the period of service from October 1, 2021 through September 30, 2022, with one (1) renewal option remaining; (ii) increase the maximum indebtedness by \$13,136.00 to a new not-to-exceed total maximum of \$6,758,216.00. All other terms	09/30/21	

			and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures, and applicable federal and state laws.		
Chris LeDew John Kolczynski	P-08-16	Contract Amendment No. 7 Traffic Engineering Services-Traffic Signals, System Design and Simulation Department of Public Works/Traffic Engineering Division	That Contract No. 3704-22, originally executed March 18, 2016, between the City of Jacksonville and Arcadis, US, Inc., for Traffic Engineering Services-Traffic Signals, System Design and Simulation, be amended to: (i) ratify the contract from September 21, 2021, to the date of this award and extend the period of service to December 31, 2021; (ii) increase the maximum indebtedness by \$500,000.00 to a new not-to-exceed amount of \$7,200,000.00. All other terms and conditions, as previously amended, shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures, and applicable Federal and State laws.	09/21/21	
Robin Smith Thomas McKnight	P-25-20	Fee & Contract Negotiations CEI Services for Mayport Dock Redevelopment Department of Public Works/Engineering & Construction Management Division	That the City of Jacksonville enter into a contract with AE Engineering, Inc., for CEI Services for Mayport Dock Redevelopment that incorporates the attached Scope of Services Identified as Exhibit 'A' and Contract Fee Schedule Identified as Exhibit 'B'; provide a not-to-exceed limit for Construction Engineering and Inspection Services in the amount of \$793,067.81, thereby, a total maximum indebtedness of \$793,067.81; the period of service will be from execution of the contract to project completion. All other terms and conditions are per the RFP and the City's standard contract language.		
Elizabeth Brown Thomas Ossi	SS-11199-21	Single Source Award ERP Team Lead Finance and Administration Department/Information Technologies Division	That the City of Jacksonville enter into a Single Source Contract with TEK Systems, Inc., for ERP Team Lead Services by incorporating the attached Quote and Reference Letter Identified as Exhibit 'A'; the period of service is from September 27, 2021, through March 28, 2022; the maximum indebtedness is a not-to-exceed amount of \$139,700.00; all other terms and conditions are per the City's standard contract language.		
Renee Hunter Guy Parola	P-58-16	Contract Amendment No. 3 Real Estate Consultant Services Department of Public Works/Real Estate Division	That Contract No. 10282 between the City of Jacksonville and CBRE, Inc., utilizing State Contract No. DMS-12-13-007A COJ Agreement CTD11900007 for Real Estate Consulting Services be amended to delete the attached Exhibit 'C' and replace with a new Exhibit 'C'. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures, and applicable federal and state laws.		
Keith Powers April Mitchell	P-49-20	Contract Amendment No. 2 Disaster Recovery Consulting Services Jacksonville Fire and Rescue Department	That Contract No. 70930-21 between the City of Jacksonville and Wheeler Emergency Management Consulting for Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergencies be amended to increase the maximum indebtedness by \$2,000,000.00 to a new total maximum of \$4,300,000.00. All other terms and conditions, as previously amended, shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures, and applicable Federal and State laws.		
Meeting Adjourned: _____					

"The next PSEC meeting is scheduled to be held on Thursday, October 7, 2021."



City of Jacksonville, Florida

Lenny Curry, Mayor

Employee Services Department
City Hall, 117 West Duval St., Suite 150
Jacksonville, Florida 32202

ONE CITY, ONE JACKSONVILLE

MEMORANDUM

TO: Greg Pease, Chairperson
Professional Services Evaluation Committee

FROM: Mary DiPerma, Division Chief, Compensation and Benefits
Carolina Teran-Oceguera, Manager, Compensation and Benefits

SUBJECT: P31-17 Medical, Stop Loss and Pharmacy Services
Amendment #6

DATE: September 13, 2021

Mary DiPerma
DiPerma

This is to recommend that the City approve the sixth amendment to the contract with Florida Blue for Medical, Stop Loss and Pharmacy services. The contract shall be for a one-year period effective January 1, 2022 through December 31, 2022; administrative and Employee Assistance Program rates will remain the same. Stop Loss rates will increase by 49%, going from \$7.64 to \$11.39 PEPM which will result in an annual increase of approximately \$166,000 due to three very large claims. The total indebtedness for CY 2021 shall not exceed \$2,000,000.00; the maximum indebtedness shall not exceed \$15,400,000.00.

All other terms and conditions shall remain the same as proposed. Nothing contained herein shall be amended, modified, or otherwise revised, without prior approval from the PSEC and the Mayor.

Thanks.

Attachment: Letter of Renewal 2021

Andy Carroll

Strategic Account Executive, Public Sector
Telephone 904-905-8058 • Facsimile 904-301-1605



Florida Blue

In the pursuit of health™

September 9, 2021

Mary DiPerma
117 West Duval Street
Suite 150
Jacksonville, FL 32202

RE: 1-1-22 ASO INFORMATION

Dear Mary:

Florida Blue has committed to the following fees and parameters effective 1/1/2022.

- Administrative Fee
 - o 1-1-22 – 12-31-22 \$27.70

The Administration Fees to be charged after the termination of this contract will be billed as follows:

- 1-1-22 – 12-31-22 0% of Run-off Claims

The \$800,000 Specific StopLoss Premium based on a 96/12 contract is as follows:

- \$11.39 – This Final FIRM renewal will be provided once we have claims thru September of 2021.

We will also agree to continue the \$200,000 wellness contribution in 2022 to support the City's Wellness Initiatives.

Please review these details and let me know if you need anything else.

Thank you for your continued support of Florida Blue.



Lenny Curry, Mayor

Housing and Community Development Division
Ed Ball Building
214 North Hogan Street, 7th Floor
(904) 255-8200
Jacksonville, FL 32202
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: September 10, 2021

TO: Greg Pease, Chairman
Professional Services Evaluation Committee

THRU: Bryan Mosier, Director
Neighborhoods Department

FROM: Thomas J. Daly, II, Esq., Chief
Housing and Community Development Division

RE: Review of RFP Submittal for P-24-21 Neighborhoods Strategic Consultant Services

The Neighborhoods Department received only one (1) proposal for the Communication and Branding Consulting Services Request for Proposal(s).

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."

The existing contract for the Neighborhoods Strategic Consultant Civitas Community Development, LLC will expire on October 1, 2021 and there are no extension provisions in the contract beyond this date.

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

If you have any questions regarding this request, please feel free to contact me at 255-8204.



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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

Date: September 13, 2021
To: Greg Pease, Chairperson and Professional Services Evaluation Committee
Copy: Alex Baker, PSEC Specialist
From: Wanda Verdejo, Property & Casualty Compliance Administrator *Wanda Verdejo*
Re: Arthur J. Gallagher Insurance Broker Services – P-47-15 contract 8518-04 Request for Amendment 7
Emergency Extension for Aviation Insurance 2021-2022

The Current contract with Arthur J. Gallagher (AJG) (No. 8518-04) for Aviation Insurance Broker Services allow for Arthur J. Gallagher to Place Aviation insurance coverage for a term of October 1, 2021, to September 30, 2022. with one (1) additional one year renewal options remaining.

The current contract will be amended to place a variety of new Aviation insurance policies for the City. See Attachment A. The premium adjustment from the current maximum indebtedness of \$564,259.00 by an additional \$140,477 for a new total maximum indebtedness of \$704,736.00

It is respectfully requested that City Contract No. 8518-04 with Arthur J. Gallagher be amended for the placement, binding, and ratification of the purchase of the Aviation Insurance coverage for the City of Jacksonville effective October 1, 2021 to September 30, 2022.

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.)

Attachment A- AJG Aviation Invoice

Thank you for your consideration

Wanda Verdejo

Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314

Arthur J. Gallagher Risk Management Services, Inc.
2255 Glades Road, Suite #240W
Boca Raton, FL 33431

Phone: (561)995-6706 Fax: (561)995-6708

City of Jacksonville
117 West Duval Street
Suite #335
Jacksonville, FL 32202-3381

Aviation PolicyNumber: 100000507

Company: QBE Insurance Corporation

Effective: 10/1/2021 to 10/1/2022

Item #	Trans	Eff Date	Due Date	Trans	Description	Amount
24964143		10/1/2021	10/1/2021	RENB	21-22 Aviation Renewal Premium	\$140,477.00
Total Invoice Balance:						\$140,477.00



Gallagher

Insurance | Risk Management | Consulting

SHASC1

Invoice # 3995730 1 of 1

ACCOUNT NUMBER	DATE
JACKSON-03	9/16/2021
BALANCE DUE ON	AMOUNT DUE
10/1/2021	\$140,477.00

City of Jacksonville
117 West Duval Street
Suite #335
Jacksonville, FL 32202-3381

Please send your remittance to:

Arthur J. Gallagher Risk Management Services, Inc.
PO Box 532143
Atlanta, GA 30353

Please return this portion with your payment. Include your invoice number on your remittance to expedite processing.

SHASC1

Invoice # 3995730

ACCOUNT NUMBER	DATE
JACKSON-03	9/16/2021
BALANCE DUE ON	AMOUNT DUE
10/1/2021	\$140,477.00
AMOUNT PAID	

*** SAVE TIME AND MONEY! PAY THIS INVOICE ONLINE AT WWW.AJG.COM/EZPAY. ***



Gallagher

Insurance | Risk Management | Consulting



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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

Date: September 17, 2021

To: Greg Pease, Chairperson and Professional Services Evaluation Committee
Copy: Alex Baker, PSEC Specialist

From: Wanda Verdejo, Property & Casualty Compliance Administrator *Wanda Verdejo*

Re: Brown & Brown Insurance Broker Services – P-43-18 contract 9269-08 Request for Amendment 10
Casualty Insurance -Special Event – Jazz Festival 2021

The Current contract with Brown & Brown (No. 9269-08) for Casualty Insurance Broker Services allow for Brown & Brown to Place casualty insurance coverage for a term of September 25, 2021 to October 07, 2021.

The current contract will be amended to place a variety of new Aviation insurance policies for the City. See Attachment A. The premium adjustment form the current maximum indebtedness of \$6,745,080.00 by an additional **\$13,136.00** for a new total maximum indebtedness of **\$6758,216.00**

It is respectfully requested that City Contract No. 9269-08 with Brown & Brown be amended for the placement, binding, and ratification of the purchase of the Casualty Insurance coverage for the City of Jacksonville effective September 25, 2021 to October 07, 2021.

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.)

Attachment Brown & Brown Invoice for Special Event – Jazz Festival 2021

Thank you for your consideration

Wanda Verdejo

Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314



Brown & Brown INSURANCE*

INVOICE 092103

City of Jacksonville, Florida
Attn:
117 West Duval St Ste 335
Jacksonville, FL 32202

Account Number:	Invoice Date:
00223982	September 16, 2021

Policy: Jazz Festival
Company: Philadelphia Indemnity
Effective: 9/25/2021

Due Date	Trm	Description	Amount
9/25/2021		General Liability	\$ 13,136.00

**This is an estimated premium and is subject to change upon policy issuance.*

Make checks payable to:
Brown & Brown of Florida, Inc.
P.O. Box 745897
Atlanta, GA 30374-5897

Overnight Payment to:
Brown & Brown of Florida, Inc.
Lockbox 745897
6000 Feldwood Road
College Park, GA 30349

Please include your account number on your check.

Pay by Credit card or Echeck:
<https://bbjax.epaypolicy.com>

Wire Transfer Instructions:

Bank of America
ABA# 026009593
Account# 898102753412

Thank you for your business!

Phone: 904-565-1952
Fax: 904-565-2440



City of Jacksonville, Florida


Lenny Curry, Mayor


Department of Public Works
Traffic Engineering Division
1007 Superior Street
Jacksonville, FL 32254
(904) 255-7533
www.coj.net

ONE CITY, ONE JACKSONVILLE

September 14, 2021

TO: Gregory W. Pease, Chief of Procurement

THRU: John Pappas, P.E., Director 

FROM: Christopher W. LeDew, P.E., Chief 

SUBJECT: Arcadis U.S., Inc. (3704-22 – Amendment #7)
P-08-16 – Traffic Engineering Services – Traffic Signals, System Design and Simulation
Increase amount by \$500,000
Extend to December 31, 2021
Current Not to Exceed: \$6,700,000
POA-70028-20
PWTE-500665-21

Contract 3704-22 established the limit of maximum indebtedness for all projects to be performed pursuant to the Agreement at \$6,700,000.00. An extension of time and an increase are being requested.

Accordingly, this is to recommend that contract 3704-22, originally executed March 18, 2016, between the City of Jacksonville and Arcadis, US, Inc., for Traffic Engineering Services-Traffic Signals, System Design and Simulation, be extended to December 31, 2021, and increased by \$500,000. The maximum indebtedness will be increased to \$7,200,000.00. Traffic Engineering also is requesting this to be ratified effective September 21, 2021. All other terms and conditions of the contract shall remain the same.

This increase is being requested due to the continued need for Professional Engineering Services to support the business needs of the Traffic and Engineering division as the new agreements are finalized and in place.

Thank you for your consideration in this matter.

Attachment: PSEC Memo approved July 1, 2021



City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Traffic Engineering Division
1007 Superior Street
Jacksonville, FL 32254
(904) 255-7533
www.coj.net

ONE CITY ONE JACKSONVILLE

June 16, 2021

TO: Gregory W. Pease, Chief of Procurement
THRU: John Pappas, P.E., Director *John Pappas*
FROM: Christopher W. LeDew, P.E., Chief *Ch LeDew*
SUBJECT: Arcadis U.S., Inc. (3704-22 – Amendment #6)
P-08-16 – Traffic Engineering Services – Traffic Signals, System Design and Simulation
Increase amount by \$500,000
Current Not to Exceed: \$6,200,000
PWTE-500551-21

Contract 3704-22 established the limit of maximum indebtedness for all projects to be performed pursuant to the Agreement at \$6,200,000.00. An extension of time has been granted but was done without an increase.

Accordingly, this is to recommend that contract 3704-22, originally executed March 18, 2016, between the City of Jacksonville and Arcadis, US, Inc., for Traffic Engineering Services-Traffic Signals, System Design and Simulation, be increased by \$500,000. The maximum indebtedness will be increased to \$6,700,000.00. All other terms and conditions of the contract shall remain the same.

This increase is being requested due to the continued need for Professional Engineering Services to support the business needs of the Traffic and Engineering division.

Thank you for your consideration in this matter.

Attachment: PSEC Memo approved February 11, 2021



City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

February 11, 2021

The Honorable Lenny Curry, Mayor
City of Jacksonville
4th Floor, St. James Building
Jacksonville, FL 32202

Dear Mayor Curry:

Ref: P-08-16 Traffic Engineering Services - Traffic Signals, System Design & Simulation (Amendment No. 5)
Department of Public Works/Traffic Engineering Division

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of amending the above-referenced contract.

The following motion/recommendation was adopted:

That Contract No. 3704-22, originally executed March 18, 2016, between the City of Jacksonville and Arcadis, US, Inc., for Traffic Engineering Services-Traffic Signals, be amended to: (i) extend the period of service from March 17, 2021 through September 21, 2021 and (ii) the maximum indebtedness shall remain a not-to-exceed amount of \$6,200,000.00. All other terms and conditions, as previously amended, shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances. Procurement policies and procedures, and applicable Federal and State laws.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,


Gregory Peate, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:


Lenny Curry, Mayor

This 12th day of February, 2021

GP: ab

cc Council Auditor
David Miquit, OGC
Subcommittee Members

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No: 2019-02



City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Traffic Engineering Division
1007 Superior Street
Jacksonville, FL 32254
(904) 255-7533
www.coj.net

ONE CITY ONE JACKSONVILLE

TO: Gregory W. Pease, Chief of Procurement
THRU: John Pappas, P.E., Director *John Pappas*
FROM: Christopher W. LeDew, P.E., Chief *Chris LeDew*
DATE: January 22, 2021
SUBJECT: Arcadis U.S., Inc. (3704-22 - Amendment #15)
P-08-16 - Traffic Engineering Services - Traffic Signals, System Design and Simulation
Extend 6 months - March 18, 2021 through September 17, 2021
Current Not to Exceed: \$6,200,000
PWTE-500320-21

Contract 3704-22 established the limit of maximum indebtedness for all project to be performed pursuant to the Agreement at \$6,200,000.00. An extension of time is being requested.

Accordingly, this is to recommend that contract 3704-22, originally executed March 18, 2016, between the City of Jacksonville and Arcadis, US, Inc., for Traffic Engineering Services-Traffic Signals, System Design and Simulation, be extended from March 17, 2021 through September 17, 2021. The maximum indebtedness should remain the same at \$6,200,000.00. All other terms and conditions of the contract shall remain the same.

This extension is being requested due to the continued need for Professional Engineering Services for the work in Traffic Engineering. This agreement is extremely important in keeping the Traffic Signal Preventive Maintenance Agreement with FDOT intact due to FDOT's fiscal year being July through July.

It has taken longer than expected for Traffic Engineering's other RFP to be in place due to COVID-19 and prolonged absences.

Thank you for your consideration in this matter.

Attachment: Memo from Arcadis
PSEC Memo approved February 20, 2020

ab



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

September 13, 2021

TO: Gregory W. Pease, Chairman
Professional Services Evaluation Committee

THRU: John P. Pappas, P.E. *John P. Pappas*
Director

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

Thomas G. McKnight *Thomas G. McKnight*
Capital Improvement Construction Manager

SUBJECT: P-25-20 CEI Services for Mayport Dock Redevelopment

The Engineering Division has negotiated with the consultant selected for CEI Services for Mayport Dock Redevelopment, resulting in the Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B, attached. This project is designated to be under the Equal Business Opportunity Program with a 20% JSEB Participation Goal.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with AE Engineering, Inc. for CEI for Mayport Dock Redevelopment that includes the attached Scope of Services identified as Exhibit "A" and Fee Schedule identified as Exhibit "B", to provide a not to exceed limit for Construction Engineering and Inspection Services in the amount of \$793,067.81, with the maximum indebtedness to the City in the amount of \$793,067.81 and with an expiration date of Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.

Funding for this project is as follows:

ACCOUNTS:		TOTAL
009007		
PRSC Parks & Rec Cap Proj-Parks & Rec		
565050		
1		
32111-381910		
\$793,067.81		\$793,067.81

JPP/lw

Attachment: Exhibits A& B
JSEB Participation

cc: Lori West, Engineering and Construction Management

88



219 N. Newnan Street, 4th Floor
Jacksonville, FL 32202
Phone: 904-337-6324
Fax: 904-332-8424

APPROVED
John M. Baxter
August 31, 2021

AE Engineering, Inc. – CEI Scope of Services for:
Mayport Dock Redevelopment

Consultant is to provide Construction Engineering and Inspection (CEI) and Project Administration services for the construction of “Mayport Dock Redevelopment”, located at approximately 4626 Ocean St. (A1A), Jacksonville (Mayport) Florida, 32233.

This phase of the redevelopment will include the construction of two new docks approximately 200 feet and 155 feet in length at 4638 Ocean Street. The larger dock will be a fixed dock, and the smaller dock will be a floating dock. Construction will include electrical, plumbing, and sanitary services to the proposed fixed dock.

Responsibilities:

It shall be the responsibility of the Consultant to administer, monitor, and inspect the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions for the Construction Contract.

The Consultant will observe the Contractor’s work to determine the progress and quality of work, while identifying discrepancies, reporting significant discrepancies to the City, and directing the contractor to correct such observed discrepancies.

The Consultant will negotiate and make recommendations to the City for approval of contract modifications. Seek input from the Construction Project Manager relating to all contract modification requests.

The Consultant will inform the Construction Project Manager of any significant omissions, substitutions, defects, and deficiencies noted in the work of the Contractor, noting the corrective action that has been directed to be performed.

On-site Inspection:

The Consultant will monitor the Contractor’s on-site construction activities and inspect materials entering into the work in accordance with the plans, specifications, and special provisions for the Construction Contract to determine that the project is constructed in reasonable conformity with such documents. The Consultant will maintain detailed accurate records of the Contractor’s daily operations and of significant events that impact the progress of work. The City will monitor off-site activities and fabrication unless otherwise stipulated by this Agreement.

The Consultant will oversee the pile installation, will generate pile logs so that the piles are installed according to the plans and bid documents, test pile program, and installation criteria and requirements.

If applicable, the Consultant will monitor and inspect the Contractor’s Work Zone Traffic Control Plan and review modifications to the Work Zone Traffic Control Plan, including Alternate Work Zone Traffic Control Plan, in accordance with the City’s procedures. Consultant employees performing such services shall be qualified in accordance with the City’s procedures.

Sampling and Testing:

Perform sampling and testing of component materials and completed work in accordance with the Construction Contract documents. The Consultant will provide daily surveillance of the Contractor's Quality Control activities and perform the sampling and testing of materials and completed work items for verification and acceptance as needed.

The Consultant will determine the acceptability of all materials and completed work items on the basis of either test results or verification of a certification, certified mill analysis, etc.

Engineering Services:

The Consultant will coordinate the Construction Contract administration activities of all parties other than the Contractor involved in completing the construction project. Notwithstanding the above, the Consultant is not liable to the City for failure of such parties to follow written direction issued by the Consultant.

Services shall include maintaining the required level of surveillance of construction activities, interpreting plans, specifications, and special provisions for the Construction Contract. Maintain complete, accurate records of all activities and events relating to the project and properly document all project changes. The following services shall be performed:

- If requested by the City, the Consultant will attend a pre-service meeting with the COJ staff to discuss expectations. The Consultant will provide appropriate staff to attend and participate in the pre-service meeting.
- The Consultant will schedule and attend a project close-out meeting with the City Construction staff. Provide appropriate staff to attend and participate in this meeting.
- The Consultant will verify that the Contractor is conducting inspections, preparing reports and monitoring all storm water pollution prevention measures associated with the project. For each project that requires the use of the NPDES General Permit, the Consultant will provide at least one inspector who has successfully completed the "Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Consultants".
- Analyze the Contractor's schedule(s) (i.e. baseline(s), revised baseline(s), updates, as-built, etc.) for compliance with the contract documents. Elements including, but not limited to, completeness, logic, durations, activity, flow, milestone dates, concurrency, resource allotment, and delays will be reviewed. Verify the schedule conforms with the construction phasing and MOT sequences, including all contract modifications.
- Analyze problems that arise on a project and proposals submitted by the Contractor; work to resolve such issues and process the necessary paperwork.
- Monitor, inspect and document utility construction for conformance with Utility Agency's Standards and the Utility Agency's Approved Materials List. Facilitate coordination and communication between Utility Agency's representatives, City staff and the Contractor executing the work. Identify potential utility conflicts and assist in the resolution of utility issues including City and Local Government owned facilities.

EXHIBIT A

- The Consultant will produce reports, verify quantity calculations and field measure for payment purposes, as needed, to prevent delays in the Contractor's operations and to facilitate prompt processing of such information in order for the City to make timely payment to the Contractor.
- Prepare and make presentations for meetings and hearings before any Dispute Review Board in connection with the project covered by this Agreement.
- The Consultant shall perform the field interviews and other Resident Compliance Specialist activities if needed per funding requirements.
- The Consultant will prepare and submit a monthly Construction Status Report to the City.
- The Consultant will facilitate a Pre-Construction meeting with the project stakeholders and provide minutes for that Pre-Construction meeting.
- The Consultant will facilitate periodic Construction Progress Meeting throughout the duration of the project. These meetings will initially be held every 2 weeks and the frequency may be increased or decreased based on the project needs. Modification to Progress Meeting frequency will be discussed with City's Construction Project Manager.
- The Consultant will provide a digital camera with video capabilities for photographic documentation of pre-construction state and of noteworthy incidents or events during construction. These photographs will be filed and maintained on the Consultant's computer server using a Digital Photo Management system. Photographs shall be taken the business day prior to the start of construction and continue as needed throughout the project. Photographs shall be taken the days of Conditional, Partial and Final Acceptance.
- The Consultant will share a copy of the relevant project files with the City at the conclusion of the project. These files will include a set of as-built plans that have been reviewed and accepted by the Consultant.
- The Consultant and their sub-consultants will provide the necessary equipment to perform the tasks described within this Agreement.

Exhibit B
CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION
CITY OF JACKSONVILLE, FLORIDA

PART I - GENERAL

1. Project CEI Services for Mayport Dock Redevelopment Original Contract	2. Proposal No. / Contract No. P-25-20 / TBD
3. Name of Consultant or Subconsultant: AE Engineering, Inc.	4. Date of Proposal July 29, 2021

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Senior Project Engineer	\$ 82.40	346	\$ 28,510.40	28510.4
Project Administrator	\$ 54.50	749	\$ 40,820.50	40820.5
Contract Support Specialist	\$ 39.00	535	\$ 20,865.00	20865
Senior Inspector	\$ 36.07	3,042	\$ 109,724.94	109724.94
Field Inspector	\$ 26.00	3,042	\$ 79,092.00	79092
Clerical	\$ 20.00	0	\$ 0.00	0
RCS	\$ 30.00	170	\$ 5,100.00	5100
			\$ 0.00	0

TOTAL DIRECT LABOR	\$ 36.04	7884	\$ 284,112.84
6. Overhead (Combined Fringe Benefit & Administrative)			
Overhead Rate	150 % x Total Direct Labor		
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)	\$ 426,169.26		
8. PROFIT: Labor Related Costs (Item 7)	\$ 710,282.10		
	x 10%		
	\$ 71,028.21		

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Reimbursable/Not to Exceed)	
Printing	\$ 0.00
Transportation & Shipping	\$ 0.00
Materials Testing 100 cyl \$15 each	\$ 1,500.00
MISCELLANEOUS DIRECT COSTS SUB-TOTAL	\$ 1,500.00
10. SUBCONSULTANTS (Reimbursable/Not to Exceed)	
CSI Geo, Inc.	\$ 7,617.50
Onsite Environmental Consulting, llc.	\$ 2,640
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)	\$ 10,257.50
11. SUBCONTRACTS (Reimbursable/Not to Exceed)	

SUB-TOTAL REIMBURSABLES	\$
PART IV - SUMMARY	
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)	\$ 793,067.81
12. TOTAL PRIOR CONTRACT AMOUNT	N.A.
TOTAL AMENDED CONTRACT AMOUNT	N.A.

Exhibit B
CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION
CITY OF JACKSONVILLE, FLORIDA

PART I - GENERAL

1. Project CEI Services for Mayport Dock Redevelopment Original Contract	2. Proposal No. / Contract No. P-25-20 / TBD
3. Name of Consultant or Subconsultant: CSI Geo, Inc.	4. Date of Proposal July 29, 2021

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Geotechnical Engineer	\$ 69.25	40	\$ 2,770.00	2770
	\$ -		\$ 0.00	0
	\$ -		\$ 0.00	0
	\$ -		\$ 0.00	0
	\$ -		\$ 0.00	0
	\$ -		\$ 0.00	0
	\$ -		\$ 0.00	0
	\$ -		\$ 0.00	0

TOTAL DIRECT LABOR	\$ 69.25	40	\$ 2,770.00	\$ 2,770.00
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	150 % x Total Direct Labor			
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 4,155.00
8. PROFIT: Labor Related Costs (Item 7)				\$ 6,925.00
				\$ 692.50

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Lump Sum)	
Printing	\$ 0.00
Transportation & Shipping	\$ 0.00
MISCELLANEOUS DIRECT COSTS SUB-TOTAL	\$ -
10. SUBCONSULTANTS (Lump Sum)	\$ -
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)	\$ -
11. SUBCONTRACTS (Reimbursable/Not to Exceed)	\$ -

SUB-TOTAL REIMBURSABLES	\$ -
PART IV - SUMMARY	
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)	\$ 7,617.50
12. TOTAL PRIOR CONTRACT AMOUNT	N.A.
TOTAL AMENDED CONTRACT AMOUNT	N.A.

Exhibit B
CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION
CITY OF JACKSONVILLE, FLORIDA

PART I - GENERAL

1. Project CEI Services for Mayport Dock Redevelopment Original Contract	2. Proposal No. / Contract No. P-25-20 / TBD
3. Name of Consultant or Subconsultant: Onsite Environmental Consulting, Inc.	4. Date of Proposal March 15, 2021

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal (Partner or Senior Officer)	\$ 40.00	4	\$ 160.00	160
Project Manager (Responsible Professional)	\$ 38.00	0	\$ 0.00	0
Environmental Scientist I/Senior Inspector	\$ 33.00	0	\$ 0.00	0
Environmental Scientist II	\$ 29.50	0	\$ 0.00	0
Environmental Scientist III	\$ 24.50	0	\$ 0.00	0
Environmental Scientist IV / Field Inspector	\$ 22.00	0	\$ 0.00	0
Environmental Scientist V	\$ 18.00	0	\$ 0.00	0
GIS Specialist	\$ 24.00	0	\$ 0.00	0
Clerical	\$ 15.00	0	\$ 0.00	0
Marine Animal Observer	\$ 20.00	40	\$ 800.00	800
TOTAL DIRECT LABOR	\$ 21.82	44	\$ 960.00	\$ 960.00

6. Overhead (Combined Fringe Benefit & Administrative)
 Overhead Rate 150 % x Total Direct Labor
7. SUBTOTAL: Labor + Overhead (Items 5 & 6) \$ 1,440.00

8. PROFIT: Labor Related Costs (Item 7) \$ 2,400.00
 x 10% \$ 240.00

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Lump Sum)
 Printing \$ 0.00
 Transportation & Shipping \$ 0.00

MISCELLANEOUS DIRECT COSTS SUB-TOTAL \$ -
10. SUBCONSULTANTS (Lump Sum) \$ -

SUB-CONTRACT SUB-TOTAL (Reimb/NTE) \$ -

11. SUBCONTRACTS (Reimbursable/Not to Exceed) \$ -

SUB-TOTAL REIMBURSABLES \$ -

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) \$ 2,640.00
 (Items 5, 6, 8, 9, 10, and 11)

12. TOTAL PRIOR CONTRACT AMOUNT N.A.

TOTAL AMENDED CONTRACT AMOUNT N.A.

EO FORM 1
SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

Name of Proposer: AE Engineering, Inc.

Project Title: CEJ Services for Mayport Dock Redevelopment

Proposal Number: P-25-20 Total Base Proposal Amount (if applicable): \$ 793,067.81

***Please list all JSEBs first**

Full Company Name	JSEB Category (African-American, Women, Asian, Native American, Non-MBE or Hispanic)	Type of Work to be Performed	Total Contract Value or Percentage
CSI GEO Inc.	African American	Geotechnical Piles	1.0%
Onsite Environmental Consulting, Inc.	Woman	Environmental	0.3%
AE Engineering, Inc.	African American	CEJ	98.7%

Attach additional list of subcontractors/sub-consultants as needed

CONSULTANT/SUBCONTRACTOR/SUPPLIER TOTAL VALUES	
African-American Participation Total	\$99.7%
Hispanic-American Participation Total	
Native-American Participation Total	
Asian-American Participation Total	
Woman Participation Total	0.3%
Non-MBE Participation Total	\$

The undersigned will enter into a formal Agreement with the JSEB Suppliers/Consultants/Subcontractors identified herein for work listed in this schedule conditioned upon execution of a contract with the City of Jacksonville. Under penalties of perjury I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Signature of Proposer: _____ Title: Vice - President Date: 8.31/2021

Print Name: Cory Nichols, P.E.

INFORMATION TECHNOLOGIES DIVISION



SS-1119-21

DATE: September 14, 2021

TO: Greg Pease, Chief of Procurement Division

THRU: Kenneth E. Lathrop, Chief of Information Technologies / CIO

FROM: Elizabeth Brown, IT Operations Manager

RE: ERP Team Lead with TEKsystems, Inc. – Single Source Award Request

Digitally signed by
Kenneth E. Lathrop
Date: 2021.09.16
09:42:36 -04'00'

Kenneth E.
Lathrop

Digitally signed by
Elizabeth Brown
Date: 2021.09.16
09:48:21 -04'00'

Elizabeth
Brown

The Information Technologies Division (ITD) is requesting approval to enter into an agreement for the ERP Team Lead contract position with TEKsystems, Inc. The contractor, Michael Turner, is to serve in the capacity of Team Lead with the City's Enterprise Resource and Planning (ERP) Implementation project for the system known as "1Cloud".

TEKsystems, Inc. has entered into an agreement with Mr. Turner to employ him effective September 27, 2021 and is therefore the sole supplier with whom the City can contract for his services. The ERP Team Lead has managed the ERP Implementation project for the past three years, since 2018. Mr. Turner is the subject matter expert on the entire ERP project, its multiple implementation phases, timelines, dependencies, business requirements and scope of work. Mr. Turner has served in ITD for nearly 23 years, much of that as Manager and Project Management Office (PMO) Manager, and possesses commensurate institutional knowledge, which is critical to the success of this project. The experience he has acquired in managing the project thus far and by serving as point of contact with Oracle (the software vendor), from February 2018 through September 2021, will enable the project to progress along the implementation timeline, with no gaps due to learning curve or required training.

The term of the agreement will be from September 27, 2021, through March 28, 2022. The hourly rate for the ERP Team Lead is \$125.00 and the total number of hours is 1,117.6, which includes a 10% allowance for overtime.

The total not-to-exceed amount for this request is \$139,700.00.

FUNDING SOURCE: 53106.113002.565091.000636

Your favorable consideration of our request is greatly appreciated.

- Attachments: Single Source Request
Vendor Quote
Single Source Letter
State of Florida IT Staff Augmentation price sheet: ERP Job Family

CC: Paul Freeman, Enterprise Applications Manager, ITD
Tom Ossi, Technology

Digitally signed by Tracy
Geake
Date: 2021.09.15
15:27:35 -04'00'

Tracy Geake

FINANCE AND ADMINISTRATION DEPARTMENT

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a Supplier subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

The Information Technologies Division is requesting approval to enter into an agreement for Team Lead/ERP through IT Staff Augmentation Services with TEKsystems, Inc.. The Program Director, Michael Turner, is to serve in the role of leading the overall ERP project, along with the efforts of City resources and professional implementation services for the Enterprise Resource Planning (ERP) project. The period of service will be from September 27, 2021, through March 28, 2022. The total not-to-exceed amount for this request is

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Effective September 27, 2021, TEKsystems, Inc. will be the sole employer of Michael Turner and thus is the sole supplier for Mr. Turner's contracted services. In his previous role as a City employee, Mr. Turner has managed the ERP implementation project for the past three years, beginning in 2018. Mr. Turner is the subject matter expert on the entire ERP project, its multiple implementation Phases, timelines, dependencies, business requirements and scope of work. He has served in the Information Technologies Division of the City for 23 years, much

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

Effective September 27, 2021, Michael Turner will be solely represented and employed by TEKsystems, Inc. in the role of the Team Lead/ERP.

Procurement Division_____

March, 2020



September 3, 2021

City of Jacksonville

To: COJ Contact

TEKsystems effective this date, September 27th, 2021, will be the sole employer of Michael Turner.

If you require additional information, please feel free to contact me directly.

Thank you

Carrie

Carrie M Young | Account Executive Government Services
T 904.223.2113 | M 904.383.2929 | cyoung@TEKsystems.com

10375 Centurion Parkway N, Suite 120, Jacksonville, FL 32256





Downtown Investment Authority

MEMORANDUM

TO: Greg Pease

CC: Dustin Freeman

FROM: Guy Parola, Operations Manager *GP*

RE: Third amendment to agreement (State Contract No. DMS-12/13-007A)

DATE: September 9, 2021 *P-58-16 AND #*

The City piggy-backs off of State Contract No. DMS-12/13-007A (COJ Agreement) CTD119000007 10282). Through a third amendment to the agreement, we desire to utilize CBRE, Inc. for various real estate services as more fully described in an amended Scope of Work (Exhibit C to the amendment, uploaded to ICLLOUD).

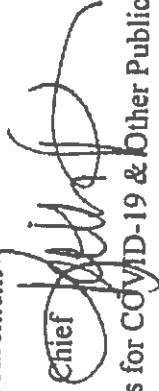
There is an existing purchase order (600086-20) with an order of \$50,000.00 from Solicitation P-58-16 of which there remains \$36,000.000 in the aforementioned purchase order.

The Scope of Services, as revised, is for the same property as the Purchase Order 600086-20 resulting from Amendment 2 of the agreement.

FIRE AND RESCUE DEPARTMENT



September 16, 2021

TO: Gregory Pease, Chief of Procurement
FROM: Keith Powers, Director/Fire Chief 
RE: P-49-20 Consulting Services for COVID-19 & Other Public Health Emergencies

The Jacksonville Fire and Rescue Department is requesting the second amendment to Contract No. 70930-21 between the City and Wheeler Emergency Management Consulting LLC to increase the maximum indebtedness by \$2,000,000.00, revising the total contact maximum indebtedness to \$4,300,000.00, for the current service period through March 31, 2022.

Funding Source: 10602.122001.549040.000000.00001621.00000.00000000

If you have any questions, please contact Dan Pearson at (904) 255-3272.

KP/dp

Jacksonville
Where Florida Begins.



September 7, 2021

Keith Powers
Director/Fire Chief
Jacksonville Fire & Rescue Department
515 North Julia Street
Jacksonville, FL 32202

Re: City Contract No. 70930-21 for Disaster Recovery Consulting Services

Chief Powers:

This letter is to request an amendment to City Contract No. 70930-21 between the City of Jacksonville and Wheeler Emergency Management Consulting, LLC for the above subject services, and furthermore notifying that Wheeler EMC will continue to fulfill our contractual obligations during the amendment process.

We anticipate reaching the amended not to exceed contract amount of \$2,300,000 on or before Thursday, September 30, 2021. This request for an amendment is to increase the contract amount by \$2,000,000, to an amended not to exceed amount of \$4,300,000. Based upon historical hours worked, this increase is projected to remain sufficient until March 31, 2022.

Additionally, please find the attached Activity Summary related to the FEMA Public Assistance projects for federal reimbursement.

Thank you in advance for your continued support.

Sincerely,

A handwritten signature in cursive script that reads 'Jason Wheeler'.

Jason Wheeler
Principal

**Current Status and Projections:
COVID-19 Recovery Projects for Federal Reimbursement**

Actions as of August 31, 2021

- Four (4) PWs submitted to FEMA as estimates for Expedited PWs
 - Meals for Emergency Workers \$131K
 - JFRD Force Account Labor OT1 \$1.9 million
 - JSO Force Account Equipment \$900k
 - FRD Force Account Equipment \$234k
 - TOTAL \$3,165,000
- Reconciliation of all ASM Global COVID-19 expenditures
 - TOTAL \$2,923,520
- Employee Payroll Packets compiled with Personally Identifiable Information (PII) redacted
 - 75,471 Packets provided to FEMA

Concurrent and Continued Actions

- Reconciling estimates to actual totals for FEMA Submission
 - Meals for Emergency Workers \$131,150.20 (revised)
 - JFRD Force Account Equipment \$117,942.94 (revised)
 - TOTAL \$249,093.14
- Reconciling estimates to actual totals for FEMA September Submission
 - JFRD Force Account Labor OT1 \$1,741,148.44 (revised)
 - TOTAL \$1,741,148.44
- Reconciling Department estimates to actual totals for FEMA Submission, as Packets are complete
 - JSO Estimate TOTAL \$45,557,648.93
 - JFRD COMP Estimate TOTAL \$18,768,549.39
 - JFRD OT Estimate TOTAL \$6,587,208.41
 - COJ Estimate TOTAL \$11,679,726.26
 - Materials and Contracts \$10,163,087.23
 - Estimate TOTAL \$92,756,220.22

Estimate of Work for Next 6 Months

- 6 MONTHS
 - 10 to 12 full-time equivalent (FTE) for 2,000 hours per month
 - Compile employee packets with activity logs; time & attendance records; and payroll reports
 - Populate FEMA Claim workbook with days/hours worked with rate of pay and benefit rate
 - Validate materials/contracts: procurement, provisions, purchase orders/payments, use of funds
 - Create applications in Grants Portal
 - Remove Ineligible or unsupported claims from project
 - Respond to FEMA Request for Information on applications submitted in Grants Portal
 - Prepare "Requests for Reimbursement" (RFR) on obligated projects
 - FEMA PA Grant Management: quarterly reports & State's VIR (Verification of Information Requests)
 - Prepare Summary of Documentation and Closeout Reports for Final Reconciliation (if ready for closeout)

FIRST AMENDMENT TO CONTRACT
BETWEEN

CITY OF JACKSONVILLE

AND

WHEELER EMERGENCY MANAGEMENT CONSULTING LLC

FOR

DISASTER RECOVERY CONSULTING SERVICES

THIS FIRST AMENDMENT to Contract for Disaster Recovery Consulting Services for COVID-19 and other public health emergencies is made and entered into this 22 day of June, 2021, by and between the CITY OF JACKSONVILLE, a municipal corporation existing under the Constitution and the laws of the State of Florida (the "City"), and WHEELER EMERGENCY MANAGEMENT CONSULTING, LLC, a Florida limited liability company with its principal office at 2954 SR 71, Marianna, Florida 32446 (the "Contractor").

WHEREAS, on March 22, 2021, City and Contractor made and entered into City of Jacksonville Contract No. 70930-21 (the "Contract"); and

WHEREAS, said Contract has not been amended previously; and

WHEREAS, said Contract should be amended by increasing the maximum indebtedness by \$1,600,000.00 to a new total maximum indebtedness not to exceed \$2,300,000.00, with all other provisions, terms, and conditions of said Contract remaining unchanged; now therefore

IN CONSIDERATION of the premises and the mutual covenants contained below and for other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree to amend said Contract as follows:

1. The above-stated recitals are accurate, true, and correct and are incorporated herein and made a part hereof by this reference.
2. Section 3 of said Contract is amended by increasing the maximum indebtedness by \$1,600,000.00 to a new total maximum indebtedness not to exceed \$2,300,000.00, and as amended shall read as follows:

"3. **Maximum Indebtedness.** As required by Section 106.431, *Ordinance Code*, City's maximum indebtedness for the Services under this Contract for the initial period of service shall be a fixed monetary amount not to exceed TWO MILLION THREE HUNDRED THOUSAND AND 00/100 DOLLARS (\$2,300,000.00)."

SAVE AND EXCEPT as expressly amended in and by this instrument, the provisions, terms, and conditions of said Contract shall remain unchanged and continue in full force and effect.

IN WITNESS WHEREOF, the parties have executed this First Amendment the day and year first above written.

ATTEST:

By [Signature]
James R. McCain, Jr.
Corporation Secretary

CITY OF JACKSONVILLE

By [Signature]
Lenny Curry
Mayor



Erhan Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No: 2019-02

WITNESS:

ROBSON WHEELER EMERGENCY
MANAGEMENT CONSULTING, LLC

By [Signature]
Signature

Glen Wilkerson
Type/Print Name

Operations Manager
Title

By [Signature]
Signature

Ben Maddox
Type/Print Name

President
Title

Encumbrance and funding information for internal City use:

Account..... 10602.122001.549040.000000.00001621.000000.00000000

Amount.....\$1,600,000.00

This above stated amount is the maximum fixed monetary amount of the foregoing contract.

TOTAL MAXIMUM INDEBTEDNESS: \$2,300,000.00

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 #70930-21, 1st Amendment

Form Approve:



James R. McCarroll
Office of General Counsel