

**PUBLIC NOTICE  
AGENDA  
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
 Thursday, May 20, 2021, 10:00 a.m.  
 Eighth Floor, Conference Room 851  
 Ed Ball Building, 214 N. Hogan Street  
 Jacksonville, FL 32202

**HYBRID MEETING**

Join Zoom Meeting  
<https://us02web.zoom.us/j/86268415008?pwd=UjBkRkZlRmYyYkdHRWVG13bkdlZz09>  
 Meeting ID: 862 6841 5008  
 Passcode: 657328

Committee Members: Gregory Tease, Chairman  
 Randall Barnes, Treasury  
 David Mignot, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	NOTION	CONTRACT	OUTCOME
Mary DiPerna Carolina Teran-Oceguera	P-04-21	Subcommittee Report Group Dental Insurance Employee Services Department	It is the consensus of the committee that of the four (4) proposals responding to the Request for Proposal(s) all were responsive, interested, qualified and available to provide the required services. The ranking of first, second and third, designates the order of qualification of these companies to perform the required services and alphabetically they are: 2) Delta 1) Humana 3) MetLife  We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with Humana, the number one ranked company.		
Keith Powers April Mitchell	P-49-20	Contract Amendment No. 1 Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergencies Jacksonville Fire and Rescue Department/Emergency Preparedness Division	That Contract No. 10144-02 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 \$1,600,000.00 to a new not-to-exceed total maximum indebtedness of \$2,300,000.00. All other terms and conditions shall remain the unchanged.		

cc: Council Auditor  
 Subcommittee

**MEETING ADJOURNED**





# 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 DiPerna, Chief, Compensation and Benefits  
Carolina Teran-Oceguera, Manager, Compensation and Benefits

Re: P – 04-21 – Group Dental Insurance Plan

Date: May 14, 2021

*Mary DiPerna*  
*Carolina Teran-Oceguera*

The subcommittee received four (4) proposals for the Group Dental RFP. All were found to be responsive, interested, qualified, and available to provide services required by the Request for Proposal. The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP and the proposals.

Based on the above, the following firms listed alphabetically and ranked, were determined to be the most qualified:

Delta (2)  
Humana (1)  
MetLife (3)  
United Concordia (4)

The subcommittee requests to meet with the Professional Services Evaluation Committee at your earliest convenience for the purpose of submitting our recommendation to the Mayor for final selection. Upon his signature, we request permission to immediately conduct fee and contract negotiations.

Attachments: Evaluation Matrix









## Office of the Director/Fire Chief

### MEMORANDUM

**TO:** Greg Pease, Chairman  
Professional Services Evaluation Committee (PSEC)

**FROM:** Keith Powers, Director/Fire Chief  
Fire and Rescue Department 

April Mitchell, JFRD Administration and Finance Manager  
Fire and Rescue Department 

**RE:** P-49-20 Disaster Recovery Consulting Services for COVID-19 &  
Other Public Health Emergencies - Amendment 1

**DATE:** May 13, 2021

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Request is made to amend P-49-20 Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergencies to increase the maximum indebtedness by \$1,600,000, to the new not-to-exceed total maximum indebtedness of \$2,300,000. All other terms and conditions remain unchanged.

The funding source is as follows: 10602.122001.549040.000000.00001621.00000.0000000

Thanks for your assistance with this matter.

Attachment(s): P-49-20 Award  
Scope of Work  
Fee Sheet

5/19/21  
3/19/21

# 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.

March 4, 2021

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

Dear Mayor Curry:

**Re: P-49-20 Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergences  
Jacksonville Fire and Rescue Department**


The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building for the purpose of concluding fee and contract negotiations with the number one ranked company/firm for the above-captioned project.

The following motion/recommendation was adopted:

That the City of Jacksonville enter into a contract with Wheeler Emergency Management Consultant to provide Disaster Recovery Consulting Services for COVID-19 & Other Public Health Emergences by incorporating the attached Scope of Services identified as Exhibit A and Contract Fee Schedule identified as Exhibit B; the maximum indebtedness is \$700,000.00 for the initial term of the agreement; the initial period of service will commence upon execution of the contract and continue for one year with an option to renew for three (3) additional one-year renewal options available at terms mutually agreeable. All other terms and conditions are per the RFP and the City's standard contract language.

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

Respectfully submitted,

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

APPROVED

  
Lenny Curry, Mayor

This 8<sup>th</sup> day of March, 2021

GP ab

cc Council Auditor  
David Meier, OGC  
Subcommittee Members

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

me

Form 1  
PRICE SHEET

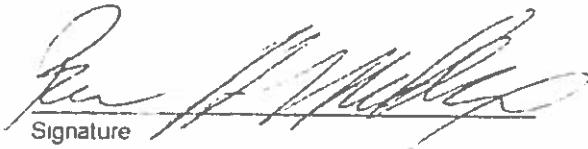
NAME OF CONSULTANT Wheeler Emergency Management Consulting, LLC

Proposal Number P-49-20

SCHEDULE OF PROPOSED PRICES/RATES

1. The price set for each item is a "firm fixed" price, and inclusive of all labor, supervision, materials, supplies, equipment, tools, transportation, lodging, handling, assessments, fees, and taxes
2. The contractor is not exempt from the Florida Sales Tax on materials or services.
3. Charges are based on hours worked, the fully loaded hourly direct labor rates are

Principal (Partner or Senior Officer):	\$ 275.00	hr
Senior Consultant (Project Manager)	\$ 195.00	hr
Consultant:	\$ 170.00	hr
Junior Consultant	\$ 145.00	hr
Program and other Administrative Support:	\$ 60.00	hr

  
Signature

President  
\_\_\_\_\_

Wheeler Emergency Management Consulting, LLC  
Company Name

1/25/2021  
Date





**SECTION 4**  
**Description of Services and Deliverables**

**4.1 Description of Services**

The Consultant will provide assistance and support for grant management, compliance, and administrative services in connection with its applications for reimbursement from State of Florida and Federal agencies, including FEMA, HUD, for significant losses and costs incurred because of a Federally Declared Disaster or other Public Health Emergency.

In addition, the consultant will aid with compliance and audit requirements related to CARES Act funds. The type of professional services requested is very specific, which requires in-depth knowledge and expertise in the operations and procedures employed by the State of Florida, FEMA, HUD, and other Federal Agencies in their past and current applications of reimbursement and procedural processes. All work must be properly completed and accurately documented. All work must comply with FEMA's current Management Cost processes and comply with all policies and guidance documents issued by the State of Florida, FEMA, HUD, other Federal Agencies, and the Federal Register for each Federal Declaration.

**4.2 Deliverables**

1. Make recommendations and provide guidance on the City of Jacksonville recovery activities related to State and Federal COVID-19 and other Public Health Emergency programs, rules, and regulations.
2. Develop, manage, administer, and audit City of Jacksonville recovery activities related to the State and Federal COVID-19 and other Public Health Emergency assistance programs.
3. Provide credentialed staff within depth knowledge and subject matter experience working COVID-19, Public Health Emergencies, or Public Assistance programs.
4. Provide technical assistance and advisory services related to recovery from Federally Declared Disasters, to include Public Health Emergencies.
5. Develop and implement strategies designed to maximize eligible Federal and State reimbursement.
6. Provide support for strategic planning and coordination of recovery efforts for COVID-19 and other Public Health Emergencies.
7. Review contracts and purchasing documentation to ensure compliance with the "Super Circular", codified in Title 2 of the Code of Federal Regulations.
8. Attend meetings with FEMA, Florida Division of Emergency Management, and City of Jacksonville personnel.
9. Coordinate the development of Project Worksheets (PWs) and other documented versions as required for Florida Division of Emergency Management and FEMA.
10. Provide technical assistance and advisory services on the Federal and State COVID-19 and other Public Health Emergency programs.
11. Compile documentation to include records for contract expenditures, force account labor, and force account equipment for Project Worksheets.
12. Identify permit and regulatory requirements necessary for the submission of Project Worksheets.
13. Aid the City of Jacksonville departments and offices, as requested, to complete necessary documentation.
14. Participate in dispute resolution with FEMA and Florida Division of Emergency Management, including the preparation of time extensions, appeals, and responses to Requests for Information (RFI).

*Exhibit A*

15. Participate in Florida Division of Emergency Management Audits, Inspector General Audits, and FEMA Single Audits.
16. Prepare grant close-out documents, files, reports, and other required documentation to ensure funding is retained.
17. Record and upload documents as required by Florida Division of Emergency Management in the Florida Public Assistance (FloridaPA.org) and the FEMA Grantee Portal.
18. Provide continuous monitoring to achieve the City of Jacksonville goal of effectively obtaining all eligible reimbursements available from FEMA and other reimbursing agencies for the damages incurred and provide a dedicated team of multi-disciplined professionals to manage and oversee all aspects of the Federal recovery process.
19. Measure and project estimated expenses and assist in consolidating information into a presentable format as required by State and Federal agencies.
20. Document all disaster volunteer activity and measure value to apply against City of Jacksonville project cost share.
21. Attend and participate in key meetings such as the applicant briefing, kickoff meeting, ad hoc State and Federal agency meetings, or others at the direction of the City of Jacksonville.
22. Document meeting minutes, key information provided by State and Federal agencies, and positions rendered to minimize re-work and loss of work product caused by personnel turnover.
23. Provide applicant briefings regarding all alternate sources of funding beyond State and Federal agencies.
24. Assist the City in gathering information for FEMA's use in project formulation.
25. Prepare preliminary cost estimates and project scope formulation.
26. Review projects estimates as written by FEMA to ensure completion and accuracy.
27. Prepare and enter all Request for Reimbursements (RFR's), quarterly reports, and supporting documentation into the Florida Division of Emergency Management at FloridaPA.org
28. Compile detailed reports to document any City of Jacksonville, consultant, or contractor hours and expenses classified as Direct Administrative Costs (DAC) and eligible for reimbursement.
29. Review the City of Jacksonville insurances policies to ensure compliance with the FEMA Public Assistance Program.
30. Prepare and collaborate with the City of Jacksonville Risk Management on insurance claims.
31. Review Eligibility Assessments made by FEMA or Florida Division of Emergency Management that may affect the City of Jacksonville projects.
32. Prepare all correspondence and supporting documentation for the appeals process for any eligibility or other rulings not in favor of the City of Jacksonville.
33. Assist in all Federal and State Project Closeout processes.
34. Assist with Environmental and Historic Preservation (EHP) process, documentation, and approvals required for any projects.
35. Assist with compliance and audit requirements related to CARES Act funds.

*LX/b,t 'A'*