PUBLIC NOTICE AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, September 28, 2017, 10:00 a.m.
Eighth Floor, Conference Room 851
Jacksonville, FL 32202

Committee Members: Gregory Pease, Chairman Patrick Greive, Member, Treasury Jeff Close, Member, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOITOM	CONTR	OUTCOME
Jill Enz Duane Kent	P-27-17	Subcommittee Report Professional Design Services for Blue Cypress Park Pool Department of Public Works	It is the consensus of the committee that the one (1) firm responding to the Request for Proposal (RFP) was found to be responsive, interested, qualified and available to provide the services required and that firm is: 1. PQH Walkover Aquatics JV We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with PQH Wallover Aquatics, JV, the number one ranked firm.		
Johnnetta Moore Ruben Bryant	P-58-17	Subcommittee Report Operation of a Substance Education/Information, Treatment, Case Management and Affercare Program for Adult Inmates within the Duval County Correctional System Parks, Recreation and Community Services Department/Social Services Division	It is the consensus of the committee that of the two (2) companies responding to the Request for Proposal (RFP) both were found to be responsive, interested, qualified and available to provide the services. The ranking of first and second, designates the order of qualification of these companies to perform the required services and alphabetically they are: 2) Gateway Community Services, Inc. 1) River Region Human Services, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with River Region Human Services, Inc., the number one ranked firm.		
Slephanie Burch Diana Seydlorsky	P-44-17	Fee & Contract Negotiations Neighborhoods Strategic Consultant Services Neighborhoods Department/Housing Community Development Division	That the City of Jacksonville enters into a contract with Civitas, LLC for Neighborhoods Strategic Consultant Services to: (i) incorporate the attached Scope of Services identified as Exhibit 'A'; and Contract Fee Summary identified as Exhibit 'B'; (ii) provide a period of service from October 1, 2017 through September 30, 2018, with four (4) one-year renewal options available; and (iii) provide a not-to-exceed maximum indebtedness of \$100,000.00 for the services. All other terms and conditions are per the RFP and the City's standard contract language.		

CC: Council Auditor Subcommittee Members



Lenny Curry, Mayor

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

ONE CITY, ONE JACKSONVILLE.

September 14, 2017

TO:

Gregory W. Pease, Chairperson

Professional Services Evaluation Committee

THRU

John P. Pappas, P.E.

Director

FROM:

Jill Enz

Manager, Parks Development and Natural Besources

R. Duane Kent, P. E.,

Engineer Manager, Engineering and Construction Management Division

RE:

P-27-17 BLUE CYPRESS PARK POOL

The subcommittee received one (1) proposal for evaluation for the subject project and found it to be responsive, interested, qualified and available to provide the services required by the RFP. A request was submitted to and approved by the Professional Services Evaluation Committee to allow grading of the one proposal.

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

Based on the above, the following firm was determined to be qualified to perform the required services.

PQH Wallover Aquatics JV

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

TF/lw

Attachment:

Scoring Matrix

cc:

Lori West, Contract Specialist

Evaluation Matrix

AVERAGE

PROJECT NO.
P-27-17
Professional Design Services for Blue
Cypress Park Pool

Consultant	Competence - 10 pts	Current Workload -	Financial Responsibility	Ability to Observe and Advise Whether Plans and Specifications	Past and Present Record of Professional Accomplishments with City Agencies and Others	Proximity to the Project	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	Ability to Design an Approach and Work Plan to Meet the Project Requirements -	Willingness to meet both time and budget	Volume of current and prior work performed	
Total Assessed Points	10.00	10.00	5.00	10.00	5.00	10.00	10.00	20.00	10.00	10.00	100.00
PQH Wallover Aquatics JV	10.00	9.50	2.00	9.50	3.00	10.00	8.50	15.50	8.00	5.00	81.00



Daryl Joseph, Director

Parks, Recreation and Community Services Department Social Services Division 1809 Art Museum Dr. Suite 100 Jacksonville, FL 32207 (904) 630-4720

September 19, 2017

MEMORANDUM

TO:

Greg Pease, Chief

Procurement Division

FROM:

Social Services Division

Johnnetta Moore, Chief
Social Services Division

RE: P-58-17 Operation of a Substance Education/Information, Treatment, Case Management and

Aftercare Program for adult inmates within the Duval County Correctional System

A Sub-committee comprised of Chief Johnnetta Moore and Assistant Chief Ruben Bryant, from Department of Corrections, JSO, received two proposals for evaluation. The committee concluded that all two firms submitting proposals were interested, qualified and available to perform the requested scope of services.

The proposals were evaluated using the criteria outlined in the Purchasing Code. Enclosed for your information is the rate data sheet furnished by the proposals. Based upon the evaluation, the following listing of firms designates the first and second best qualified to perform the requested scope of services.

- 1- River Region Human Services, Inc.
- 2- Gateway Community Services, Inc.

Please contact Johnnetta Moore at 630-4720 should you have any questions or need additional information.

Alex Baker cc:

Evaluation Matrix

PROJECT NO. P-58-17

Average

Substance Abuse Education/Information, Treatment, Case Management & Aftercare

PROJECT TITLE:

Program

Consultant	Competence -	Current Workload -	Financial Responsibility -	Ability to Observe and Advise Whether Plans and Specifications	Past and Present Record of Professional Accomplishments with City Agencies and Others	Proximity to the Project	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	Ability to Design an Approach and Work Plan to Meet the Project Requirements	Quotation of rates, fees, charges, and other detailed cost proposals or cost breakdown information	Volume of current and prior work performed	Overall
Maximum Points Assessed	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	100.00
River Region Human Svcs	9.00	9.00	9.00	9.00	9.50	10.00	8.00	9.00	9.00	8.00	89.50
Gateway Community Svcs	7.50	5.50	8.50	8.00	8.00	9.00	8.00	7.50	8.00	8.50	78.50
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ONE CITY, ONE JACKSONVILLE

Lenny Curry, Mayor

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

MEMORANDUM

September 26, 2017

TO:

Gregory Pease, Chairman

Professional Services Evaluation Committee

FROM:

Stephanie Burch, Director

Neighborhoods Department

Diana Seydlorsky, Chief

Housing and Community Development Division

SUBJECT:

Neighborhoods Strategic Consultant Contract

The Office of Neighborhoods Department has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide **Neighborhoods Strategic Consulting** resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Civitas, LLC to provide the Neighborhoods Strategic Consultant Services, which incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for one year from date of execution of contract thru October 2, 2018, with three (3) one-year renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of \$100,000.00 for the first year. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachments:

Exhibits A & B

CC:

Alex Baker, PSEC Specialist



Lenny Curry, Mayor

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

Exhibit A

Scope of Services

Section 4 Description of Services and Deliverables

Scope of Services

Grant Application Assistance

Consultant may assist the Neighborhoods Department (the "Department") in the development of applications for federal, state, and private grant applications, such as, but not limited to, federal Department of Housing and Urban Development's Choice Neighborhood Initiatives ("CNI") Planning and Implementation grants, and any other grants related to the business and objectives of the Department.

Annual Reporting Assistance

Consultant may assist, as needed, in preparing annual financial and programmatic reporting as required for federal and state funding.

Consultant may assist the Department with creation and periodic updating of required annual housing and community planning documents, such as, the City of Jacksonville's Consolidated Plan; Annual Action Plan; Comprehensive Annual Performance and Evaluation Report, and Analysis of Fair Housing Plan, among others.

Contract Compliance Assistance

Consultant may assist, as needed, with contract compliance functions as required for federal and state funding.

Technical Assistance and Data Analysis

Consultant may serve as a technical advisor to the Department by providing assistance in improving Department processes, procedures, and programs, as needed, for the Department to meet its objectives. Consultant may advise on industry best practices, proposed and implemented legal and administrative rule changes, and topics necessary to increase the Department's working knowledge and experience.

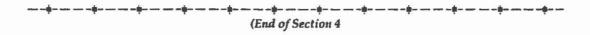
Consultant may advise on industry standards, best practices, and potential opportunities related to data collection and analysis, strategic code enforcement, and housing and community development strategies. Consultant may assist the Department in identifying and implementing processes, procedures, and tools needed for the Department to become more data driven in its decision making.

Consultant may assist the Department in planning and implementing the deployment of its and the City's financial resources in a more strategic manner so that the City is able to leverage its available financial resources.

Consultant may assist the Department in creating and implementing innovative finance tools for housing and community development projects.

Consultant may assist in educating Department staff on industry standards, best practices, and potential funding opportunities.

Consultant may assist Department staff in document preparation for, participation in, and presenting at meetings with City Councilmembers, the administration, other government agencies, and public meetings for various programs.





Lenny Curry, Mayor

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

Exhibit B

Contract Fee Schedule



www.civitassc.com

Required For	rm	5
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Form 1 - Price Sheet	
NAME OF CONSULTANT Civitas, LLC	
Proposal Number P-44-17	
SCHEDULE OF PROPOSED PRICES/RATES	
 If charges are based on hours worked, the hourly direct labor rates (without Fringe Benefits) are: 	
Principal (Partner or Senior Officer): \$_110hr.	
Project Manager (Responsible Professional): \$85hr.	
2. Other Direct Project Costs per Unit (please specify)	
This is dependent on precise deliverable mix that is requested upon award.	
Full details not provided in RFP	
3. Estimated percentage of total fee to be performed by sub-contractors _5%	
 Please provide any other relevant rates that may apply to this project including averag direct hourly labor rates for other categories of proposed personnel 	9