**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**

**MINUTES FOR Thursday, July 18, 2019 10:00 a.m.**

Eighth Floor, Conference Room 851

Ed Ball Building, 214 N. Hogan Street

Jacksonville, FL 32202

Committee Members:  
- Gregory Pease, Chairman  
- Randall Barnes, Treasury  
- James McCain, OGC

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<th>Subcommittee Members</th>
<th>ITEM #</th>
<th>TITLE &amp; ACTION</th>
<th>MOTION</th>
<th>CONTR EXP</th>
<th>OUTCOME</th>
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<tr>
<td>Christel Burgos ✓</td>
<td>P-12-16</td>
<td>Contract Amendment No. 3 Medical Collection Services Finance and Administration Department/Jacksonville Fire Rescue Department</td>
<td>That Contract No. 10231 between The City of Jacksonville and Security Collection Agency, Inc., for Medical Collection Services, be amended to: (i) exercise the third and final renewal option extending the period of service from August 3, 2019 through August 2, 2020, with no renewal option remaining; (ii) incorporate the attached Contract Fee Summary identified as Exhibit B-1; and (iii) increase the maximum indebtedness by $132,000.00 to a new total not-to-exceed maximum amount of $528,000.00. 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 ordinance, procurement policies and procedures and applicable federal and state laws.</td>
<td>08/02/19</td>
<td>Approved 4-0</td>
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| Nick Burgos ✓ Alan Parker ✓ | P-37-19 | Subcommittee Report Operational & Geographical Assessment for the JSO Jacksonville Sheriff's Office | It is the consensus of the committee that of the two (2) proposals that submitted both were found to be responsive interested, qualified and available to provide the requested services. The ranking of first and second designates the order of qualification of these companies to perform the required services and alphabetically they are:  
   1) International Association of Chiefs of Police (IACP)  
   2) Matrix Consulting Group  
   We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with International Association of Chiefs of Police (IACP), the number one ranked company. | Approved 5-0 |
<p>| Mary DiPerna ✓ Carolina Teran-Oceguera ✓ | P-28-16 | Contract Amendment No. 3 Group Dental Insurance Plan Employee Services Department | That Contract No. 10255 between the City of Jacksonville and Delta Dental Insurance Company for Group Dental Insurance Plan is amended to: (i) exercise the third of four renewal options extending the period of service from January 1, 2020 through December 31, 2020 with one renewal option remaining. (ii) provide $4,300,000.00 for CY 2020; thereby (iii) increasing the maximum indebtedness by $4,300,000.00 to a new not-to-exceed total maximum of $15,770,645.00. 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. | 12/31/19 | Approved 5-0 |
| Mary DiPerna ✓ Carolina Teran-Oceguera ✓ | P-30-18 SS#6 | Contract Amendment No. 1 TRICARE Supplement - Voluntary Group Health Insurance Employee Services Department | That Contract No. 9563-02 between the City of Jacksonville and Selman Corporation for the provision of TRICARE Supplement Plan be amended to exercise the first of four (4) one-year renewal options extending the period of service from January 1, 2020 through December 2020 with these renewals available. The City | 12/31/19 | Approved 5-0 |</p>
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<th>Date</th>
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<td>12/31/19</td>
<td>P-17-15</td>
<td>Contract Amendment No. 4</td>
<td>That Contract No. 10169 between the City of Jacksonville and EyeMed Vision Care, LLC., for Group Vision Insurance, be amended by: (i) exercising the fourth and final renewal option extending the period of service from January 1, 2020 through December 31, 2020 with no renewal option remaining; and (ii) increase the maximum indebtedness by $624,000.00 for a new not-to-exceed total maximum indebtedness of $3,124,970.00. 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.</td>
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The consensus of the committee that of the three (3) proposals that submitted were found to be responsive, interested, qualified and available to provide the requested services. The ranking of first, second and third designates the order of qualification of these companies to perform the requested services and alphabetically they are:

3) Affinity Consulting Group, NEFL LLC
2) Tetra Tech, Inc.
1) Wheeler Emergency Management Consulting, LLC

We recommend the above list be forwarded to the Mayor for final selection so that negotiations may begin with Wheeler Emergency Management Consulting, LLC the number one ranked company.
| P-01-19 | Subcommittee Report | Construction Engineering & Inspection Services for Ramona Boulevard Widening and Reconstruction Project | It is the consensus of the committee that of the six (6) proposals that submitted all were found to be responsive, interested, qualified and available to provide the requested 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:  
1) CSI Geo, Inc.  
2) VIA Consulting Services, Inc.  
3) England Thims & Miller, Inc.  
We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with CSI Geo, Inc., the number one ranked company. | Approved 5-0 |
| P-21-19 | Subcommittee Report | Professional Engineering Services for Emerald Trail Master Plan Improvements | It is the consensus of the committee that of the seven (7) proposals that submitted six (6) were found to be responsive, interested, qualified and available to provide the requested services and one (1) was deemed non-responsive. The ranking of first, second and third designates the order of qualification of these companies to perform the required services and alphabetically they are:  
1) Pond & Company, Inc.  
2) HDR Engineering, Inc.  
3) RAM Professional Group, Inc.  
We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with Pond & Company, Inc., the number one ranked company. | Approved 5-0 |
| P-46-18 | Fee & Contract Negotiations | Construction Engineering and Inspection Services for the Cecil Field Northern Extension Project | That the City of Jacksonville enter into a contract with AE Engineering, Inc., for Construction Engineering and Inspection Services for the Cecil Field Northern Extension, by: (i) incorporating the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B'; (ii) providing a not-to-exceed limit for Construction Engineering and Inspection Services for Phase A in the amount of $53,994.17 and for Phase B in the amount of $101,997.61; thereby (iii) providing a maximum indebtedness to the City in the amount of $155,991.78; and (iv) providing a period of service from date of execution of the contract to project completion. All other terms and conditions are per the RFP and the City’s standard contract language. | Approved 5-0 |
| P-60-17 | Contract Amendment No. 1 | Professional Design Services for Amsdale Road Sidewalk and Roadway Improvements | That Contract No. 10479, originally executed October 4, 2018, between the City and Peters and Yaffee, Inc., for Professional Design Services for Amsdale Road Sidewalk and Roadway Improvements be amended to: (i) decrease the lump sum amount for design services by $13,884.23 to a new lump-sum amount of $235,969.58; (ii) increase the not-to-exceed limit for Survey by $4,516.29 to a new limit of $55,580.46; (iii) decrease the limits for Lighting & Structures Design by $13,356.53 to a new limit of $47,855.05 and for Landscape Design by $5,515.00 to a new limit of $20,500.00; thereby (iv) decreasing the maximum indebtedness by $28,239.47 to a new total maximum of $406,578.01. 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. | "To project completion" Approved 5-0 |
| P-11-18 | Contract Amendment No. 3 | Professional Services for Preparation of DCP/RFP for Hart Expressway Modifications | That Contract Number 10425-01, originally executed August 21, 2018 between the City and STV, Incorporated for Professional Design Services for Preparation of DCP & RFP for Hart Expressway | "To project completion" Approved 5-0 |
Department of Public Works/Engineering & Construction Management Division

Modifications, be amended to (i) incorporate the attached Scope of Services identified as Exhibit G and Contract Fee Summary, identified as Exhibit H; (ii) increase the lump sum amount for Design Services by $804,304.08 to a new lump sum amount of $2,619,645.49; and increase the not-to-exceed limit for Survey by $105,745.89 to a new limit of $451,276.80, Geotechnical by $146,864.19 to a new limit of $330,843.01 and Utility Coordination by $20,310.04 to a new limit of $40,620.08; thereby (iii) increasing the maximum indebtedness by $1,077,224.20 to a new maximum of $3,442,385.38. 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.

Alex Baker
Addition to Legal Related Services List
Procurement Division

That the committee approve the following companies for inclusion to the Legal Related Services list under the category of Expert Witness:
1. Romaro Worth - Worthmore Services, Inc.
2. Beverly Adkins - JOHNS Eastern Claims Adjusters & Third Party Administrators
3. Kevin Riviere - ServiceMaster
4. Tommy Lee Braddock - SERVPRO

MEETING ADJOURNED: 10:28 A.M.

Approved 3-0

cc: Council Auditor
Subcommittee Members