# Public Notice

**Revised Agenda**

**Special Professional Services Evaluation Committee Meeting**

Monday, September 25, 2017, 9:30 a.m.

Eighth Floor, Conference Room 651

Jacksonville, FL 32202

## Committee Members
- Gregory Pease, Chairman
- Patrick Grose, Member, Treasury
- Jeff Close, Member, CSC

### Subcommittee Report

<table>
<thead>
<tr>
<th>Subcommittee Member</th>
<th>Item #</th>
<th>Title &amp; Action</th>
<th>Motion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Burch</td>
<td>P-64-17</td>
<td>Subcommittee Report</td>
<td>It is the consensus of the committee that of the three (3) firms responding to the Request for Proposal (RFP) all were found to be responsive, interested, qualified and available to provide the services. The ranking of first, second, and third, designates the order of qualification of these firms to perform the required services and alphabetically they are:</td>
</tr>
<tr>
<td>Diana Seydorsky</td>
<td></td>
<td>Neighbors Strategic Consultant Services</td>
<td>1. Civilas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Neighborhoods Department/Housing Community</td>
<td>2. Corporate Facts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Development Division</td>
<td>3. Lambert Advisory</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with Civilas, the number one ranked firm.</td>
</tr>
</tbody>
</table>

### CC:
- Execll Asler
- Subcommittee Members
MEMORANDUM

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

FROM: Stephanie Burch, Director  
Neighborhoods Department

DATE: September 21, 2017

RE: P-44-17– Neighborhoods Strategic Consultant Services  
Subcommittee Report

The subcommittee received three (3) proposals for the Neighborhoods Strategic Consultant Services and found all to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP). The proposals were evaluated using the selection criteria outlined in the Purchasing Code and augmented by the RFP (see attached matrix and proposed rate forms from the proposers.)

Based on the above, the following firms listed alphabetically were determined to be the most qualified of those submitting proposals. The ranking of first, second and third, designates the order of qualifications of these firms to perform the required services:

1. Civitas
2. Corporate Facts
3. Lambert Advisory

We request the above list is forwarded to the Mayor for final approval. Please advise us when this item is placed on your agenda so we may be present.

Attachment(s) Scoring Matrix
Cost Sheets
JSEBs (proposed by each ranked company)
# EVALUATION MATRIX

## EVALUATION SCALE

<table>
<thead>
<tr>
<th>QUALIFIED</th>
<th>EXTREMELY QUALIFIED</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td>8</td>
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<td>3</td>
</tr>
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<td>9</td>
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</tr>
<tr>
<td>10</td>
<td>1</td>
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## PROJECT NO. P-44-17

### PROJECT TITLE: Neighborhoods Strategic Consultant Services

<table>
<thead>
<tr>
<th>FIRM</th>
<th>COMPETENCE</th>
<th>CURRENT WORKLOAD</th>
<th>FINANCIAL RESPONSIBILITY</th>
<th>ABILITY TO OBTAIN AND COMPLETE PROMISES</th>
<th>PROFESSIONAL ACCOMPLISHMENTS RECORD</th>
<th>PROXIMITY TO PROJECT</th>
<th>FINANCIAL REPORTS</th>
<th>OVERALL</th>
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<tbody>
<tr>
<td>Total Points Assessed</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>2</td>
<td>30</td>
<td>4</td>
<td>2</td>
<td>100</td>
</tr>
<tr>
<td>CIVITAS</td>
<td>19.5</td>
<td>8.0</td>
<td>9.5</td>
<td>2</td>
<td>26.5</td>
<td>2.5</td>
<td>2.0</td>
<td>93.5</td>
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<tr>
<td>CORPORATE FACTS</td>
<td>19.0</td>
<td>8.0</td>
<td>3.0</td>
<td>2</td>
<td>28.5</td>
<td>4.0</td>
<td>2.0</td>
<td>86.0</td>
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<tr>
<td>LAMBERT ADVISORY</td>
<td>17.0</td>
<td>9.0</td>
<td>8.5</td>
<td>2</td>
<td>29.0</td>
<td>2.0</td>
<td>1.5</td>
<td>83.0</td>
</tr>
</tbody>
</table>
Required Forms

Form 1 - Price Sheet

NAME OF CONSULTANT  ____ Civitas, LLC  _______________________
Proposal Number  ____ P-44-17  _______________________

SCHEDULE OF PROPOSED PRICES/RATES

1. If charges are based on hours worked, the hourly direct labor rates (without Fringe Benefits) are:
   
   Principal (Partner or Senior Officer): $110____hr.
   Project Manager (Responsible Professional): $85____hr.

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______%

4. Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel

   
4
Form 1 - Price Sheet

NAME OF CONSULTANT _Corporate F/A/C/T/S/ ________________

Proposal Number _P-44-17______________________________

SCHEDULE OF PROPOSED PRICES/RATES

1. If charges are based on hours worked, the hourly direct labor rates (without Fringe Benefits) are:

   Principal (Partner or Senior Officer): $185/hr.
   Project Manager (Responsible Professional): $150/hr.

2. Other Direct Project Costs per Unit (please specify) __

   Kate Spratt _$160/hr ____________________
   William Rotert _$150/hr ________________
   Sue Southon _$160/hr ____________________

4. Estimated percentage of total fee to be performed by sub-contractors _10-20%__________%

5. Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel Sub consultants Rate $150/hr
NAME OF CONSULTANT: Lambert Advisory
Proposal Number: P-44-17

SCHEDULE OF PROPOSED PRICES/RATES

1. If charges are based on hours worked, the hourly direct labor rates (without Fringe Benefits) are:
   - Principal (Partner or Senior Officer): $250 hr.
   - Project Manager (Responsible Professional): $200 hr.

2. Other Direct Project Costs per Unit (please specify)
   - Major Grants Director: $175 hr.
   - Senior Associate: $135 hr.
   - Research Staff: $110 hr.
   - Subconsultant:
     - Planning: $150 hr.
   - Senior Code Enforcement Supervisor: $65 hr
   - Code Supervisor: $65 hr.

4. Estimated percentage of total fee to be performed by sub-contractors 15%

5. Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel