

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

| | |
|--|--|
| Subject/Awardee: Professional Wildlife Consulting Services / SES Energy Services LLC (ERS) | Cost: \$305,255.00 |
| Solicitation No: RFQ No. 21-06-42001 | Budgeted, Transferred, or Contingency: Budgeted |
| On-Going Maintenance Cost: N/A | Funding Source: 42001 |

Attached / Supporting Documents

- Exhibit "A"** - Evaluation Matrix and SPIS Form
- Exhibit "B"** - ERS Consultant Rates

BACKGROUND:

The Jacksonville Aviation Authority’s (JAA) Engineering and Facilities Department has previously contracted wildlife services under the On-Call Environmental Consultant Services Contract; however, best practice suggests holding a separate contract for an on-call airport wildlife services consultant. The current On-Call Environmental Consultant Services Contract ends April 14, 2021. As such, Procurement issued Request for Qualifications (RFQ) No. 21-06-42001 for professional wildlife consulting services at each of JAA’s four airports. Two proposals were received, evaluated, and ranked as follows:

| | |
|---------------------------------------|------|
| SES Energy Services LLC, ERS Division | 94.6 |
| Bio-Tech Consulting Inc. | 81.6 |

The selection committee unanimously agreed that JAA could begin negotiations with the top firm for a potential contract award with an initial three-year term, with renewal options of up to two years.

RECOMMENDATION:

Engineering and Facilities recommends that JAA make a requirements award to SES Energy Services, the higher ranked of two firms in response to RFQ No. 21-06-42001, for professional wildlife consulting services, which services will be authorized and managed via task order agreements on an as-needed basis. It is also recommended that authority under this award be given in a total annual not-to-exceed amount of \$50,000.00, at an annual escalation rate of 10%, for an initial three-year term, with renewal options of up to two years at JAA’s’ sole discretion, for a potential five-year total not-to-exceed amount of \$305,255.00.

| Initial Year | First Renewal | Second Renewal | Third Renewal | Fourth Renewal |
|--------------|---------------|----------------|---------------|----------------|
| \$50,000 | \$55,000 | \$60,500 | \$66,550 | \$73,205 |

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| Verification of Funding | |
|--------------------------------|---------------------|
| Title: | |
| Signature: | <i>Lauren Scott</i> |

I have verified that there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (*directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same*).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Lauren Scott
Senior Manager of Planning

Signature and Date

PROCUREMENT REVIEW:

Buyer: Samantha Smid

Signature and Date

Devin Reed
Chief Legal Officer

Signature and Date

SUBMITTED FOR APPROVAL:

Tony Cugno
Chief Operating Officer

Signature and Date

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: _____

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY: (if over \$325,000.00, Board approval or ratification must be made pursuant to HB-915):

EXHIBIT "A"

Professional Wildlife Consultant Services
RFQ No. 21-06-42001
Evaluation Matrix

| Description | Evaluator 1 | Evaluator 2 | Evaluator 3 | Evaluator 4 | Evaluator 5 | Total Points Awarded |
|--|----------------|----------------|----------------|----------------|----------------|----------------------------|
| SES Energy Services LLC, ERS Division | | | | | | |
| Corporate Overview and Experience (Maximum 20 Points) | 19 | 19 | 20 | 18 | 16 | 18.40 |
| Project Organization and Staffing (Maximum 20 Points) | 19 | 19 | 19 | 17 | 17 | 18.20 |
| Regulatory Knowledge (Maximum 20 Points) | 19 | 19 | 20 | 18 | 17 | 18.60 |
| Deliverables (Maximum 10 Points) | 9 | 10 | 10 | 9 | 9 | 9.40 |
| References (Maximum 20 Points) | | | | | | 20.00 |
| Disadvantaged and Local Small Business Opportunity (Maximum 10 Points) | | | | | | 10.00 |
| | | | | | | |
| Total Points Awarded | | | | | | 94.60 |
| | | | | | | |
| | | | | | | |
| Bio-Tech Consulting Inc. | | | | | | |
| Corporate Overview and Experience (Maximum 20 Points) | 17 | 16 | 10 | 15 | 17 | 15.00 |
| Project Organization and Staffing (Maximum 20 Points) | 17 | 17 | 14 | 15 | 16 | 15.80 |
| Regulatory Knowledge (Maximum 20 Points) | 17 | 17 | 9 | 14 | 16 | 14.60 |
| Deliverables (Maximum 10 Points) | 8 | 8 | 3 | 6 | 6 | 6.20 |
| References (Maximum 20 Points) | | | | | | 20.00 |
| Disadvantaged and Local Small Business Opportunity (Maximum 10 Points) | | | | | | 10.00 |
| | | | | | | |
| Total Points Awarded | | | | | | 81.60 |

SOLICITATION PROCESS INFORMATION SHEET

Description of Solicitation: Professional Wildlife Consultant Services

RFQ Number: 21-06-42001

Issuing Department: Planning and Engineering

DBE Participation Goal Established by DBE Office: Yes No N/A

**Dates Legal Notices Placed: November 6, 2020 and November 13, 2020
In: Jacksonville Daily Record**

Website Posting Date: November 6, 2020

Number of solicitations issued: 41

Pre-Bid/Proposal Meeting Date: November 18, 2020

Mandatory: Yes No NA

Number of firms attended: 16

Number of Bids/Proposals Received: 2

Conforming: 2

Non-Conforming: NA

Evaluation Public Meeting: January 7, 2021

**Evaluation Committee Member(s): David Dunkley
Rolf Riechmann
Tim Cox
Roger Studenski
Brett Aspenson**

Attach Evaluation Matrix.

Budgeted Funds: Yes No NA

Capital: Yes No NA

Operating: Yes No NA

Attach Budget Transfer if Required.

Submitted for the Awards Committee Meeting on February 22, 2021.

Comments:

Issuer: Samantha Smid, Procurement Administrator

EXHIBIT "B"



**Environmental
Resource Solutions**
A Division of SES Energy Services LLC

**ENVIRONMENTAL RESOURCE SOLUTIONS, INC
2021 FEE SCHEDULE**

| | | | |
|---|----|--------|--------|
| Senior Environmental Scientist I..... | \$ | 225.00 | Hour |
| Senior Environmental Scientist II..... | \$ | 175.00 | Hour |
| Senior Environmental Scientist II..... | \$ | 170.00 | Hour |
| | | | |
| Environmental Scientist I..... | \$ | 140.00 | Hour |
| Environmental Scientist II..... | \$ | 135.00 | Hour |
| Environmental Scientist III..... | \$ | 130.00 | Hour |
| Environmental Scientist IV..... | \$ | 110.00 | Hour |
| Environmental Scientist V..... | \$ | 95.00 | Hour |
| Environmental Scientist V..... | \$ | 100.00 | Hour |
| Environmental Technician I..... | \$ | 85.00 | Hour |
| Environmental Technician II..... | \$ | 75.00 | Hour |
| Environmental Technician III..... | \$ | 50.00 | Hour |
| | | | |
| GIS/CADD | \$ | 95.00 | Hour |
| Graphics Technician | \$ | 85.00 | Hour |
| | | | |
| Clerical..... | \$ | 55.00 | Hour |
| | | | |
| Mileage..... | \$ | 0.60 | Mile |
| | | | |
| In House Copies, 8 1/2 X 11, Color..... | \$ | 1.89 | Per Pg |
| In House Copies, 11 X 17, Color..... | \$ | 2.60 | Per Pg |
| | | | |
| Plots/Aerials..... | \$ | 20.00 | Each |
| | | | |
| GPS Trimble Rental..... | \$ | 150.00 | Day |

SES Energy Services LLC, Environmental Resource Solutions Division hereby certifies the above rates for our 2021 calendar year.

[Handwritten Signature]

 NAME / TITLE

[Handwritten Date]

 DATE