Docusign Envelope ID: 55EEA1CD-21FE-4806-9695-E6E569C485DE

City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Design-Build Services Contract for Small Active and Passive Parks Design-Build Projects-Mount Olive Cemetery

Requested Action/Authority:

Recommend approval to amend Amendment #24A to incorporate the attached Scope of Services and Fee Summary, Exhibit Y-2 to increase the GMP by $572,975.00 to a new GMP amount of $678,229.60, known as Amendment #24B.

Justification/Explanation:

Amendment # 24B is to provide for the removal and trimming of trees along with the debris in the cemetery in accordance with the assessment report provided in the DCP.

Legal Contract #:	71629-22	Contract Date:	01/17/2024	Change Order/AMD #:	Amendment #24B	
PO/Release #:	667156-24	Bid Date:	08/08/2024	Awarded Supplier:	Acon Construction Co., Inc.	
Licenses Verified:	N/A	Effective Date:	08/08/2024	Basis of Award:	N/A	
Federally Funded:	N/A	No. Invited:	N/A	Responses Received:	N/A	Attachments:
Solicitation:	N/A - CDB-0112 - 21			Procurement Contract #:	POA - 71629-22	
Executed By:	Office of General Counsel					

PoP:Base:	Project Completion	Options:	N/A	Extension(s):	N/A
JSEB Rec.:	N/A	%:	N/A	Bonds Waived Pursuant To:	N/A

Fund:	32111	Center:	153119	Acct:	565051	Proj:	006370	Activity:	00000000	$	572,975.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 678,229.60	Contingent Amount:	$ 25,000.00	DMP/ODPO Amount:	$ 0.00

Using Agency/BU:	PWEN:ENGINEERING_AND_CONSTRUCTION_MANAGEMENT			
Concurrence:	DocuSigned by: Sheldon D. Gibbs, P.E. 843DE27A46A74CA...	Title:	CHIEF OF ENGINEERING CONSTRUCTION MANAGEMENT	7/30/2024
Concurrence:	Signed by: McDaniel, Emmett 041C4F173D4A4A0...	Title:	CHIEF OF MOWING AND LANDSCAPE MAINTENANCE	7/31/2024
Concurrence:	DocuSigned by: Nina Sicker 1EFA223D5D23487...	Title:	DIRECTOR OF PUBLIC WORKS	8/1/2024
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Benjamin Kemp 174B3D5CD0EE4C1...	Chief of Procurement:	DocuSigned by: B19F1D517352456...
Name:	Benjamin Kemp	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	
Members Who Disapprove:	
Other Action:	

Date:

Part 3: Final Awarding Authority Action

Action:

Date:

Signature:

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PAF Instructions

Form Type: Select the type of award from the dropdown options. This form will be used for all Procurement awards (Administrative Awards and JPAC Requests).

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action/Authority: Enter a brief description of the requested action or authority being sought. i.e.; *request permission to award to the lowest, responsive responsible bidder for ITB or award the highest ranked supplier for an RFP*.

Justification/Explanation: Enter a brief justification or explanation for the requested action. Use this box to add any additional information such as additional account strings, or other information essential for contract execution.

Legal Contract Number: Provide the existing City contract number if applicable. This will be the same number as your POA number.

Contract Date: Select the effective date for the contract using the calendar option in the form. Leave blank for contracts to become effective on the execution date.

Change Order/AMD #: Provide the applicable Change Order or Amendment number represented by this request.

Date: Enter the date of PAF submission.

Effective Date: Enter the effective date of requested authority and/or action.

Solicitation: Select the competitive procurement method used (1Cloud generated prefix), enter the 1Cloud generated numbering sequence, and 1Cloud generated fiscal year of solicitation

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA),

Procurement Contract #: This is your PO number. Select Type, Enter Number

PO/Release Number: Enter PO Release Number

Awarded Supplier: Enter Awarded Supplier Name

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

Responses Received: This is the number of responses received.

No Bids Received: The number of responses received that indicated supplier would not bid.

Executed By: Select whether executed by OGC or JPAC / Chief of Procurement

PoP Base: Select the Period of Performance for the initial period.

Options: Period for each renewal period i.e. one (1) two (2) year.

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Extensions: How many extensions have we preformed after the initial base period and option periods have been completed?

JSEB Goal: Select the percentage established by JSEB.

JESB Other: Select Encouragement or Set Aside Option

Bonds Waived Pursuant to: Select authority allowing bonds to be waived.

Funding Source: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed the amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Amount: Enter the total Direct Materials Purchase/Owner Direct Purchase Order amount for project.

Attachments: Name any attachments included as supplemental information to the PAF.

Using Agency/BU: This should be the requesting agency/requirement owner.

Concurrence: Electronic Signature

Title: Enter the title of person electronically signing form.

**Any fields where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: 55EEA1CD-21FE-4806-9695-E6E569C485DE

EXHIBIT Y-2

ACON Construction Co., Inc. ▲▼▲▼▲▼▲▼▲▼▲▼▲▼
3653 Regent Boulevard, Suite 401 • Jacksonville, Florida 32224 • Telephone (904) 565-9060 Fax (904) 565-9080

Jul 23, 2024

City of Jacksonville
Department of Public Works
Engineering and Construction Management
214 N. Hogan Street
Jacksonville, FL 32202

Attention: Mr. Sheldon Gibbs, P.E.
City Engineer
Reference: Mt Olive Cemetery Phase
2 DB Contract #71629-22

Mr. Gibbs,

We are pleased to provide this proposal for the work on the subject project under the guidelines of the referenced contract.

The scope of this project is to provide for the removal and trimming of trees along with debris removal in the cemetery. It includes following the Assessment Report provided in the DCP. I have included a contingency to be used if additional issues arise and need to be addressed. The next Phase will be proposed for further restoration services based on budgets. That proposal will consist of constructing the road with specific grave site restorations along with a scatter garden as listed in the DCP. Per the contract, the next phase can be negotiated as the city deems appropriate at that time.

Our Guaranteed Maximum Price (GMP) for this phase as stated is $572,975.00.

The Guaranteed Completion Date (GCD) will be 150 days from NTP to complete this phase while the goal will be to complete within 90 days.

Breakdowns follow this letter. Please contact me if you have any questions or need further information.

Sincerely,

Frank Anderson
Construction Manager

Docusign Envelope ID: 55EEA1CD-21FE-4806-9695-E6E569C485DE

EXHIBIT Y-2

ACON Construction Company

DB Contract 8150-15

Mt Olive Cemetary Restoration Phase 2 Tree Removal and Trimming

DATE: 7/23/24

ITEM #	DESCRIPTION	UNITS	QUANTITY	UNIT COST	TOTAL COST
	Project Management	Hrs	40	$110.00	$4,400.00
	Supervision	Hrs	120	$75.00	$9,000.00
	Administration	Hrs	30	$75.00	$2,250.00
	Tree Remova and Trimming with Debris Removal	LS	1	$492,350.00	$492,350.00
	Limited Contingency	LS	1	$25,000.00	$25,000.00
	Subtotal				**$533,000.00**
	DB Fee 7.5%	LS	1	$39,975.00	$39,975.00
			TOTAL		**$572,975.00**

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EXHIBIT Y-2

8001 Baymeadows Way, Suite 1
Jacksonville, FL 32256
P (904) 900-6494
F (904) 268-5255
Terracon.com

$492,350.00

July 22, 2024

ACON Construction CO Inc.
3653 Regent Blvd, Suite 401
Jacksonville, FL 32224

Attn: Frank Anderson
fanderson@aconcci.com

RE: Proposal for Historic Preservation Consulting Services – Tree Removal
Mt. Olive Cemetery Restoration
The City of Jacksonville
Jacksonville, FL
Terracon Proposal No. PEQ237034

Dear Mr. Anderson:

Terracon Consultants, Inc. (Terracon/Consultant) is pleased to submit this proposal to ACON Construction (Client) and the City of Jacksonville, Florida (City) to provide historic preservation restoration services and improvements for Mt. Olive Cemetery in Jacksonville. Our understanding of the scope of work and our estimated fee to perform these services are listed below.

PROJECT INFORMATION

Terracon understands the proposed project will support the restoration of Mt. Olive Cemetery. Historic Preservation staff will monitor all tree removal, pruning, debris cleanup, and haul away efforts during the first phase of restoration.

In 2019-2020, the Consultant conducted a comprehensive conditions assessment of Mt. Olive Cemetery as part of a multi-cemetery assessment project for the City of Jacksonville. The conditions assessment included an arboriculture assessment (tree health assessment) of which the findings is to be used as the baseline data in this proposal.

SCOPE OF SERVICES

Terracon understands the Client is requesting a proposal to provide restoration services for Mt. Olive Cemetery as referenced above. Terracon professional staff will support the Client as they make improvements to the historic cemetery in Jacksonville.

Terracon proposes the following scope of work to support the Client in the restoration of the cemetery in accordance with industry standards, and our expertise and experience:

- Task 1 - Tree removal and trimming will be done in accordance with the recommendations of the tree survey conducted by the Consultant during the conditions assessment and survey. Debris removal will include the general clearing of the land to remove leaves, overgrown vegetation, and similar unsightly materials. Tree removal, pruning/trimming, and debris

Docusign Envelope ID: 55EEA1CD-21FE-4806-9695-E6E569C485DE

EXHIBIT Y-2

removal will be performed by a subconsultant under the direction and monitoring of Terracon Historic Preservation Staff.

1.1 Limitations

Should additional services be required, Terracon will prepare a supplemental change order at the request of the Client.

This scope of services does not account for delays caused by inclement weather or agency responses.

No warranties, express or implied, are intended or made.

COMPENSATION

Compensation for the proposed Scope of Services shall be on a Lump Sum basis by authorized services in accordance with the table provided below:

TASK	FEE
1 - Tree Removal, Pruning/Trimming, & Removal of Debris *Including monitoring costs*	$492,350.00

The stated fees are valid only for ninety (90) days after the date of this proposal. Invoicing will be done on a monthly basis. Once initiated, should completion of the proposed Scope of Services be delayed by the client, additional charges may apply. Additional services requested by the client, such as other work that is not specifically included in the Scope of Services described in this proposal, will require additional scoping and compensation.

TO BE PROVIDED BY CLIENT

The Client is expected to provide Terracon project staff and sub-consultants with access to the cemetery site as necessary to perform the tasks stated in this proposal.

The Client is expected to provide Terracon with any plats or similar documents of the cemetery.

The Client is expected to work alongside Terracon in the design and execution of any and all additional activities to occur on the site. This may include road, fencing, gate, lighting, and landscaping improvements.

SCHEDULE

Services will be initiated upon receipt of the written notice to proceed and a signed contract. Assuming the Consultant has a signed contract and notice to proceed no later than September 30,2024 Terracon proposes the following schedule:

- Project initiation and kick-off will commence within 10 days of NTP ~~by October 1, 2024. Initial project tasks will include a kick-off meeting with the Client and the City, as necessary. Terracon will hold an additional internal kick-off meeting.~~
- ~~Fieldwork and reporting will begin October 2024 and will continue until December 2024.~~

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The above timeframe is dependent upon notification of project award and notice to proceed, including a signed contract being obtained, on or prior to September 30, 2024. Terracon is not responsible for delays based on unforeseen circumstances, such as agency review time or weather.

Please note the schedule is based on timelines from similar past projects and assumes timely responses from agencies and project stakeholders.

The delivered documentation will be prepared for the exclusive use and reliance of the Client. Reliance by any other party is prohibited without the written authorization of the Client and Terracon in the form of a Reliance Agreement that incorporates the terms and conditions of the original Agreement.

SAFETY

Safety is one of Terracon's core values and our commitment to an Incident and Injury-Free™ (IIF™) philosophy is one of the pillars of our culture. Successful execution and delivery include the need to work safely and keep our employees and the public safe every day. Terracon is very much a safety-oriented company and has built health and safety into all aspects of our business and into the thinking of our employees. The culture is further continued in our everyday work culture, with all meetings beginning and ending with an IIF moment and safety discussion.

IIF is about care and concern for people. It is our personal and organizational commitment that everyone goes home safe every day. Working safely is an inseparable part of working correctly, just as much as other operational properties, particularly quality, budget, and schedule. IIF is our commitment to our people, whom we value for who they are and what they do. Conducting our work safely means conducting our work in the only acceptable way. Incidents, injuries, and accidents will not be viewed as problems to make go away, but as growth opportunities. IIF is about developing a mindset intolerant of any incidents or injuries, no matter how minor or infrequent.

Our Rules to Live By are the foundation of IIF culture. These rules give employees clear, specific ways to stay safe on the job, covering essential aspects of safety including personal protective equipment (PPE), equipment, and tools, working at heights and depths, motorized vehicle safety, and reporting injuries. We regularly follow and discuss Our Rules to Live By in our offices and on job sites to ensure everyone is following these fundamental rules.

We cannot just tell someone to "be safe." We can request our employees follow Our Rules to Live By. These rules include pre-task planning for each task every day, as well as employing the safe work practices they have been trained to follow to complete work at a task level. Our Rules to Live By have made a measurable difference in keeping our employees safe and in helping preserve the trust and business with our clients.

Given the location and possible site safety issues, Terracon reserves the right to delay or stop work if site conditions are deemed unsafe. Should the project field team determine the site is unsafe or there is an immediate threat, the team will contact the project manager to revise the project approach.

Pre-task planning, as part of the project approach, will address known safety issues. The team will be prepared for the site visit with appropriate PPE including hardhats, appropriate footwear, a first aid kit, and other PPE as necessary. Additional safety measures may be required.

AUTHORIZATION

If this Scope of Services meets with your approval, work may be initiated by signing the attached agreement for services. This proposal is valid only if authorized within 90 days from the listed proposal date.

Docusign Envelope ID: 55EEA1CD-21FE-4806-9695-E6E569C485DE

EXHIBIT Y-2

We appreciate the opportunity to provide this proposal and look forward look forward to working with you on this project. If you have any questions or require additional information, please feel free to contact Patricia Davenport-Jacobs by email (padavenport@terracon.com) or telephone at (912) 844-1815.

Sincerely,

Terracon Consultants, Inc.

Patricia Davenport-Jacobs
Senior Historic Preservationist
Project Manager
Terracon–Jacksonville

Jeremy Hanzlik
Principal
National Director | Environmental Planning

Attachments: Terracon Agreement for Services

Docusign Envelope ID: 55EEA1CD-21FE-4806-9695-E6E569C485DE

EXHIBIT Y-2

Reference Number: PEQ237034

MASTER SERVICES AGREEMENT

TASK ORDER

This **TASK ORDER** is issued under the **MASTER SERVICES AGREEMENT** dated ~~07/22/2024~~ between ACON Construction Co Inc ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Mount Olive Cemetery Restoration project ("Project"), as described in the Project Information section of the Consultant's Task Order Proposal dated 06/26/2024 ("Task Order Proposal") unless the Project is otherwise described below or in Exhibit A to this Task Order (which section or Exhibit are incorporated into this Task Order). This Task Order is incorporated into and part of the Master Services Agreement.

1. Project Information

See proposal

2. Scope of Services The scope of Services to be provided under this Task Order are described in the Scope of Services section of the Consultant's Task Order Proposal, unless Services are otherwise described below or in Exhibit B to this Task Order.

See proposal – Tree Removal

3. Compensation Client shall pay compensation for the Services performed at the fees stated in the Task Order Proposal unless fees are otherwise stated below or in Exhibit C to this Task Order.

$492,350.00

All terms and conditions of the **Master Services Agreement** shall continue in full force and effect. This Task Order is accepted and Consultant is authorized to proceed.

Consultant:	**Terracon Consultants, Inc.**	Client:	**ACON Construction Co Inc**
By:	Date: ~~7/22/2024~~	By:	Date:
Name/Title:	**John B. Sallman / Senior Principal**	Name/Title:	**Frank Anderson / Project Manager**
Address:	**8001 Baymeadows Way Ste 1**	Address:	**3653 Regent Boulevard Suite 401**
	Jacksonville, FL 32256-7521		**Jacksonville, FL 32224**
Phone:	**(904) 900-6494** Fax: **(904) 268-5255**	Phone:	Fax:
Email:	**John.Sallman@terracon.com**	Email:	**fanderson@aconcci.com**

Docusign Envelope ID: 55EEA1CD-21FE-4806-9695-E6E569C485DE

EXHIBIT Y-2

DEPARTMENT OF PUBLIC WORKS

Jacksonville
Where Florida Begins.

MINORITY PARTICIPATION
Attachment to Fee & Contract Negotiations or Contract Amendment

Title: Mt Olive Cemetery Restoration Phase 2 Tree Work
Project No.: 71629-22
Date: Jul 23, 2024

	Company's Name (Minority Subconsultant)	Classification (Minority Status)	Type of Work (Scope of Services)	Dollar Value
1.)	None*			$
2.)				$
3.)				$
4.)				$
5.)				$
6.)				$
7.)				$
8.)				$

*There is no JSEB for this project at this time, however we will achieve our overall 20% JSEB for Contract 71629-22.

Check one:

This is: Original Fee Negotiation _____

This is: Contract Amendment No.: X

Date of this Document: Jul 23, 2024

Docusign Envelope ID: 55EEA1CD-21FE-4806-9695-E6E569C485DE

SUBJECT: RFQ FOR SMALL ACTIVE AND PASSIVE PARKS DESIGN-BUILD PROJECTS

BID # CDB-0112-21 **OPEN DATE: 2021-06-23**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: CONSTRUCTION – DESIGN/BUILD- PRE-QUALIFICATIONS

AGENCY: PUBLIC WORKS

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED: 4** **OTHER: 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to amend the award with Acon Construction Co., Inc. (contract # 71629-22), to incorporate the Scope and Fee Schedule, Exhibit Y-1 known as Amendment 24A, for the Mt. Olive Cemetery. Total GMP amount of $105,254.60. Work to be completed within 150 days from the notice to proceed.

Funding Source: To be executed by formal contract amendment through the Office of General Counsel
32111.153119.565051.006370.00000000.00000.0000000

ATTACHMENTS: Recommendation Memos, Scope and Fee Schedule and Previous Awards

ANALYST: BENJAMIN KEMP **RESPECTFULLY SUBMITTED:** DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **Robin G. Smith, Chief, Engineering and Construction Management**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 10/26/2023

OTHER

ACTION OF AWARDING AUTHORITY DATE 10/30/2023

APPROVED ✓ DISAPPROVED:

OTHER:

SIGNATURE OF AUTHENTICATION

Kelli O'Leary
Deputy Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-04

Docusign Envelope ID: 55EEA1CD-21FE-4806-9695-E6E569C485DE

Docusign Envelope ID: 55EEA1CD-21FE-4806-9695-E6E569C485DE

A NEW DAY

City of Jacksonville, Florida

Donna Deegan, Mayor

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

October 12, 2023

TO: Dustin Freeman
Chief of Procurement

THRU: Nina Sickler, P.E.
Director of Public Works

FROM: Robin G. Smith, P.E.
Chief, Engineering and Construction Management

Dave McDaniel
Chief, Mowing and Landscape

SUBJECT: Amendment 24A CDB-0112-21 Contract 71629-22
Acon Construction Co., Inc.
Design-Build Services - Active and Passive Parks Projects – Mt. Olive Cemetery

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Based on the Design Criteria Package (DCP) developed by the Department of Parks, Recreation and Community Services, in accordance with Design/Build CDB-0112-21, Contract 71629-22 has completed negotiations with Acon Construction Co , Inc., to provide 60% design to develop the road that services Mt. Olive Cemetery. Negotiations have resulted in the GMP amount of $105,254.60, which includes $10 000.00 in contingency, as indicated on the attached Scope & Fee Summary, Exhibit Y-1 and allowing for the completion of the work within 150 days from the Notice to Proceed. Acon Construction Co., Inc. is committed to meeting the 20% JSEB participation goals established for this contract.

Accordingly, this is to recommend that Contract #71629-22, originally executed March 8, 2022, between the City and Acon Construction Co., Inc. for Design-Build Services- Active and Passive Parks, be amended to incorporate the attached Scope and Fee Summary, Exhibit Y-1 for the Mt. Olive Cemetery for the GMP amount of $105,254.60, known as Amendment 24A.

To be encumbered as follows:

Accounts	TOTAL
32111.153119.565051.006370.00000000.00000.0000000	
TOTAL	$105,254.60

RGS/lw

Attachment Exhibit Y-1
JSEB Participation

cc: Lori West Engineering and Construction Management

Docusign Envelope ID: 55EEA1CD-21FE-4806-9695-E6E569C485DE

EXHIBIT Y-1

ACON Construction Co., Inc.
3653 Regent Boulevard, Suite 401 • Jacksonville, Florida 32224 • Telephone (904) 565-9060 Fax (904) 565-9080

Sep 23, 2023

City of Jacksonville
Department of Public Works
Engineering and Construction Management
214 N. Hogan Street
Jacksonville, FL 32202

Attention: Mr. Robin Smith, P.E.
City Engineer
Reference: Mt Olive Cemetery Phase 1
DB Contract #8150-15

Mr. Smith,

We are pleased to provide this proposal for the work on the subject project under the guidelines of the referenced contract.

The scope of this project is to provide the initial phase of a staged restoration of the cemetery. Design includes Civil at 60% to develop the road that services the cemetery to include surveyor and permitting per attached backup. I have included a contingency to be used if additional issues arise and need to be addressed. The next Phase will be proposed after the necessary information is gathered during this phase. That final phase proposal will consist of constructing the road with specific grave site restorations along with a scatter garden as listed in the DCP. Per the contract, the second phase can be negotiated as the city deems appropriate at that time.

Our Guaranteed Maximum Price (GMP) for this phase as stated is $105,254.60.

The Guaranteed Completion Date (GCD) will be 150 days from NTP to complete this phase.

Breakdowns follow this letter. Please contact me if you have any questions or need further information.

Sincerely,

Frank Anderson
Construction Manager

Docusign Envelope ID: 55EEA1CD-21FE-4806-9695-E6E569C485DE

EXHIBIT Y-1

ACON Construction Company

DB Contract 8150-15

Mt Olive Cemetary Restoration
Phase 1 60% Design

DATE: 9/23/23

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Project Management	Hrs	60	$110.00	$6,600.00
	Supervision	Hrs	0	$75.00	$0.00
	Administration	Hrs	30	$75.00	$2,250.00
	Civil Engineering	LS	1	$76,836.00	$76,836.00
	Contingency	LS	1	$10,000.00	$10,000.00
	Subtotal				**$95,686.00**
	DB Fee 10%	LS	1	$9,568.60	$9,568.60
			TOTAL		**$105,254.60**

Docusign Envelope ID: 55EEA1CD-21FE-4806-9695-E6E569C485DE

EXHIBIT Y-1

HANSON
Engineering | Architecture | Planning | Allied Services

Hanson Professional Services Inc.
8075 Gate Parkway West, Suite 204
Jacksonville, FL 32216
(904) 737-00900
www.hanson-inc.com

$76,836.00

September 22, 2023

Mr. Frank Anderson
ACON Construction Company
3653 Regent Boulevard, Suite 401
Jacksonville, FL 32224

RE: Scope and Fee – Mt. Olive Cemetery Restoration 60% Design, Jacksonville, Florida.

Dear Mr. Anderson:

Hanson Professional Services (Hanson) is pleased to submit a proposal to ACON Construction Company for performing site design services for the City of Jacksonville (COJ) Mt. Olive Cemetery Restoration project. This proposal is to develop the 60% design and submit permit applications for improvements to the site including approximately 2,035 linear feet of roadway, 640 linear feet of pedestrian pathway, and 2,925 linear feet of perimeter fence.

The following is a list of anticipated efforts for the design services:

Hanson Professional Services will be responsible for the civil site design.

Civil Design Development

- Field investigation and information gathering.
- Geometric layout of the road.
- Layout and details of perimeter fence.
- Grading and drainage design.
- Design of sediment control features.
- Meetings with regulatory agencies for permitting requirements and submittal of applications. A permit exemption will be sought from the St. Johns River Water Management District.
- Meetings with the COJ
- Preparation of 30% and 60% level drawings that include cover sheet, general notes, site geometry, drainage/grading, erosion control and engineering details.
- Submittal of 10 set plans to COJ Development Services Review Group.
- Project team coordination.

Additional Services – Tree Evaluation

- Review of the Tree Analysis within the Mt. Olive Cemetery Conditions Assessment Report
- Coordinate with the report authors to obtain the electronic file of the tree locations obtained using the Global Positioning System (GPS)
- Import the GPS data and report findings into a Geographic Information System (GIS) map
- Convert the map into a CAD drawing
- Develop exhibits or drawings depicting the tree location and characteristics based on the previous findings at a legible scale
- Conduct a field verification of the data on sample trees at various locations throughout the site

Clary and Associates, Inc. will be responsible for the following:

Survey Services

- Topographic survey totaling 5,600 linear feet for the roadway, pedestrian pathway, and perimeter fence.

Docusign Envelope ID: 55EEA1CD-21FE-4806-9695-E6E569C485DE

- Boundary survey for the 14.02-acre site.
- Topographic survey at the boundary line.

Please refer to attached supporting documents for the detailed survey scope.

CSI Geo will be responsible for the following:

Geotechnical Services

- Auger borings associated with the proposed roadway.

Please refer to attached supporting documents for the detailed geotechnical scope.

The total fees for 60% design services will be **$76,836.00**.

This proposal does not include professional services involving arboricultural assessment, tree survey, final design, landscaping, and irrigation. Fees for environmental, tree mitigation and archaeological work will be provided under separate cover.

We are looking forward to working with the City of Jacksonville and ACON Construction Inc. on this project. We can proceed with this effort upon final written authorization from you. Thank you.

Sincerely,

Randy Downing

Randy Downing, PE
Senior Project Manager

Attachments :
Hanson Fee Estimate and Summary
Subconsultants' Scope and Fee Estimate

Docusign Envelope ID: 55EEA1CD-21FE-4806-9695-E6E569C485DE

HANSON PROFESSIONAL SERVICES, INC.

CLIENT: Acon Construction/City of Jacksonville

PROJECT: Mt. Olive Cemetary

09/22/23

			Principal HRS	Project Mgr HRS	Project Eng HRS	Eng Tech HRS	CADD Tech HRS	Clerical HRS	TOTAL HRS
a.	60% Design								
	Site Visits, Data Collection and Review		0	4	7	4	0	0	15
	Overall Geometry Layout		0	2	8	0	5	0	15
	Grading & Drainage Design		0	3	6	6	5	0	20
	Fence Layout & Design		0	1	3	4	4	0	12
	Design of Sediment Control Features		0	0	2	3	0	0	5
	Quality Control		0	3	0	0	0	0	3
	Supervision		1	2	0	0	0	0	3
	Meetings / Coordination		0	8	6	0	0	2	14
	Sub-Total Hours		1	21	32	17	14	2	87
b.	Permitting & Other								
	SJRWMD Exemption Request Letter		0	1	6	3	2	2	14
	COJ Initial Design 10 Set Review Submittal		0	2	6	4	4	2	18
	Project Team Coordination		0	4	4	2	2	2	14
	Sub-Total Hours		0	7	16	9	8	6	46
c.	Plans Production	No. Sheets							
	Cover / Key Sheet	1	0	0	1	1	1	0	3
	Legend & General Notes	1	0	0	1	2	2	0	5
	Typical Sections	1	0	1	2	1	4	0	8
	Site Layout / Geometry Plans	4	0	2	2	6	20	0	30
	Site Grading & Drainage Plans	4	0	2	4	6	20	0	32
	Erosion Control Plans	2	0	0	1	1	4	0	6
	Details	2	0	1	2	2	9	0	14
	SWPPP	2	0	0	0	2	6	0	8
	Quality Control		0	5	0	0	0	0	5
	Supervision		0	5	0	0	0	0	5
	Sub-Total Hours		0	16	13	21	66	0	116
	Total Manhours		1	44	61	47	88	8	249
	Hourly Rates		$283.36	$271.43	$216.25	$143.17	$101.41	$89.48	
	Sub-Total Design/Permitting Dollars		$283.36	$11,942.97	$13,191.25	$6,729.11	$8,924.42	$715.86	$41,786.98

d.	Estimated Expenses	Unit	$/Unit	Quantity	Cost
	11 X 17 Copies	ea.	$0.15	199	$29.85
	8.5" x 11" Copies	ea.	$0.10	249	$24.90
	Mileage	mi.	$0.56	152	$85.12
	SJRWMD Exemption Request Fee	ea.	$100.00	1	$100.00
	COJ 10 Set Permit Fee	ea.	$648.00	1	$648.00
	Postage	mo.	$5.00	3	$15.00
	Courier Service	mo.	$18.00	3	$54.00
					$956.87

Sub-Total - Hanson	$42,743.85
Tree Evaluation - Hanson	$10,000.00
Survey - Clary	$19,094.15
Geotechnical - CSI-Geo	$4,998.00
Total All Services	$76,836.00

EXHIBIT Y-1

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EXHIBIT Y-1

PART ONE - GENERAL	
1. PROJECT Mt. Olive Cemetary	2. PROPOSAL NUMBER 22L0124
3. CONSULTANT HANSON PROFESSIONAL SERVICES, INC.	4. DATE OF PROPOSAL 9/22/2023

PART TWO - LABOR RELATED COSTS				
5. DIRECT LABOR	HOURLY RATE	ESTIMATED HOURS	ESTIMATED COST	TOTAL
Principal	$95.00	1	$ 95.00	
Project Manager	$91.00	44	$ 4,004.00	
Project Engineer	$72.50	61	$ 4,422.50	
Engineer Technician	$48.00	47	$ 2,256.00	
CADD Technician	$34.00	88	$ 2,992.00	
Clerical	$30.00	8	$ 240.00	
TOTAL DIRECT LABOR				$ 14,009.50
6. OVERHEAD (COMBINE FRINGE BENEFIT AND ADMINISTRATIVE) OVERHEAD RATE - 171.16% X TOTAL DIRECT LABOR				$ 23,976.66
7. SUBTOTAL - LABOR + OVERHEAD (ITEMS 5 & 6)				$ 37,986.16
8. PROFIT - LABOR RELATED COSTS (ITEM 7) X 10%				$ 3,798.62

PART THREE - OTHER COSTS	
9. MISCELLANEOUS DIRECT COSTS	
ORIGINAL REPRODUCIBLE - VELLUM PLOTS	
BLUELINES - 24"x36"	
PAPER COPIES	$54.75
SHIPPING	$69.00
MISCELLANEOUS DIRECT COSTS SUBTOTAL	$ 123.75
10. SUBCONTRACTS - LUMP SUM	
Clary - Survey	$19,094.15
CSI-Geo - Geotechnical	$4,998.00
SUB-CONTRACT SUBTOTAL	
TOTAL LUMP SUM AMOUNT (ITEMS 5,6,8,9 &10)	$24,092.15
11. REIMBURSABLE COSTS (LIMITING AMOUNT)	
Other Expenses	$833.12
Additional Services - Tree Evaluation	$10,000.00
SUBTOTAL REIMBURSABLE	$ 10,833.12

PART FOUR - SUMMARY	
TOTAL AMOUNT OF CONTRACT (LUMP SUM PLUS REIMBURSABLE) ITEMS 5,6,8,9,10,&11	$ 76,836.00

I:\22Jobs\22L0124\Admin\09-Potential Projects\Mt. Olive Cemetery\[Mt. Olive Cemetery Staffhours.xls]Summary

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EXHIBIT Y-1

SURVEY & RIGHT OF WAY MAPS

CONSULTANT: Hanson Professional Services

NAME OF PROJECT: COJ Street Scapes Three

SUBCONSULTANT: Clary & Associates, Inc.
RFP No.:

PROJECT: MtOlive Cemetery
COUNTY: Duval

3 MAN SURVEY RATE = $ 1,240.00
CADD TECHNICIAN = $ 102.92

SURVEYOR & MAPPER = $ 177.19
CLERICAL = $ 59.28

ITEM Design Survey	3-MAN DAYS	4 MAN DAYS	3-MAN COST	4-MAN COST	TOTAL COST	COMMENTS
			$1,240.00		$0.00	
Horizontal Control	1		$1,240.00		$1,240.00	Set Horizontal Control
			$1,240.00		$0.00	
Vertical Control	1		$1,240.00		$1,240.00	2 Benchmarks NAVD88
			$1,240.00		$0.00	
Topographical Survey	9		$1,240.00		$11,160.00	See Scope
			$1,240.00		$0.00	
Boundary Survey	2.4		$1,240.00		$3,100.00	Parcel 022664-0000 14.02 Ac
			$1,240.00		$0.00	
			$1,240.00		$0.00	
			$1,240.00		$0.00	
			$1,240.00		$0.00	
			$1,240.00		$0.00	
			$1,240.00		$0.00	
			$1,240.00		$0.00	
			$1,240.00		$0.00	
TOTAL	13.4				$16,740.00	
OFFICE SUPPORT	UNIT	NO. OF UNITS	COST/ UNIT	COST	TOTAL COST	
Surveyor & Mapper	Hour	1		$177.19	$177.19	Supervise
Cadd Technician	Hour	20		$102.92	$2,058.40	Process and Mapping
Clerical	Hour	2		$59.28	$118.56	Office Support
TOTAL					$2,354.15	
RIGHTS-OF-WAY	UNIT	NO. OF UNITS	COST/ UNIT	COST	TOTAL COST	
Control Maps	Hour		$102.92		$0.00	
Right of Way Maps	Hour		$85.00		$0.00	
Legal Descriptions	Hour		$85.00		$0.00	
Title Searchs	Hour		$85.00		$0.00	
TOTAL		0			$0.00	
TOTAL COST $		$19,094.15			PREPARED:	Sept 11,2023
	UNIT	NO. OF UNITS	COST/ UNIT	COST	TOTAL COST	
LIMITED AMOUNT	Each	0	$0.00		$0.00	

masterforms/govt/master/designsurvey

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EXHIBIT Y-1

SCOPE OF WORK

City of Jacksonville

Mt. Olive Cemetery

September 11,2023

- **Set Horizontal and Vertical Control around perimeter and interior of the parcel, set 2 Benchmarks exterior and 2 Benchmarks interior NAVD88.**

- **Perform a boundary survey for parcel 022664-0000, includes piece other side of Castellano Ave**

- **A) Perform Topographical survey for 640' of pedestrian pathway, 20' wide corridor.**

  B) Perform Topographical survey of all exterior fences and gates, include 10' inside the fence line

  C)Perform Topographical Survey for 2035' of roadway, 40' wide corridor and locate all gravestones within the limits.

  D) Perform Topographical Survey for proposed memorial wall, approximately 70' wide area in the NE Corner

- **Final Deliverable will be AutoCAD Civil 3D file with XML**

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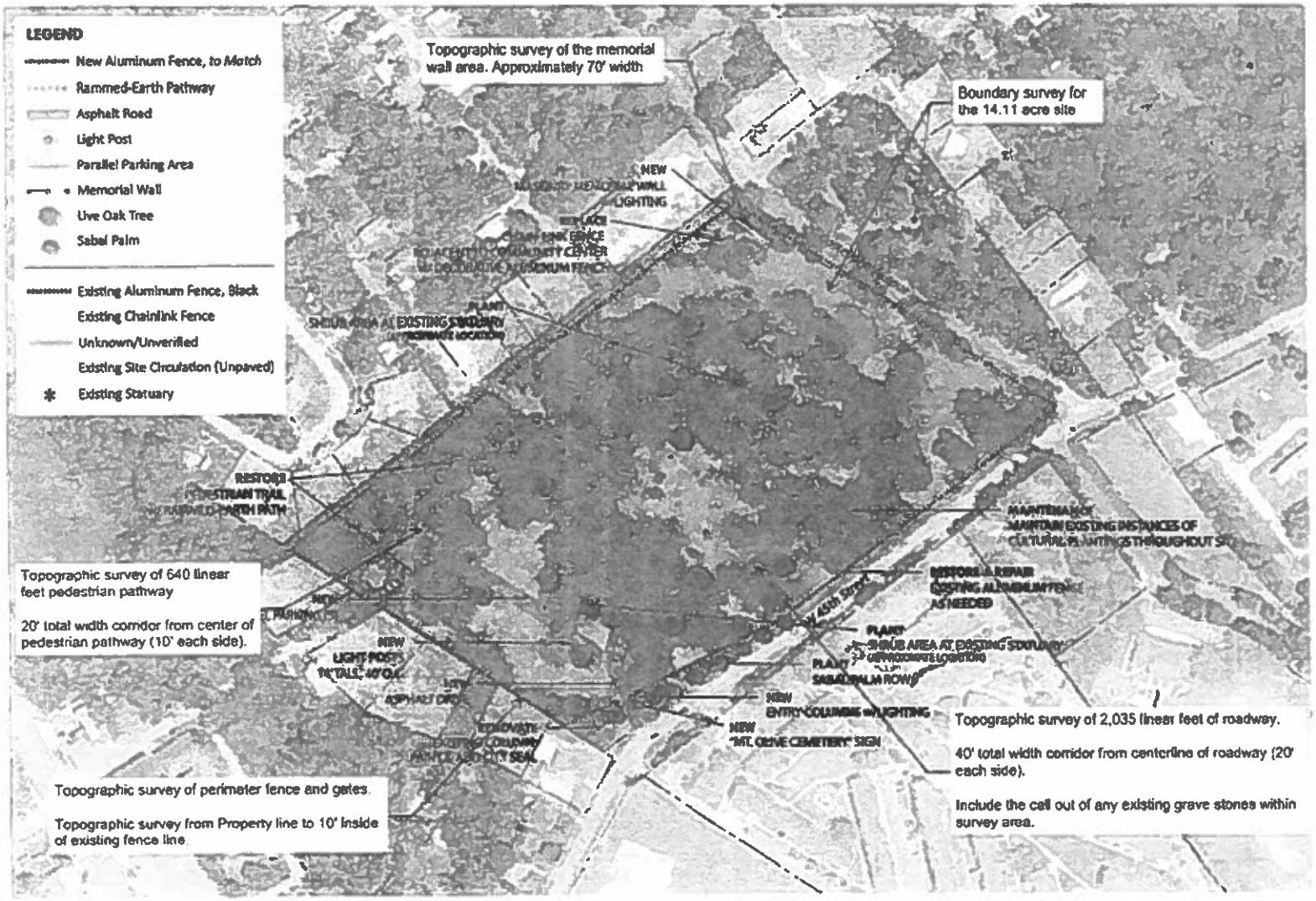


ENVIRONMENTAL SERVICES, INC.

Marquis Latimer + Halback LANDSCAPE ARCHITECTURE PLANNING

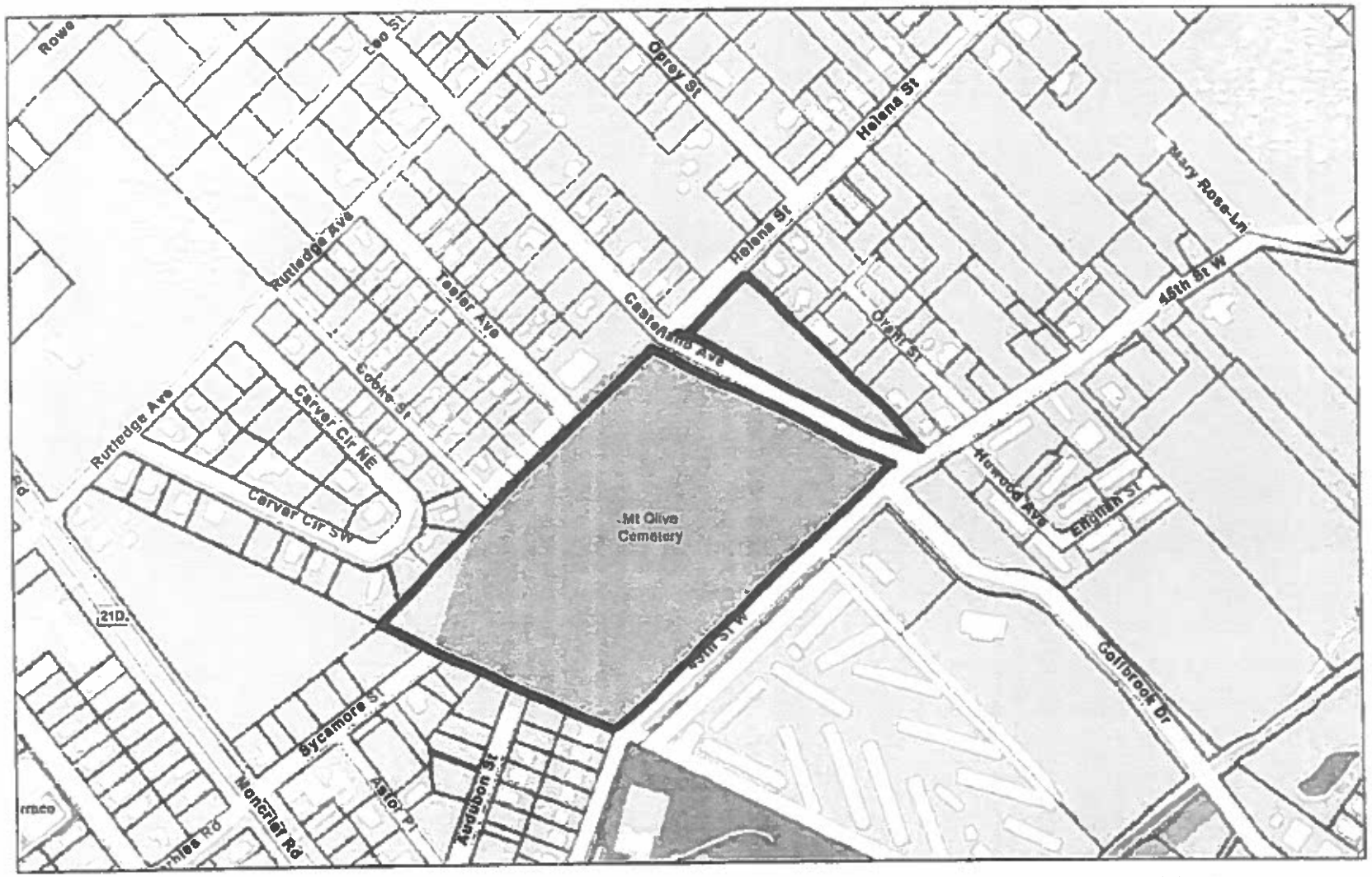
0' 70' 140'

Landscape Architectural Recommendations October 14, 2020

COJ Comprehensive Cemetery Assessment: Mt. Olive Cemetery MLH Project 18.31.0

EXHIBIT Y-1

Duval Map



September 11, 2023

1:4,514

0 0.03 0.07 0.13 mi

0 0.05 0.1 0.2 km

Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

EXHIBIT Y-1

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EXHIBIT Y-1

CSI Geo
Geotechnical · CMT · CEI

GEOTECHNICAL SCOPE OF WORK
Mt. Olive Cemetery
Jacksonville, Florida

The overall project consists of a new roadway at Mt. Olive Cemetery located in Jacksonville, Florida. Our scope of work includes performing geotechnical exploration and evaluation for the road, which is approximately 2,035 feet long.

PROPOSED GEOTECHNICAL EXPLORATION

Field Exploration - The proposed exploration for the road will consist of geotechnical studies and the collection of subsurface data by means of five (5) auger borings at 6 feet each at 500 feet spacing. Two LBR samples will be picked up to be tested to provide LBR values. The exploration also consists of one (1) cased borehole percolation test to be determine the soil infiltration rate. Sufficient testing will be performed on soils recovered from the borings for classification purposes. Soil samples will be classified, containerized, and marked in the field and returned to the laboratory for visual inspection and classification by the geotechnical engineer using the AASHTO and Unified Soil Classification Systems.

Laboratory Testing - Routine laboratory testing will be conducted on representative soil samples. Laboratory classification and index soil tests will be performed as necessary on selected soil samples obtained from the exploration. Specific tests to be performed are Organic Content, Natural Moisture Content, Single Sieve Grain Analysis, grain size analysis, Atterberg Limits, and LBR.

Engineering/Support Services - A geotechnical engineer, registered in the State of Florida, will direct the geotechnical exploration and provide engineering analysis and evaluation of the site and subsurface conditions with respect to the planned construction. The results of the exploration will be presented in a report containing the following:

- A brief discussion of the planned construction.
- A graphical representation of the subsurface conditions encountered.
- An appendix that contains soil boring profiles, laboratory test data, and other pertinent calculations.
- Written discussion of the subsurface conditions encountered.
- In-situ infiltration test results.

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EXHIBIT Y-1

CSIGeo
Geotechnical · CMT · CEI

GEOTECHNICAL FEE ESTIMATE
Mt. Olive Cemetery
Jacksonville, Florida

2394 St. Johns Bluff Road, S
Suite 202
Jacksonville, Florida 32246
tel (904) 641-1993

Item Description	Unit	Number of Units	Cost / Unit	Estimated Cost
Field Investigation				
Mobilization/Demobilization - Truck	ea.	1	$550.00 /ea.	$550.00
2,035' Roadway (Auger Borings spaced at 500')				
5 Auger Borings @ 6' ea.	ft.	30	$11.00 /ft.	$330.00
2 LBR Sample Pick up	ea.	2	$90.00 /ea.	$180.00
Infiltration Test				
1 Soil Percolation Test - Cased Borehole Permeability	ea.	1	$325.00 /ea.	$325.00
Stand By Time/Access	hr.	2	$295.00 /hr.	$590.00
Boring Layout/Utility Clearance/Coordination w/cemetery	hr.	4	$120.00 /hr.	$480.00
Subtotal:				$2,455.00
Laboratory Testing				
Natural Moisture Content	ea.	4	$21.00 /ea.	$84.00
Single Sieve Grain Analysis	ea.	4	$45.00 /ea.	$180.00
Organic Content	ea.	2	$50.00 /ea.	$100.00
Atterberg Limits	ea.	1	$104.00 /ea.	$104.00
LBR Tests	ea.	2	$335.00 /ea.	$670.00
Subtotal:				$1,138.00
Engineering/Support Services				
Senior Geotechnical Engineer	hr.	1	$185.00 /hr.	$185.00
Geotechnical Engineer	hr.	4	$159.00 /hr.	$636.00
Geotechnical Staff Engineer	hr.	3	$120.00 /hr.	$360.00
CADD	hr.	2	$112.00 /hr.	$224.00
Subtotal:				$1,405.00
TOTAL (Estimated):				$4,998.00

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EXHIBIT Y-1

DEPARTMENT OF PUBLIC WORKS

MINORITY PARTICIPATION

Attachment to Fee & Contract Negotiations or Contract Amendment

Title: Mt Olive Cemetery Restoration 60% Design
Project No.: 71629-22
Date: Sep 23, 2023

	Company's Name (Minority Subconsultant)	Classification (Minority Status)	Type of Work (Scope of Services)	Dollar Value
1.)	None*			$
2.)				$
3.)				$
4.)				$
5.)				$
6.)				$
7.)				$
8.)				$

*There is no JSEB for this project at this time, however we will achieve our overall 20% JSEB for Contract 71629-22.

Check one:

This is: Original Fee Negotiation _____

This is: Contract Amendment No.: X

Date of this Document: Sep 23, 2023

Docusign Envelope ID: 55EEA1CD-21FE-4806-9695-E6E569C485DE

SUBJECT: RFQ FOR SMALL ACTIVE AND PASSIVE PARKS DESIGN-BUILD PROJECTS

BID # CDB-0112-21 **OPEN DATE: 2021-06-23**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: CONSTRUCTION – DESIGN/BUILD- PRE-QUALIFICATIONS

AGENCY: PUBLIC WORKS

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED: 4** **OTHER: 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to amend the award with Acon Construction Co., Inc. (contract # 71629-22), to incorporate the Scope and Fee Schedule, Exhibit W-1 known as Amendment 22A, for provide 60% design and to address the safety issues to existing equipment to allow for operations as is until renovations can be completed for the Canning Center Upgrades in the amount of $66,554.40 to include $3,000.00 in contingency to be completed within 120 days from notice to proceed.

Funding Source: 32124.167101.565051.010694.00000000.00000.0000000 - To be executed by formal contract amendment through the Office of General Counsel

ATTACHMENTS: Recommendation Memos, Scope and Fee Schedule and Previous Awards

ANALYST: JACLYN STAMOS **RESPECTFULLY SUBMITTED:** DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **Robin G. Smith, Chief, Engineering and Construction Management**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 7/27/2023

OTHER

ACTION OF AWARDING AUTHORITY DATE 7/28/23

APPROVED ✓ DISAPPROVED:

OTHER:

SIGNATURE OF AUTHENTICATION Karen E. Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Docusign Envelope ID: 55EEA1CD-21FE-4806-9695-E6E569C485DE

SUBJECT: RFQ FOR SMALL ACTIVE AND PASSIVE PARKS DESIGN BUILD PROJECTS
BID # COB 0112-21

OPEN DATE: 2021-08-23

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: CONSTRUCTION - DESIGN/BUILD-PRE-QUALIFICATIONS

AGENCY: PUBLIC WORKS

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 7 NUMBER RECEIVED: 4 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
The City of Jacksonville received four (4) proposals and all have been reviewed and ranked. Based on the average score, the following firms were determined to be the most qualified of those submitting qualifications. The ranking of first, second, and third designates the order of qualification of these firms to perform the required services. Alphabetically they are:

1) Acon Construction Co. Inc. - 88.00
2) Astra Construction Services, LLC - 82.50
3) Baker Consulting and Engineering, LLC, d/b/a Baker Design Build - 81.00

Pursuant to Section 2.6 Award of Contract of RFP, recommend approval to move forward with presentation/interviews before CSPEC at a future scheduled meeting

ATTACHMENTS: Recommendation Memo, Scoring Matrix, Section 2.6 Attachment B Evaluation Criteria

ANALYST: BRYAN MATUS

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Robin G. Smith, P.E., Chief, Engineering and Construction Management

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 10/14/2021

OTHER

ACTION OF AWARDING AUTHORITY

DATE 10-18-21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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