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City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Professional Design Services for Belfort Road Widening and Traffic Improvements - Bid #P-16-18

Requested Action/Authority:

Recommend approval to incorporate the attached Scope of Services, Exhibit E and Fee Summary, Exhibit F to add a new not to exceed limit for Utility Coordination in the amount of $31,971.51.

Justification/Explanation:

Design services are needed to finalize utility coordination with JEA for the Belfort Road Widening project.

Legal Contract #:	6576-26	Contract Date:	10/07/2021	Change Order/AMD #:	Amendment #2	
PO/Release #:	600652-20-02	Bid Date:	08/01/2024	Awarded Supplier:	Prosser, Inc.	
Licenses Verified:	N/A	Effective Date:	08/01/2024	Basis of Award:	N/A	
Federally Funded:	No	No. of Bids:	N/A	Responses Received:	N/A	Attachments:
Solicitation:	N/A - P-16 - 18			Procurement Contract #:	N/A - N/A	
Executed By:	Office of General Counsel					

PoP:Base:	Project Completion	Options:	N/A	Extension(s):	N/A
JSEB Rec.:	Participation	%:	20	Bonds Waived Pursuant To:	N/A

Fund:	10103	Center:	159001	Acct:	565050	Proj:	001333	Activity:	00000000	$	31,971.51
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 1.018.649.01	Contingent Amount:	$ 0.00	DMP/ODPO Amount:	$ 0.00

Using Agency/BU:	PWEN:ENGINEERING_AND_CONSTRUCTION_MANAGEMENT			
Concurrence:	DocuSigned by: Chris LeDew DED2D2256189489...	Title:	CHIEF OF TRAFFIC ENGINEERING	7/23/2024
Concurrence:	DocuSigned by: Sheldon D. Gibbs, P.E. 843DE27A48A74CA...	Title:	CHIEF OF ENGINEERING CONSTRUCTION MANAGEMENT	7/23/2024
Concurrence:	DocuSigned by: Nina Sicker 1EFA223D5D23487...	Title:	DIRECTOR OF PUBLIC WORKS	7/24/2024
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Alex Baker 08D1A3C4B98C4CA...	Chief of Procurement:	DocuSigned by: B19F1D517352456...
Name:	Alex Baker	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.*

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EXHIBIT E

Belfort Road
Widening

Supplemental Agreement Scope of Services
July 17, 2024

Summary

This Supplemental Agreement (SA #2) and Scope of Services identifies the design services necessary for the Consultant to finalize utility coordination with JEA on the above-mentioned project. See staff-hours for further details. This amendment does not include work already negotiated in the original contract or any subsequent amendments.

Required Tasks

The tasks required to incorporate the scope changes above include the following items:

Task 1 – SUE Exploration – Sub-surface utility exploration for JEA facilities.

Fee Summary

The additional fee required for tasks 1 above is $31,971.51. See attached staff hours for detailed costs.

Additional Services

The same exclusions from the original contract still apply.

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EXHIBIT F

CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION
CITY OF JACKSONVILLE, FLORIDA

PART I - GENERAL

1. Project Belfort Road Widening	**2. Proposal No. / Contract No.** **P-16-18/6576-26**
3. Name of Consultant Prosser, Inc	**4. Date of Proposal** 07/17/24

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	$ 74.52	0	$ 0.00	0.00
Project Director	$ 67.31	0	$ 0.00	0.00
Sr. Engineer - Roadway	$ 44.40	0	$ 0.00	0.00
Sr. Engineer - Traffic	$ 54.09	0	$ 0.00	0.00
Engineer	$ 36.30	0	$ 0.00	0.00
Sr. Designer	$ 35.70	0	$ 0.00	0.00
Sr. Landscape Architect	$ 44.71	0	$ 0.00	0.00
Landscape Architect	$ 33.32	0	$ 0.00	0.00
TOTAL DIRECT LABOR	#DIV/0!	0		$ -

6. Overhead (Combined Fringe Benefit & Administrative)		
Overhead Rate	175 % x Total Direct Labor	$ -
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)		$ -
8. PROFIT: Labor Related Costs (Item 7)	x 10%	$ -

PART III - OTHER COSTS

9. Miscellaneous Direct Costs		
Transportation & Shipping	$ 0.00	
Original Reproducibles	$ 0.00	
Reproduction	$ 0.00	
Other	$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL		$ -
10. SUBCONTRACTS (Lump Sum)		
Connelly & Wicker	$ 0.00	
McCranie & Associates	$ 0.00	
CSI	$ 0.00	
Environmental Resource Solutions	$ 0.00	
SUB-CONTRACT SUB-TOTAL		$ -
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)		$ -
11. REIMBURSABLE COSTS (Limiting Amount)		
Holland (Survey)	$ 0.00	
Meskel (Geotech)	$ 0.00	
Ghiotto (Topographic Survey)	$ 0.00	
Peggy Malone & Associates (Counts)	$ 0.00	
T2UE (SUE)	$ 31,971.51	
SUB-TOTAL REIMBURSABLES		$ 31,971.51

PART IV - SUMMARY

12. TOTAL AMOUNT AMENDMENT NO. 0 (Lump Sum + Reimbursables) (Items 5, 6, 8, 9, 10 and 11)	**$ 31,971.51**
13. CURRENT CONTRACT AMOUNT	$ 986,677.50
14. AMENDED CONTRACT AMOUNT	**$ 1,018,649.01**

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CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION
CITY OF JACKSONVILLE, FLORIDA

EXHIBIT F

PART I - GENERAL

1. Project **Professional Design Services for Belfort Road Widening and Traffic Improvements**	**2. Proposal No.**
3. Name of Consultant **T2 Utility Engineers**	**4. Date of Proposal** **06/18/24**

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
SUR Chief Surveyor	$ 65.43	1	65.43	65.43
SUR Surveyor	$ 34.66	5	$ 173.30	173.30
SUR SUE Technician 3 (Senior)	$ 38.70	30	$ 1,161.00	1,161.00
Senior Utility Coordinator	$ 44.23	5	$ 221.15	221.15
Secretary / Clerical	$ 23.37	6	$ 140.22	140.22
			$ 0.00	0.00
			$ 0.00	0.00
TOTAL DIRECT LABOR	$37.47	47		$ 1,761.10

6. Overhead (Combined Fringe Benefit & Administrative)		
179.49 % x Total Direct Labor		$ 3,161.00
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)		$ 4,922.10
8. PROFIT: Labor Related Costs (Item 7)	x 10%	$ 492.21

PART III - OTHER COSTS

9. Miscellaneous Direct Costs		
	$ 0.00	
	$ 0.00	
	$ 0.00	
	$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL		$ -
10. SUBCONTRACTS (Lump Sum)		
	$	
SUB-CONTRACT SUB-TOTAL		$ -
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)		$ 5,414.31

11. REIMBURSABLE COSTS (Limiting Amount)				
Survey	$224.18	21	$ 4,707.78	4,707.78
Utility Designating	$258.50		$ 0.00	0.00
Utility Locating	$310.50	53	$ 16,456.50	16,456.50
Designating Truck	$27.00	53	$ 1,431.00	1,431.00
Maintenance of Traffic	$247.62	16	$ 3,961.92	3,961.92
SUB-TOTAL REIMBURSABLES				$ 26,557.20

PART IV - SUMMARY

12. TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)	**$ 31,971.51**

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EBO FORM 1
SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

Name of Proposer: **Prosser, Inc.**

Project Title: **Belfort Rd Widening – Additional Services – Subsurface Utility Exploration**

Proposal Number: **P-16-18** Total Base Proposal Amount (if applicable): **$ 31,971.51**

***Please list all JSEBs first**

Full Company Name	JSEB Category (African-American, Women, Asian, Native American, Non-MBE or Hispanic)	Type of Work to be Performed	Total Contract Value or Percentage

Attach additional list of subcontractors/sub-consultants as needed

CONSULTANT/SUBCONTRACTOR/SUPPLIER TOTAL VALUES	
African-American Participation Total	**$**
Hispanic-American Participation Total	
Native-American Participation Total	
Asian-American Participation Total	
Woman Participation Total	
Non-MBE Participation Total	**$ 31,971.51**

The undersigned will enter into a formal Agreement with the JSEB Suppliers/Consultants/Subcontractors identified herein for work listed in this schedule conditioned upon execution of a contract with the City of Jacksonville. Under penalties of perjury I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Signature of Proposer: _____ Title: Vice President Date: 7/1/2024

Print Name: William Lyon