City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

December 3, 2018

12/17/18 08:34:15
Procurement Division

TO: Gregory W. Pease, Chairman
Professional Services Evaluation Committee

THRU: John P. Pappas, P.E.
Director

FROM: Ed Starnes, P.E., J.D.
Acting Chief, Engineering and Construction Management

W. Monroe Hazen, P.L.S.
Topographical Survey Manager

SUBJECT: P-14-18 Miscellaneous Surveying Services- Annual Contract
DRMP, Inc.
Consultant Services Account Nos.: N/A
Internal Services Account No.: PWEN011AD

The Engineering Division has negotiated with the consultant selected for Miscellaneous Survey Services- Annual Contract resulting in the Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B, attached. JSEB firms to be utilized to meet the 20% Participation Percentage Plan for this contract are detailed on a separate attachment.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with DRMP, Inc. for Miscellaneous Survey Services- Annual Contract, that includes the attached Scope of Services identified as Exhibit "A" and Fee Schedule identified as Exhibit "B". Each project performed under this agreement shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto. The maximum indebtedness of the City pursuant to this agreement is $500,000.00. The initial Period of Service will be for One (1) year with the option to extend such contract for two (2) additional one (1) year periods upon satisfactory performance by the Consultant. All other terms and conditions are as provided in the RFP and the City's standard contract language.

ES/lw

cc: Lori A. West, Engineering Contract Specialist

ab

Description of Services and Deliverables

This is a Request for Proposals (RFP) for a Consultant to provide miscellaneous surveying services which may be needed from time to time on various projects. Projects will consist of various types of surveys for roadway and drainage projects (including utility location surveys), public building sites, right-of-ways, easements, recreational sites and other specified boundaries as requested by the Engineering Division on an as needed basis. Each project and required completion dates, therefore, will be specified and itemized on separate purchase orders issued throughout the life of the contract. In general, each project will be independent of other projects and shall constitute a separate negotiated agreement.

The City reserves the right to perform some of the work required on any project or to specify the extent of the work needed for each project. Services anticipated will generally include, but are in no way limited to, the following:

A. UTILITIES SURVEY

The purpose of this survey is to achieve accurate above and below ground existing utility positions prior to the design and construction of certain projects. Procedures for field locations shall be as follows:

1. Contact the owners of all utilities that may have facilities within the project, giving details as to project location, length, and/or extent of job. Advise that underground utilities are to be located horizontally and vertically.

2. Request utility personnel meet with surveyor's personnel at specific time and place. All underground utilities must be marked by the utility representative with surveyor's personnel present, giving size, type, and use. Ask the utility to furnish as-builts, if available. Surveyor will verify horizontal and vertical location by use of electric remote sensing equipment at 100 foot intervals with excavated verification at 300 foot intervals. This may also include vacuum excavation. All bends and angle points will be shown. Where a line runs parallel to the survey line or baseline, it should be uncovered at least every 500 feet for horizontal and vertical verification.

3. Survey forces will tie all utilities to a centerline or baseline of survey and record all field data. Horizontal position will be obtained by station and perpendicular offset, right or left of Baseline of Survey or centerline and measured to nearest 0.1 foot. Elevations of utilities will be read to the nearest 0.01 foot. Centerline or baseline of survey will be monumented and sufficiently referenced to ensure its reestablishment should control points be lost due to construction. Vertical control will be perpetuated by setting of benchmarks along project route and located relative to centerline or baseline of survey.

End Product: Utilities Survey

a. The survey drawing furnished shall be in "AutoCadd" Release 2010"compatible format (dwg or dxf) that shall meet or exceed Minimum Technical Standards for Surveying in the State of Florida by Chapter 61G17 - 6.001-6.007.
b. Overall drawing shall consist of layers of each utility's horizontal and vertical position on plan and profile sheet and be titled:

Specific Purpose Survey: Map to show Utility Locations - (Project Title)

c. Individual drawings of each utility layer will also be provided. All utilities shall be clearly labeled as to owner, size, use, and type of material. Those locations where horizontal and vertical positions have been verified by actual excavation will be noted on drawing as follows:

- Vv = Verified vertical elevation
- Vh = Verified horizontal location
- Vvh = Verified vertical elevation and horizontal location.

4. One 100% review copy of the overall survey drawing and each individual drawing shall be submitted for approval. Upon approval a floppy disk as well as a signed and sealed mylar copy shall be furnished. All field books and digital files shall be submitted upon completion and acceptance.

B. RIGHT-OF-WAYS SURVEYS

A typical right-of-way may be for roadways, drainage systems, utilities, electrical transmission line corridors and other similar Public Works' projects. The service required may include one or more of the following types of surveys: Boundary, Topographical, Hydrographic, Mean Highwater Line, Safe Line and Control Survey as defined by Chapters 61G17.6 and 16Q21.09 of the Florida Administrative Code (F. A. C.) and Chapter 177, Part II, Florida Statutes.

The survey shall result in a survey drawing and legal description which shall meet or exceed Minimum Technical Standards for Surveying in the State of Florida by Chapter 61G17.6 F. A. C. Submit one (1) 100% review mylar copy of the survey drawing and legal description for approval, and two (2) mylar copies of the final survey drawing and legal descriptions signed and sealed by a registered Professional Surveyor and Mapper. All field books and digital files shall be submitted upon completion and acceptance.

C. EASEMENT SURVEYS

A typical easement may be for drainage, utilities, ingress-egress, guy anchors and across sovereign land for utilities bridges, roads and cable crossings. The services required may include one or more of the following types of surveys: Boundary, Topographical, Hydrographic, Mean Highwater Line and Safe Line as defined by Chapter 61G17.6 F. A. C. and Chapter 177, Part II, Florida Statutes.

The survey shall result in a survey drawing and legal description which shall meet or exceed Minimum Technical Standards for Surveying in the State of Florida, as required by Chapter 61G17.6 F. A. C. Submit one (1) 100% review mylar copy of the survey drawing and legal description for approval, and two (2) mylar copies of the final survey drawing and legal descriptions signed and sealed by a registered Professional Surveyor and Mapper. All field books and digital files shall be submitted upon completion and acceptance.

D. BOUNDARY SURVEYS

A typical Boundary Survey may be for various types of public buildings and recreational facilities which may include boat ramps, fishing piers, bulkheads or other recreational/park type developments; sanitary landfills, spoil areas and airports. The service required may include one or more of the following types of surveys: Boundary, Topographic, Architectural, Hydrographic, Mean Highwater Line, Jurisdictional Wetland Lines, Coastal Construction Set Back Lines, Control Survey and Quantity Survey, as defined by Chapter 61G17.6 F. A. C.

The survey shall result in a survey drawing and legal description which shall meet or exceed Minimum Technical Standards for surveying in the State of Florida, by Chapter 61G17.6 F. A. C. Submit one (1) 100% review mylar copy of the survey drawing and legal description for approval, and two (2) mylar copies of the final survey drawing and legal descriptions signed and sealed by a registered Professional Surveyor and Mapper. All field books and digital files shall be submitted upon completion and acceptance.

E. CONTROL SURVEYS

A typical Control Survey may be for roadways, drainage projects, electrical transmission lines, sanitary landfills, coastal construction set back lines, and erosion control lines.

The survey shall establish all horizontal and vertical position data for the support or control of surveys or mapping. The horizontal and vertical controls shall meet or exceed Minimum Technical Standards for Surveying in the State of Florida, as required by Chapter 61G17.6 F. A. C. Submit one (1) 100% review mylar copy of the survey drawing and legal description for approval, and two (2) mylar copies of the final survey drawing and legal descriptions signed and sealed by a registered Professional Surveyor and Mapper. All field books and digital files shall be submitted upon completion and acceptance.

F. CONSTRUCTION LAYOUT SURVEYS

A typical Construction Layout Survey may be for roadways, electrical poles, electrical transmission towers, drainage projects, sidewalks, recreational sports complex and other similar Public Works' projects.

The survey shall establish all horizontal and vertical controls and base lines prior to or while construction is in progress. The surveyor shall upon request from the Project Engineer or Inspector verify elevations, distances and angles on an as-needed basis for the duration of construction. Survey must meet or exceed Minimum Technical Standards, Chapter 61G17.6 F. A. C.

End Product for Surveys B, C, D, E and F

1. The survey drawing furnished shall be in "AutoCad" Release 2010" compatible format (dwg or dxf) that shall meet or exceed Minimum Technical Standards for Surveying in the State of Florida by Chapter 61G17-6.001-6.007.

2. Submit one (1) 100% review copy of the survey and or legal description for approval and two (2) mylar copies of the final survey and or legal description signed and sealed by a registered Professional Surveyor and Mapper.

3. All field books and digital files shall be submitted upon completion and acceptance of the survey.

EXHIBIT B

SCHEDULE OF PROPOSED PRICES/RATES

NAME OF CONSULTANT: DRMP, INC.

Proposal Number: COJ P – 14 – 18

1. Average hourly direct labor rates (without Fringe Benefits)

Principal Manager (Partner or Senior Officer)	$72.00/hr.
Project Manager (Responsible Professional)	$56.36/hr.
Technician (Non-Registered)	$36.36/hr.
Party Chief	$26.63/hr.
Instrument Man	$16.50/hr.
Rodman	$13.50/hr.
Drafter or CADD Operator	$30.43/hr.
Field Supervisor	$36.06/hr.
Clerical (Typist, Word Processor, Document Assembly, etc.)	$22.54/hr.

2. Total Overhead Rate (to be applied to Direct Labor: 150% maximum)	150%
3. Profit Rate (to be applied to Direct Labor plus overhead: 10% maximum)	10%

4. Other Direct Project Costs per Unit (please specify)

Subsurface Utility Engineering (Hourly Rates)

• Senior SUE Technician	$100.00
• 2-Man Utility Designated/Locate Crew	$140.00
• 3-Man Vacuum Excavation SUE Crew	$205.00
• 4-Man Vacuum Excavation SUE Crew	$240.00
• SUE Project Manager	$135.00

Subsurface Utility Engineering (Replacement Materials)

• Bag of Concrete	$5.00/each
• Bag of Asphalt	$14.00/each

Maintenance of Traffic (MOT) if required

• Lane Closures	$450 (Per Setup)
• Lane Closures with Flaggers (2-lane 2-way)	$140 (Per Hour)
• Equipment Rental	$200 (Equipment)

6. Estimated percentage of total fee to be performed by subconsultants 20.00%

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

EBO FORM 1
SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

Name of Proposer: **R.E. Holland & Associates, Inc.**

Project Title: **P-14-18 MISCELLANEOUS SURVEYING SERVICES - ANNUAL CONTRACT**

Proposal Number: **P-14-18** Total Base Proposal Amount (if applicable):

***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
R.E. Holland & Associates, Inc.	JSEB-Non MBE	Surveying	**20%**

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	**20%**

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: Jacksonville Survey Manager Date: Dec. 3, 2018

Printed Name C. William Faust, III