City of Jacksonville, Florida

Lenny Curry, Mayor

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Engineering & Construction Management Division
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ONE CITY. ONE JACKSONVILLE.

May 1, 2018

05/14/18 16:27:06
Procurement Division

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

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

FROM: Tom Fallin, P.E.
Chief, Engineering and Construction Management Division

SUBJECT: P-09-10 Drainage Improvement Program Management
England Thims & Miller, Inc.
Contract 6398-20 Amendment 6
Consultant Services Account Nos.: PWEN462SW-06505-PW0072-01
Internal Services Account No.: PWGM011

The City of Jacksonville is a stakeholder in each Lower St. Johns River Basin Management Action Plan (BMAP) and has a responsibility to pursue nutrient and fecal reduction projects and/or concepts which may be beneficial in meeting its BMAP obligations. The purpose of this amendment is to provide funds for the continuation of program management and other related professional services needed for the Lower St. Johns River total maximum daily load reduction program, septic tank phase out program management and administration services. Negotiations with England Thims & Miller, Inc. have resulted in the attached Scope of Services, Exhibit I and Fee Summary Exhibit J. There is no rate increase associated with this amendment. This project is designated to be under the Equal Business Opportunity Program as encouragement.

Accordingly, this is to recommend that Contract Number 6398-20, originally executed February 14, 2011 between the City and England, Thims & Miller, Inc. for Drainage Improvement Program Management be amended to incorporate the attached Scope of Services, Exhibit I and Fee Summary, Exhibit J to increase the not to exceed limit for Program Management Services by $99,403.00 to a new limit of $1,675,936.78, thereby increasing the maximum indebtedness to the city by $99,403.00 to a new maximum of $1,675,936.78. All other terms and conditions are as provided in the RFP and the City's standard contract language.

TF/lw

cc: Lori A. West, Engineering Contract Specialist

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SCOPE OF WORK

DRAINAGE IMPROVEMENT PROGRAM MANAGEMENT

CITY CONTRACT #6398-20

AMENDMENT #6

The purpose of this amendment is to provide continued program management and other related professional services for the implementation of Stormwater Utility funded projects. This amendment will fund the below described Scope of Work in support of the City's stormwater management goals.

INTRODUCTION & BACKGROUND

The City of Jacksonville (the City) is a stakeholder in each Lower St. Johns River Basin Management Action Plan (BMAP)

Nutrient Load Reduction within the St. Johns River Main Stem; adopted October 2008
Fecal Coliform load reduction in 10 impaired tributaries; adopted December 2009
Fecal Coliform load reduction in 15 impaired tributaries; adopted August 2010

As a major stakeholder for the LSJR BMAP, the City has the responsibility to pursue nutrient and fecal reduction projects and/or concepts which may be beneficial in meeting its' BMAP obligations. England, Thims & Miller, Inc. (ETM) in conjunction with City staff has developed a list of projects/concepts in support of the BMAP obligation. These projects/concepts range from construction of stormwater facilities to implementation of stormwater Best Management Practices (BMPs)/treatment options to phasing out of septic tanks. Previous amendments have specifically funded work in support of these project or concepts.

SCOPE OF WORK

ETM shall continue to provide program management services in support of the City's objectives relative to their BMAP obligations. Program Management Support Services include the following general activities which are further described in the Detailed Scope of Services below:

1. General program management services to include:
   A. Project Control Services
   B. Program Administration Services
   C. Professional Support Services
   D. Design Support Services

These tasks are more specifically described below. Specific deliverables such as white papers, technical memorandums or reports will be produced based on the Tasks listed below.

<u>Detailed Scope of Services</u>

Task 1: <u>Program Management Support Services</u>

Task 1A: Project Control Services (Reimbursable)

ETM will continue to perform program/project control services as defined in the original contract documents and subsequent amendments. These services include but are not limited to the following: seek out and develop Grant Support documentation for submittal by the City to various funding agencies, perform cost-benefit analysis, perform cash flow analyses as requested to

confirm budgets and project sustainability, develop and maintain project schedules, and provide financial/accounting support as may be necessary to support the program. ETM will prepare program level schedules in Microsoft Project as requested.

Task 1B: Program Administration Services (Reimbursable)
ETM will continue to perform general program administrative services as defined in the original contract documents and subsequent amendments. These services include but are not limited to the following: prepare correspondence on behalf of the City in response to stakeholder inquires, attend, participate in regular meetings as required, and assist the City in finding and acquiring and managing grant funding. ETM will perform analysis and prepare support documents including maps for special presentations as requested by the City.

Task 1C: Professional Support Services (Reimbursable)
ETM will continue to perform professional support services as defined in the original contract documents and subsequent amendments. These services include but are not limited to the following: assist the City in preparing Requests For Proposals and the design consultant procurement process, provide input in the final selection of design consultants, assist in negotiations of scope and fee, and review design consultant proposals for compliance with JSEB requirements.

Task 1D: Design Support Services (Reimbursable)
ETM will continue to perform design support services as defined in the original contract documents and subsequent amendments. These services include but are not limited to the following: draft Notices to Proceed for design consultants, review and determine the validity of design consultants' claims for additional work, negotiate scope and fee for any request for additional work by design consultants, monitor the performance of design consultants, review and comment on design submittals, perform value engineering services, review and validate requests for periodic payments, perform constructability reviews, assist the City during the bid process, and any other services as necessary to assist the City during the design and/or project implementation process.

EXHIBIT J

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

PART I - GENERAL	
1. Project Drainage Improvement Program Management	**2. Proposal Number** P-09-10 Amendment 6
3. Name of Consultant England-Thims & Miller, Inc.	**4 Date of Proposal** 3/15/2018

PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	$ 60.10	0	$ 0.00	
Project Manager	$ 52.10	0	$ 0.00	
Section Leader	$ 48.44	0	$ 0.00	
Design Engineer or Architect	$ 39.85	0	$ 0.00	
Designer or Technician	$ 26.66	0	$ 0.00	
GIS Programmer	$ 23.68	0	$ 0.00	
Clerical	$ 19.47	0	$ 0.00	
TOTAL DIRECT LABOR		0		$ -
6. Overhead (Combined Fringe Benefit & Administrative) Overhead Rate 150 % 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	$	
Reproduction	$	
SUB-TOTAL MISCELLANEOUS DIRECT COSTS	$	$ -
10. CREDITS		
	$ 0.00	
CREDITS SUB-TOTAL	$ 0.00	$ -
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)		$ -
11. Reimbursable Service Costs - Limiting Amount ETM Program Management Services (780 hours)		$ 99,403.00
SUB-TOTAL REIMBURSABLE SERVICES		$ 99,403.00

PART IV - SUMMARY	
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)	$ 99,403.00
12. PRIOR CONTRACT AMOUNT	$ 1,576,533.78
AMENDED AMOUNT OF CONTRACT	**$ 1,675,936.78**

ESTIMATE OF WORK EFFORT AND FEE FOR
Drainage Improvement Program Management

CONSULTANT: England-Thims & Miller, Inc.
RFP NO: P-09-10 Amendment 6
NAME OF PROJECT: Drainage Improvement Program Management
ESTIMATOR NAME / DATE : Robert Kermitz; March 9, 2018

TASK	ACTIVITY	PRINCIPAL RATE = $ 60.10		PROJECT MANAGER RATE = $ 52.10		SECTION LEADER RATE = $ 48.44		ENGINEER RATE = $ 39.85		DESIGNER/TECHNICIAN RATE = $ 26.66	
		MAN HOURS	LABOR COST	MAN HOURS	LABOR COST	MAN HOURS	LABOR COST	MAN HOURS	LABOR COST	MAN HOURS	LABOR COST
1	Program Management Support Services	20	$1,202.00	500	$26,050.00	60	$2,906.40	40	$1,594.00	40	1,066.40
	TOTAL	20	$1,202.00	500	$26,050.00	60	$2,906.40	40	$1,594.00	40	1,066.40

TASK	ACTIVITY	GIS PROGRAMMER RATE = $ 23.68		CLERICAL RATE = $ 19.47		MAN HOURS BY ACTIVITY	SALARY COST BY ACTIVITY	AVG. HOURLY COST	SALARY COST DIST. %
		MAN HOURS	LABOR COST	MAN HOURS	LABOR COST				
1	Program Management Support Services	80	$1,894.40	40	$778.80	780	$35,492.00	$45.50	100.0
	TOTAL	80	$1,894.40	40	$778.80	780	$35,492.00	$45.50	100.0

SUMMARY OF MANHOUR REQUIREMENTS

CONSULTANT: England Thims & Miller, Inc

RFP NO.: P-09-10 Amendment 6

Prepared: 9-Mar-18

NAME OF PROJECT: Drainage Improvement Program Management

TASK	ITEM		TOTAL MAN HOURS	COMMENTS
1	Program Management Support Services		780.0	Completion of on-going tasks through contract period
TOTAL			780.0	

TASK 1 - Program Management Support Services

CONSULTANT: England Thims & Miller, Inc.
RFP NO.: P-09-10 Amendment 6
Prepared: 9-Mar-18

NAME OF PROJECT: Drainage Improvement Program Management

	ITEM		UNIT	NO. OF Projects		M-H PER UNIT	TOTAL MANHOURS	COMMENTS
	Program Management Support Services							
Task 1			Reimbursable					
	Project Control Services			1		208.0	220.0	
	Program Administration Services			1		240.0	300.0	
	Professional Support Services			1		100.0	100.0	
	Design Support Services			1		160.0	160.0	
	TOTAL - Program Management Support Services						**780.0**	