

**PUBLIC NOTICE
PSEC AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**

**Thursday, April 21, 2022, 10:00 a.m.
Eighth Floor, Conference Room 851
Ed Ball Building, 214 N. Hogan Street
Jacksonville, FL 32202**

**Join Teams Meeting
[Teams Meeting](#)**

Committee Members: Gregory Pease, Chairman
Brennan Merrell, Treasury
James McCain, Jr., OGC

<i>Subcommittee Members</i>	<i>ITEM #</i>	<i>TITLE & ACTION</i>	<i>MOTION</i>	<i>CONTRA EXP</i>	<i>OUTCOME</i>
Robin Smith William Joyce	P-40-16	Contract Amendment No. 11 Master Stormwater Management Plan (MSMP) Program Management Services – Annual Contract Department of Public Works	That Contract No. 6354-16, originally executed June 23, 2017, between the City of Jacksonville and CDM Smith, Inc., for Master Stormwater Management Plan (MSMP) Program Management Services – Annual Contract be amended to incorporate the attached Scope of Services identified as Exhibit 'U' and Contract Fee Summary identified as Exhibit 'V'; add a new lump-sum amount for MOSH Site Assistance in the amount of \$5,000.00; thereby, increasing the maximum indebtedness by \$5,000.00 to a new not-to-exceed amount of \$750,854.82. All other terms and conditions shall remain the same.	06/22/23	
William Joyce Robin Smith	P-29-21	Fee & Contract Negotiations Engineering Services for Beach Renourishment Projects – Annual Contract Department of Public Works/Engineering & Construction Management Division	That the City of Jacksonville enter into a contract with Olsen Associates, Inc., for Coastal Engineering Services for Beach Renourishment Projects that incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B'; providing a not-to-exceed limit for Professional Coastal Engineering Services in the amount of \$332,795.00; thereby, providing a maximum indebtedness to the City of \$332,795.00; the initial period of service will be from date of execution of the contract thru two (2) years, with the option to renew the contract for an additional two (2) two-year periods upon satisfactory performance by the consultant. All other terms and conditions are per the RFP and the City's standard contract language.		
Robin Smith Jill Enz	P-02-22	Subcommittee Report Professional Engineering Services for US 1 Corridor Utility Improvements Phase 2 Department of Public Works/Parks & Recreation	It is the consensus of the committee that of the two (2) proposals received in response to the Request for Proposal(RFP) both were found to be responsive, interested, qualified and available to provide the required services. The ranking of first and second designates the order of qualification of these firms to perform the required service and alphabetically they are: 1) Four Waters Engineering 2) Woolpert, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>Four Waters Engineering</u> , the number one (1) ranked firm.		
Noah Ray Daniel Pearson	P-01-22	Fee & Contract Negotiations Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR) Fire and Rescue Department/Emergency Preparedness Division	That the City of Jacksonville enter into a contract with Innovative Emergency Management, Inc., (IEM) to provide the Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR) to incorporate the attached Scope of Services identified as Exhibit 'A' and Contract Fee Summary identified as Exhibit 'B'; the period of service is from date of execution of the contract thru July 31, 2023; the maximum indebtedness is a not-to-		

			exceed amount of \$100,000.00. All other terms and conditions are per the RFP and the City's standard contract language.		
Mary DiPerna Carolina Teran-Oceguera	P-12-22	Introduce and Review Scope Medical ASD, Pharmacy Benefit Management Services, Stop Loss, EAP, Well-Being and Chronic Condition Management Services. Employee Services Department	That the committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel appropriate to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.		
Mary DiPerna Carolina Teran-Oceguera	P-13-22	Introduce and Review Scope Pharmacy Benefit Management Services Employee Services Department	That the committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel appropriate to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.		
Kathleen Collins Rebecca Braeckel	P-04-22	Approval to Withdraw/Resolicit RFP Aerial Imagery Services Duval County Property Appraiser's Administration	That the Committee approve the withdrawal and re-solicitation of this RFP under RFP # P-19-22 according to Section (f) of the Purchasing Code.		
Meeting Adjourned:					

"The next PSEC meeting is scheduled to be held on Thursday, May 5, 2022."



City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
214 N. Hogan St., 10th floor
Jacksonville, FL 32202
(904) 255-8786
www.coj.net

ONE CITY ONE JACKSONVILLE.

April 5, 2022

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

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

FROM: William J. Joyce, P. E.
Director of Operations

Robin G. Smith, P.E. *R. G. Smith*
Chief, Engineering and Construction Management

SUBJECT: P-40-16 Master Stormwater Management Plan (MSMP) Program Management Services-
Annual Contract
Contract No. 6354-16 Amendment 11

Professional engineering services are needed assist COJ with summarizing coastal flooding design criteria for the new Museum of Science and History (MOSH) site. Negotiations with the consultant have resulted in the Attached Scope of Services, Exhibit U and Fee Summary, Exhibit V. There is no rate increase associated with this amendment. CDM Smith, Inc. is committed to meeting the 15% JSEB participation goals established for this contract.

Accordingly, this is to recommend that Contract No. 6354-16, originally executed June 23, 2017, between the City of Jacksonville and CDM Smith Inc. for Master Stormwater Management Plan (MSMP) Program Management Services- Annual Contract be amended to incorporate the attached Scope of Services, Exhibit U and Fee Summary, Exhibit V to add a new lump sum amount for MOSH Site Assistance in the amount of \$5,000.00, thereby increasing the maximum indebtedness to the City by \$5,000.00 to a new limit of \$750,854.82. All other terms and conditions of the Agreement remain unchanged.

Funding is as follows:

ACCOUNTS:	TOTAL
00111.153001.531090.000000.00000000.000000.00000000	\$5,000.00

JPP/lw

Attachment: Exhibits U & V

cc: Lori A. West, Engineering and Construction Management

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8381 Dix Ellis Trail, Suite 400
Jacksonville, Florida 32256
tel: 904-731-7109

March 29, 2022

Ms. Kelsey Cox
Public Works Department
City of Jacksonville
214 Hogan Street N
Jacksonville, Florida 32202

Subject: Master Stormwater Management Plan
Amendment 11 to Contract 6354-16
Coastal Flooding Design Criteria memorandum for MOSH

Dear Ms. Cox:

CDM Smith is pleased to submit this proposal to assist the City of Jacksonville with summarizing coastal flooding design criteria for the new MOSH site. The Scope of Services and Budget are enclosed for your review.

Sincerely,

A handwritten signature in black ink that reads "Lisa M. Sterling".

Lisa M. Sterling, P.E., BCEE, PMP
Associate Environmental Engineer
CDM Smith Inc.

Approved by:

A handwritten signature in black ink that reads "Shayne Wood".

Shayne Wood, P.E., BCEE, PMP
Vice President
CDM Smith Inc.



**CITY OF JACKSONVILLE
MASTER STORMWATER MANAGEMENT PLAN
PROGRAM MANAGEMENT SERVICES
6354-16**

March 29, 2022

**AMENDMENT NO. 11
COASTAL FLOODING DESIGN CRITERIA MEMORANDUM FOR MOSH**

This Authorization, when executed, shall be incorporated in and become part of the Agreement for Professional Services between the City of Jacksonville (CITY), and CDM Smith Inc. (ENGINEER), dated June 23, 2017 hereafter referred to as the Contract.

PROJECT BACKGROUND

The CITY conducted a major update to their 1992 Master Stormwater Management Plan (MSMP) in 2011 and updated the tributary stormwater models in 2013. Since that time, the CITY has continued to develop and implement capital improvement projects. The 1992 and 2011 MSMP documents considered combined rainfall and tidal flooding to most accurately define flooding and solutions. The current contract includes services related to update, refinement, and maintenance of the CITY's MSMP.

Since the 2013 update, the CITY has provided support to Jacksonville consultants, contractors, developers, and surveyors by distributing MSMP information and providing interpretation of MSMP data. As the CITY's Stormwater consultant, ENGINEER has become the keeper of this data and routinely provides access to the data as directed by the CITY.

Original Contract– The contract included development of a design criteria package and a grant application for the Doeboy Regional Stormwater Facility.

Amendment No. 1 – Amendment No. 1 includes preliminary design services related to development of stormwater treatment facilities for the Arlington area. The amendment includes modifying the existing stormwater model to include the proposed facility, quantifying water quality and quantity impacts, and preparing a cost estimate.

Amendment No. 2 – Amendment No. 2 includes services to maintain the MSMP data sets and models and distribute them to third parties at the CITY's direction on an as-requested basis.

Amendment No. 3 – Amendment No. 3 extended the contract timeline to June 21, 2021

Amendment No. 4 – Amendment No. 4 includes support for the City Community Rating System (CRS) 5-year audit and recertification.

Amendment No. 5 – Amendment No. 5 includes services to provide SWMM modeling services and interpretation of results in response to requests from the CITY for alternative analysis.

Amendment No. 6 – Amendment No. 6 revalidates the stormwater utility rate and documents the methodology in a technical memorandum.

Amendment No.7 – Amendment No. 7 reviews the countywide list of MSMP projects and updates project information based on 1) re-prioritization of the CITY’s level of service goals for flood control, water quality, and operation and maintenance, 2) updates estimated project costs based on CPI index, 3) determines ability of the proposed project to be implemented based on current land availability.

Amendment No. 8 – Amendment No. 8 includes support to complete annual recertification reporting for the City’s Community Rating System.

Amendment No. 9 – Amendment No. 9 includes a conceptual plan (up to 10% design) for stormwater management in the three project areas in the Dunn-Caney subbasin containing 19 known drainage issues.

Amendment No. 10 – Amendment No. 10 includes updates to the MSMP model for McCoys Creek to incorporate additional drainage features in the Newtown project area.

Amendment 11 – Amendment No. 11 includes development of a coastal flooding design criteria memorandum for the new Jacksonville Museum of Science and History (MOSH) located at the mouth of Hogans Creek.

SCOPE OF WORK

The following is a description of the services to be provided under this Authorization.

TASK 1 - DOEBOY REGIONAL STORMWATER FACILITY

There are no changes to this task.

TASK 2 - ARLINGTON OED STORMWATER MASTER PLAN

There is no change to this task.

TASK 3 - ARLINGTON OED MEETINGS, PROJECT MANAGEMENT AND QUALITY CONTROL

There is no change to this task.

TASK 4 - MODELING OF MCCOY’S CREEK ALTERNATIVES

There is no change to this task.

TASK 5 - AS-NEEDED ENGINEERING SERVICES FOR MSMP MODELING QUERIES

There is no change to this task.

TASK 6 - STORMWATER UTILITY FEE UPDATE 2020

There is no change to this task.

TASK 7 - MASTER STORMWATER MANAGEMENT PLAN UPDATE 2021

There is no change to this task.

TASK 8 - COMMUNITY RATING SYSTEM UPDATE 2021

There is no change to this task.

TASK 9 - DUNN CREEK STORMWATER IMPROVEMENTS - CONCEPTUAL PLAN

There is no change to this task.

TASK 10 - NEWTOWN DRAINAGE IMPROVEMENTS – MCCOYS CREEK MODEL UPDATES

There is no change to this task.

TASK 11 - COASTAL FLOODING DESIGN CRITERIA MEMORANDUM FOR MOSH

CONSULTANT will review existing coastal flooding documents including the Duval County Flood Insurance Study (FIS), Flood Insurance Rate Maps (FIRMs), National Oceanic and Atmospheric Administration (NOAA) sea level rise (SLR) predictions (2022), South Atlantic Coastal Study (SACS) flood frequency predictions for the new MOSH site at the mouth of Hogans Creek and summarize coastal flooding concerns in a design criteria memorandum for the CITY. The memorandum will outline the following information:

- 100 Year Flood Elevation (2020 No SLR, 2040 + SLR, 2070 + SLR)
- Minimum Street/Hardscape Elevation to Minimize Nuisance Flooding
- Minimum First Floor Elevation for Occupiable Space (100 Year + SLR + wave height)
- Minimum Floor Elevation for Critical Infrastructure (100 Year + SLR + wave height)

BASIS OF ESTIMATE

The following have been used to develop this Amendment and the associated budget:

- No analysis or modeling is included in this scope of work.

DELIVERABLES SUMMARY

Task	Description	Format
Task 11	Coastal Design Criteria Memorandum	*.pdf format

TIME OF COMPLETION/SCHEDULE

It is anticipated that the work will take 1 week to complete, starting within two weeks of receipt of a formal notice to proceed (NTP).

COMPENSATION AND PAYMENT

Compensation for work described in Task 11 will be completed on a lump sum basis. The lump sum amount of this Amendment is \$5,000 as shown in Exhibit V. Invoices will be submitted monthly based on the percentage of work completed.

The new grand total amount of this contract is **\$750,854.82**.

EXHIBIT V				
CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION				
CITY OF JACKSONVILLE, FLORIDA				
MSMP PROGRAM MANAGEMENT SERVICES				
PART I - GENERAL				
1. Project			Proposal Number	
MSMP: AM11 COASTAL FLOODING DESIGN CRITERIA MEMORNADUM			6354-16	
3. Name of Consultant			Date of Proposal	
CDM Smith Inc.			5/25/2021	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours		TOTAL
Officer/Technical Expert	82.00	3	\$	246.00
Principal / Associate / Project Manager	69.00	10	\$	690.00
Senior Professional	55.00	10	\$	550.00
Project Engineer II / GIS Specialist III	45.00		\$	-
Project Engineer I / GIS Specialist II	38.00		\$	-
Sr. GIS Specialist/Designer	45.00		\$	-
GIS Specialist I/Drafter/Technician	32.00		\$	-
Clerical	23.00	2	\$	46.00
Staff Support Services	31.00	4	\$	124.00
TOTAL DIRECT LABOR	57.00	29		\$ 1,656.00
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	170.2% x Total Direct Labor			\$ 2,818.51
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 4,474.51
8. PROFIT: Labor Related Costs (Item 7)				\$ 447.45
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation, Per Diem and Equipment				
Presentation Boards				
Reproduction				
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ 78.04
10. SUBCONTRACTS (Lump Sum)				
SUB-CONTRACT SUB-TOTAL				\$ -
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$ 5,000.00
11. REIMBURSABLE COSTS (Limiting Amount)				
SUB-TOTAL REIMBURSABLES				\$ -
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)				\$ 5,000.00
12. PRIOR CONTRACT AMOUNT				\$ 745,854.82
AMENDED AMOUNT OF CONTRACT				\$ 750,854.82



City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE

April 8, 2022

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

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

FROM: William J. Joyce, P.E.
Director of Operations

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

SUBJECT: P-29-21 Engineering Services for Beach Renourishment Projects- Annual Contract

The Engineering Division has negotiated with the consultant selected for Coastal Engineering Services for Beach Re-nourishment Projects resulting in the Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B. The encouragement plan was utilized for this contract.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Olsen Associates, Inc. for Coastal Engineering Services for Beach Renourishment Projects that includes the attached Scope of Services identified as Exhibit "A" and Fee Schedule identified as Exhibit "B", to provide a not to exceed limit for Professional Coastal Engineering Services in the amount of \$332,795.00 with the maximum indebtedness to the City in the amount of \$332,795.00. The Initial Period of Service will be for two (2) years with the option to extend such contract for two (2) additional two (2) year periods upon satisfactory performance by the Consultant. Initial contract expiration date shall be 2 years from date of contract execution. All other terms and conditions are as provided in the RFP and the City's standard contract language.

Funding for the amendment to be encumbered as follows:

Accounts		Total
001803	010002	
PWEN Beach & Dune Restoration	PWEN Beach & Dune Restoration	
549006	549006	
2	1	
11404-381910-PWE00416	11403-334391-PWE00419	
\$198,600.00	\$134,195.00	\$332,795.00

RGS/lw

Attachments: Exhibits A & B

cc: Lori A. West, Engineering and Construction Management
Gary Goldsberry, P.E. Engineering and Construction Management

SCOPE OF SERVICES

COASTAL ENGINEERING SERVICES FOR BEACH RENOURISHMENT PROJECTS,
ANNUAL CONTRACT, P-29-21
CITY OF JACKSONVILLE, FLORIDA

5 April 2022

Olsen Associates, Inc. (Consultant) shall provide professional coastal engineering services to the City of Jacksonville (City) in review and support of the Duval County Federal Shore Protection Project (Project), and related beach management tasks in Duval County, FL in accordance with the scope of work outlined below.

The Scope of Work (SOW) reflects activities that are presently anticipated over a 24 month period from approximately 1 May 2022 through 30 April 2022. These activities include the Consultant's engineering review and analysis, design, permitting, interagency coordination, physical and environmental monitoring, planning and correspondence, and quality assurance, required on the part of the City – as the non-federal sponsor and permittee -- to implement the Project in accordance with State permits and federal agreements, in addition to review of related activities attendant to dredging, beach-, offshore- or nearshore-disposal of sediment from the St. Johns River along or near the Project area and other tasks related to beach management in and for the City of Jacksonville.

The principal Project activities during the May 2022 through April 2024 timeframe include:

- (A) Physical and environmental monitoring in summer 2022 (Yr-3 post-construction) and summer 2023 (Yr-4 post-construction), pursuant to the 2018/19 beach & dune renourishment,
- (B) Pre-construction planning and preparation for the next Project renourishment, which the US Army Corps of Engineers ("Corps") presently intends to solicit and award by 30 September 2023 for construction in FY24,
- (C) Environmental monitoring and construction QA/QC review required in March-April 2024, required for Project construction in FY24,
- (D) Assist the City and Corps in implementing a Feasibility Study for continued federal involvement in the Project after 2028,
- (E) Assist coordination of sand placement & removal at street ends in the event of severe storms,
- (F) Assist the City in preparing grant applications, reports, and reimbursement requests for cost-share funding of the Project.
- (G) Dune management, public beach parking update, and other activities germane to beach management.

This SOW includes engineering, monitoring and related work pursuant to completion of the 2018/19 renourishment of the beach berm and dune, and preparation for the next renourishment by Corps. It does not include storm damage assessments, design or monitoring for construction of storm-damage repair. It does not include environmental/physical monitoring or tilling requirements after the next renourishment – because these requirements are assumed to be conducted by the Corps' contractor or after 1 May 2024 (i.e., after the two-year period of this SOW).

Specific tasks to be completed during the 1 May 2022 – 30 April 2024 timeframe are as follows:

1) *Permit-Required Monitoring of 2018/19 project.*

Complete “Year-3” and “Year-4” environmental & physical monitoring requirements of the previous project completed in spring 2019, in summer 2022 and 2023. This specifically includes

- on/offshore beach profile surveys from R31 to R80 (51 survey lines) in summer 2022, analysis and preparation of the Year-3 Engineering Summary Report, and submittal to FDEP, and
- allowance for on/offshore beach profiles surveys at every 3rd monument (18 lines), analysis and preparation of a brief summary report for purposes of recording 2024 conditions for storm preparation.

This SOW presumes that the Corps will not collect the beach profile survey data.

2) *Plan & prepare for next project renourishment (c. 2023/24).*

Coordinate with Corps and City for funding, plans & specs development, and implementation of the next project renourishment under the existing authorization. This SOW assumes that the Corps shall develop the plans & specifications for the renourishment by August 2023, and solicit and award the construction contract by 30 September 2023, for physical construction in FY’24 (Oct 2023-Sept 2024). It is presumed that existing borrow area “F” may provide most of renourishment volume, but will likely also require use of part of permitted borrow area “B”. Provision for permitting new borrow areas is not included in this SOW.

Specific tasks to be conducted include

- Evaluate existing beach survey conditions & history and prepare schematic design for beach fill extents & template based upon existing conditions and available funding.
- Evaluate dune conditions and prepare dune repair plans if/as necessary.
- Review Corps’ draft plans & specifications, and submit revision requirements through the Corps BCOE process, to develop final P&S for construction.
- Assist City and Corps with acquisition of Lease Agreement with BOEM for use of offshore borrow area.
- Assist Corps with contractor solicitation (site visits and response to contractor questions).
- Acquire Notice-to-Proceed (and/or modification of permit, if required) from FDEP, using P&S and contractor submittals provided by Corps.
- Coordinate with City and Beaches Cities for project implementation, per Contractor schedules.
- Co-direct pre-construction conference with Corps. Participate in partnering conference.
- Ensure that pre-construction monitoring surveys (beach and borrow area) are timely collected.
- Develop and maintain (update) a construction-progress website for access by City, Corps, public.

3) *Conduct environmental & permit compliance QC monitoring prior to & during construction.*

- Provide permit-required environmental monitoring prior to the assumption of this responsibility by the Corps’ contractor -- specifically including allowance for
 - Daily shorebird monitoring after 1 March to 30 April 2023 (50-60 days), and
 - Daily marine turtle monitoring & relocations from 15 April to 30 April (16 days).
- Provide permit-compliance QC monitoring of project construction, on behalf of the City, to ensure construction in accordance with permit and BOEM lease requirements, and in the best overall interest of the non-federal sponsors – specifically including allowance for approximately 90 days of construction activity within the 2-year timeframe of this SOW.
- Co-develop the Environmental Compliance Matrix (ECM) with the Corps to identify specific responsibilities for permit compliance activities.
- Predict probable quantities required for construction, from Corps & Contractor surveyors, and assist Corps in revising templates to ensure optimum placement of contract sand volume.

- 4) *Review Corps of Engineers' proposals for dredge disposal.*
 - Review Corps' proposals for nearshore or beach placement of dredged material from new, alternative, or marginal borrow areas including prototype tests of same. Provide comments and recommendations to City.

- 5) *Assist with conducting a Corps' Feasibility Study for continued federal participation.*
 - Assist the City and Corps in the authorization for, and Corps' preparation of, a Coastal Storm Risk Management Feasibility Study for the Duval County FL shoreline for continued federal participation in the shore protection project, preferably with 50-year planning horizon.
 - Provide technical information, assistance, data and review in support of the study.
 - Review the study's methodologies and recommendations and prepare comments for the City.

- 6) *Incorporate dunes to the beach renourishment project.*
 - Assist City and Corps with incorporating dune elements, improvements or repairs to the next renourishment project and to the federal shore protection project description, including amendments to the Project Cooperative Agreement.
 - Identify opportunities and/or needs for dune repairs, including sand placement and dune vegetation, particularly as can be incorporated to the FY'24 renourishment.
 - Note – this SOW does not include storm damage assessments, specific designs or plans for dune repairs after severe storms. This work, if or when needed, will be added through addendum.

- 7) *Coordinate with City and others for beach & dune management.*
 - Assist the City in coordination, and consultation, with the FDEP, Corps of Engineers, local governments (Cities of Atlantic Beach, Neptune Beach and Jacksonville Beach), Beaches Sea Turtle Patrol, and other relevant agencies and project interests, toward implementation of project construction and subsequent monitoring requirements, including review of construction activities for compliance with permit conditions and State requirements.
 - Perform and/or coordinate collection of physical monitoring survey data, engineering analysis, and the preparation of engineering summary reports describing the physical construction, pre- and post-construction conditions, and annual physical performance of the project.

- 8) *Assist with temporary street-end dune closures in advance of storms, if required.*
 - Assist the City and Beaches Cities in conducting temporary street-end closures with placement of upland sand to prevent storm flooding, per permit requirements.
 - Conduct annual meeting with City and FDEP prior to hurricane season.
 - Brief Beaches Cities regarding the permit requirements and pre-approved sand suppliers.
 - Conduct marine turtle and shorebird monitoring at street-end closure sites, if needed, per permit requirements. Allowance is included for 10 days of marine turtle and shorebird monitoring, for this purpose.

- 9) *Update public beach access and parking inventory.*
 - Identify the existing public beach access facilities within ¼ mile of the beach (seawall), including inventory of public beach parking spaces, bike racks, public bathrooms (at primary beach access locations), in calendar year 2022.
 - Update the existing maps (c. 2014) and data for public beach access.
 - Archive the parking data in GIS database compatible with the City's GIS protocols. Include storm-water outfall pipe locations and fiber-optic cable locations, along Jacksonville Beach, in the GIS database.

- Allowance is included for a second-year update (calendar year 2023), if warranted.

10) Assist the City of Jacksonville with cost-share requirements & opportunities.

- Assist the City in preparing its Local Government Funding Requests for State cost share funding of the beach renourishment project and in organizing its reimbursement requests. Assist City in preparing long-term cost predictions (schedules) and planning for provision of cost-share requirements.
- Prepare scopes of work and deliverable reports, and quarterly progress reports.

11) Provide technical expertise regarding beach & dune management.

- Provide coastal engineering reviews, analysis, comments, recommendations, and briefings to the City, if and as directed, regarding beach & dune management, beach renourishment and related topics for the City of Jacksonville & Duval County.

Olsen Associates, Inc. (Consultant) shall conduct this SOW directly and through services of its subcontractors (subconsultants). These subcontractors and their principal responsibilities -- and the respective assumed allowances for this two-year SOW timeframe -- include the following.

CMAR Consulting, LLC – shall collect the public beach access (parking) data and create the GIS database of parking & access inventory, including storm water outfalls and fiber optic cable locations (with outfall and cable data provided by others). Allowance is included for aerial identification and ground-truthing of the entire project shoreline including Hanna Park through Jacksonville Beach, with the fundamental mapping in summer 2022 and follow-up check in summer 2023.

Glacier Contracting, Inc – shall assist with the management of dune sand placement and storm-related street-end dune closures, if/as necessary, per permit requirements. Nominal allowance is included for two days of activity. Tilling is not included in the allowance (because the City’s next anticipated tilling requirement will be in March after the next renourishment; i.e., March 2025).

Beaches Sea Turtle Patrol – shall provide daily surveys, marking, and relocation of marine turtle nests along Atlantic Beach through Jacksonville Beach (i.e., excludes Hanna Park), to the extent that these services are directly required for project-related construction. (It does not include routine monitoring.) This specifically includes monitoring and recording the location of marine turtle nests within 150 feet of those 10+ street ends that are permitted for temporary dune closures during severe storms; direction & coordination for the placement and spreading of sand at these street-ends, to avoid marine turtle nests; and daily monitoring & relocations beginning 15 April 2024 (through 30 April 2024) to allow for construction of the FY’24 renourishment in spring/summer 2024, per permit requirements. Allowance is included for 10 days of monitoring activity associated with possible street-end dune closures in 2022 and 2023 (total), plus 16 days of monitoring & relocation in April 2024. BSTP is the marine turtle permit holder for the project shoreline.

Oneida / LG2 Environmental Solutions (LG2ES) – shall provide daily surveys for shorebird breeding and nesting activities along Hanna Park through Jacksonville Beach, as required by permits for project-related construction. This specifically includes examining the proximity of street ends that are permitted for temporary dune closures, prior to spreading sand after storms; and, daily monitoring surveys of the entire beach project area after 1 March 2024, to 30 April 2024, to allow for construction of the FY’24 renourishment in spring/summer 2024, per permit requirements. Nominal total allowance of 60 monitoring days is included for this shorebird monitoring.

Arc Surveying & Mapping, Inc – shall collect the beach profile surveys (wading & offshore) required for project monitoring in summer 2023 and in summer 2024, and provide the survey reports and data to Olsen Associates Inc for analysis and preparation of the Engineering Summary Reports. Allowance is included for a full set of 51 survey lines (every R-monument, from R31-R80) in summer 2023 for the Year-3 post-construction permit-required monitoring; and an abbreviated set of 18 survey lines (every 3rd R-monument, from R31-R80) in summer 2024 for the Year-4 post-construction monitoring [which is not required by permit, but is used to document beach conditions prior to the annual hurricane season].

All of the work, by the Consultant and its subcontractors shall be conducted on a reimbursable (time & materials) basis, not to exceed fee values established in the contract. Work that is not required (such as, for example, activities for street-end dune closures during storms; permit modifications; etc), and not conducted, shall not be invoiced. Work that is required beyond that described in this SOW (such as damage assessments, planning, surveys and design of repairs after severe storm impacts) may be incorporated by amendment.

CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION CITY OF JACKSONVILLE, FLORIDA				
PART I - GENERAL				
1. Project Beach Renourishment Projects - Annual Contract Original Contract			2. Proposal No. / Contract No. P-29-21 / TBD	
3. Name of Consultant or Subconsultant: Olsen Associates, Inc.			4. Date of Proposal April 5, 2022	
PART II - LABOR RELATED COSTS				
5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal Engineer	\$ 82.91	432	\$ 35,817.12	
Senior Coastal Engineer	\$ 62.73	410	\$ 25,719.30	
Coastal Engineer III	\$ 47.82	120	\$ 5,738.40	
Coastal Engineer II	\$ 40.55	80	\$ 3,244.00	
Coastal Engineer I	\$ 37.46	200	\$ 7,492.00	
Draftsman	\$ 31.28	64	\$ 2,001.92	
Administrative Asst.	\$ 31.28	85	\$ 2,658.80	
TOTAL DIRECT LABOR	\$ 59.43	1391		\$ 82,671.54
6. Overhead (Combined Fringe Benefit & Administrative) Overhead Rate 150 % x Total Direct Labor				\$ 124,007.31
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 206,678.85
8. PROFIT: Labor Related Costs (Item 7) x 10%				\$ 20,667.80
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs (Lump Sum)				
Permit Modification Fee (allowance)			\$ 250.00	
Express Mail/Courier			\$ 48.35	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ 298.35
10. SUBCONSULTANTS (Lump Sum)				
			\$	
			\$	
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)				\$ -
11. SUBCONTRACTS (Reimbursable/Not to Exceed)				
CMAR Consulting, LLC			\$ 16,276.00	
Glacier Contracting, Inc			\$ 20,060.00	
Beaches Sea Turtle Patrol			\$ 6,500.00	
Oneida/LG2ES Environmental Surveys			\$ 21,600.00	
ARC Surveying & Mapping, Inc			\$ 40,714.00	
			\$	
			\$	
SUB-TOTAL REIMBURSABLES				\$ 105,150.00
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)				\$ 332,795.00
12. TOTAL PRIOR CONTRACT AMOUNT				N.A.
TOTAL AMENDED CONTRACT AMOUNT				N.A.

Subcontractor: CMAR Consulting, LLC								
Public Beach Parking Survey and GIS Database								
Proposed Cost to Olsen Associates Inc for City of Jacksonville Beach Renourishment P-29-21								
Task 1. Public Beach Parking Survey Update and GIS Geodatabase (2022)								
LABOR	RATE	O. H. FACTOR	RATE	10% PROFIT	BILLABLE RATE	HRS.	TOTAL	TOTAL LABOR & EQUIPMENT
Project Mgr	\$ 65.46	1.50	\$163.65	\$ 16.37	\$ 180.02	16	\$ 2,880.00	
Senior GIS	\$ 52.73	1.50	\$131.83	\$ 13.18	\$ 145.01	8	\$ 1,160.00	
GIS Specialist	\$ 41.82	1.50	\$104.55	\$ 10.46	\$ 115.01	19	\$ 2,185.00	
GIS Analyst	\$ 30.91	1.50	\$ 77.28	\$ 7.73	\$ 85.00	26	\$ 2,210.00	
GIS Staff/Clerical	\$ 27.28	1.50	\$ 68.20	\$ 6.82	\$ 75.02	56	\$ 4,201.00	
TOTAL LABOR					\$ 101.09	125	\$ 12,636	
EQUIPMENT								
							\$ -	
							\$ -	
Task 1. TOTAL LABOR & EQUIPMENT FOR PARKING SURVEY & GIS							\$	12,636
Task 2. Allowance for Year-2 Update to Public Beach Parking Survey & GIS Geodata (2023)								
LABOR	RATE	O. H. FACTOR	RATE	10% PROFIT	BILLABLE RATE	HRS.	TOTAL	TOTAL LABOR & EQUIPMENT
Project Mgr	\$ 65.46	1.50	\$163.65	\$ 16.37	\$ 180.02	6	\$ 1,080.00	
Senior GIS	\$ 52.73	1.50	\$131.83	\$ 13.18	\$ 145.01	2	\$ 290.00	
GIS Specialist	\$ 41.82	1.50	\$104.55	\$ 10.46	\$ 115.01	6	\$ 690.00	
GIS Analyst	\$ 30.91	1.50	\$ 77.28	\$ 7.73	\$ 85.00	8	\$ 680.00	
GIS Staff/Clerical	\$ 27.28	1.50	\$ 68.20	\$ 6.82	\$ 75.02	12	\$ 900.00	
TOTAL LABOR					\$ 107.06	34	\$ 3,640	
EQUIPMENT								
							\$ -	
							\$ -	
Task 2. TOTAL LABOR & EQUIPMENT FOR YEAR-2 DATABASE UPDATE							\$	3,640
Task 1 & 2. TOTAL							\$	16,276

Subcontractor: Glacier Contracting, Inc.								
Dune Monitoring & Maintenance								
Proposed Cost to Olsen Associates Inc for City of Jacksonville Beach Renourishment P-29-21								
Allowance for 2+ days work effort								
LABOR	RATE	O. H. FACTOR	RATE	10% PROFIT	BILLABLE RATE	HRS.	TOTAL	TOTAL LABOR & EQUIPMENT
Project Meetings & Coordination	\$ 30.00	1.50	\$ 75.00	\$ 7.50	\$ 82.50	8	\$ 660.00	
Daily Work, Senior Operator	\$ 30.00	1.50	\$ 75.00	\$ 7.50	\$ 82.50	20	\$ 1,650.00	
Daily Work, Superintendent	\$ 50.00	1.50	\$ 125.00	\$ 12.50	\$ 137.50	20	\$ 2,750.00	
TOTAL LABOR					\$105.42	48	\$ 5,060.00	
EQUIPMENT								
Equipment	\$ 7,500.00		2 days @ 7500/day				\$ 15,000.00	\$ 15,000.00
TOTAL							\$ 20,060.00	
Equivalent Cost Per Day						2	days \$10,030 per day	

Subcontractor: Beaches Sea Turtle Patrol Inc.								
Marine Turtle Nesting Surveys for Permit-Required Monitoring								
Proposed Cost to Olsen Associates Inc for City of Jacksonville Beach Renourishment P-29-21								
Monitoring - per previously established contract costs: \$250/day								
LABOR	RATE	O. H. FACTOR	RATE	0% PROFIT	BILLABLE RATE	HRS.	TOTAL	TOTAL LABOR & EQUIPMENT
Project Meetings & Coordination	\$ 23.20	1.50	\$ 58.00	\$ -	\$ 58.00	10	\$ 580.00	
Project Beach Monitoring Mark-Avoid & Relocation	\$ 23.20	1.50	\$ 58.00	\$ -	\$ 58.00	65	\$ 3,770.00	
Project Admin, Reporting & Compliance	\$ 23.20	1.50	\$ 58.00	\$ -	\$ 58.00	6	\$ 348.00	
TOTAL LABOR					\$ 58.00	81	\$ 4,698.00	
EQUIPMENT								
ATVs Less Adjustment	\$ 69.50		26 days				\$ 1,807.00 \$ (5.00)	\$ 1,802.00
TOTAL							\$ 6,500.00	
Equivalent Cost Per Day						26 days	\$250/day	

Subcontractor: Oneida / LG2 Environmental Solutions Inc. Shorebird Surveys for Permit-Required Monitoring (Allowance) Proposed Cost to Olsen Associates Inc for City of Jacksonville Beach Renourishment - P-29-21								
LABOR	RATE	O. H. FACTOR	RATE	10% PROFIT	BILLABLE RATE	HRS	TOTAL	TOTAL LABOR & EQUIPMENT
Project meetings and coordination								
Project Mgr	\$ 40.73	1.50	\$101.82	\$ 10.18	\$112.00	4	\$ 448.00	
Staff Biologist	\$ 28.36	1.50	\$ 70.91	\$ 7.09	\$ 78.00	2	\$ 156.00	
							Subtotal	\$ 600.00
Daily shorebird surveys, if/as required; allowance for 14 days								
Project Mgr	\$ 40.73	1.50	\$101.83	\$ 10.18	\$112.01	8	\$ 896.00	
Sr. Scientist	\$ 34.18	1.50	\$ 85.45	\$ 8.55	\$ 94.00	9	\$ 846.00	
Staff Biologist	\$ 28.36	1.50	\$ 70.91	\$ 7.09	\$ 78.00	150	\$ 11,699.00	
Technician	\$ 22.54	1.50	\$ 56.35	\$ 5.64	\$ 61.99	30	\$ 1,860.00	
ATV	\$ 85.00	/day	60 days				\$ 5,100.00	
Travel-Mileage	\$ 10.00	/day	60 days				\$ 600.00	
Subtotal Cost for Shorebird Field Surveys							60 days	\$ 21,000.00
Equivalent Cost Per Day for Shorebird Field Surveys							Per Survey Day:	\$ 350.00
TOTAL LABOR AND EQUIPMENT								
							Allowance for meetings & 60 days surveying	\$ 21,600.00

Subcontractor: ARC Surveying & Mapping, Inc
 Coastal (Bathymetric/Topographic) Beach Surveys for Permit-Required Monitoring
 Proposed Cost to Olsen Associates Inc for City of Jacksonville Beach Renourishment P-29-21

Task 1. Allowance for 51 Onshore/Offshore Profile Lines - Duval County, FL (summer 2022)

LABOR	RATE	O. H. FACTOR	RATE	10% PROFIT	BILLABLE RATE	HRS.	TOTAL	TOTAL LABOR & EQUIPMENT
Project Mgr	\$ 36.00	1.50	\$ 90.00	\$ 9.00	\$ 99.00	27	\$ 2,673.00	
3 Man Crew	\$ 52.91	1.50	\$ 132.28	\$ 13.23	\$ 145.50	91	\$ 13,241.00	
Drafting	\$ 27.27	1.50	\$ 68.19	\$ 6.82	\$ 75.00	76	\$ 5,700.00	
TOTAL LABOR					\$ 111.41	194		\$ 21,614

EQUIPMENT				
RTK/GPS	\$396.00		9 days @ \$396/day	\$ 3,564.00
ATV	\$ 85.00		9 days @ \$85/day	\$ 765.00
25' Boat	\$500.00		5 days @ \$500/day	\$ 2,500.00
Fathometer Motion Compensator	\$100.00		5 days @ \$100/day	\$ 500.00
Less adjustment	\$230.00		5 days @ \$230/day	\$ 1,150.00
				\$ (3.00)
				\$ 8,476

Task 1. TOTAL LABOR & EQUIPMENT PER SURVEY SET (51 lines) Cost/Line= 51 \$ 590.00 \$ 30,090

Task 2. Allowance for 18 Onshore/Offshore Profile Lines - Duval County, FL (summer 2023)

LABOR	RATE	O. H. FACTOR	RATE	10% PROFIT	BILLABLE RATE	HRS.	TOTAL	TOTAL LABOR & EQUIPMENT
Project Mgr	\$ 36.00	1.50	\$ 90.00	\$ 9.00	\$ 99.00	10	\$ 990.00	
3 Man Crew	\$ 52.91	1.50	\$ 132.28	\$ 13.23	\$ 145.50	32	\$ 4,656.00	
Drafting	\$ 27.27	1.50	\$ 68.19	\$ 6.82	\$ 75.00	25	\$ 1,875.00	
TOTAL LABOR					\$ 112.25	67		\$ 7,521

EQUIPMENT				
RTK/GPS	\$396.00		3 days @ \$396/day	\$ 1,188.00
ATV	\$ 85.00		3 days @ \$85/day	\$ 255.00
25' Boat	\$500.00		2 days @ \$500/day	\$ 1,000.00
Fathometer Motion Compensator	\$100.00		2 days @ \$100/day	\$ 200.00
Less adjustment	\$230.00		2 days @ \$230/day	\$ 460.00
				\$ -
				\$ 3,103

Task 2. TOTAL LABOR & EQUIPMENT PER SURVEY SET (18 lines) Cost/Line= 18 \$ 590.00 \$ 10,624

Task 1 & 2. TOTAL \$ 40,714

EBO FORM 1
SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

Name of Proposer: Olsen Associates, Inc.

Project Title: Coastal Engineering Services for Beach Renourishment Projects – Annual Contract

Proposal Number: P-29-21 Total Base Proposal Amount (if applicable): \$332,795 incl. subcontractors

***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
CMAR Consulting, LLC	JSEB - Women	GIS mapping & surveys	\$16,276 (4.89%)
Glacier Contracting, Inc.	JSEB -	Construction Services inc. dune maintenance	\$20,060 (6.03%)
Beaches Sea Turtle Patrol	[Not JSEB]	Marine turtle monitoring and relocations	\$6,500 (1.95%)
Oncida LG2 Environmental Solutions	[Not JSEB]	Shorebird surveys and environmental monitoring	\$21,600 (6.49%)
Arc Surveying & Mapping, Inc	[Not JSEB]	Beach and hydrographic physical surveying	\$40,714 (12.23%)

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	\$

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: President

Date: 4/5/2022

Print Name: Kevin R. Bodge, PhD, PE



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.

April 14, 2022

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

THRU John P. Pappas, P. E. *John P. Pappas*
Director of Public Works

FROM: Bill Joyce, P. E., Operations Director
Department of Public Works

Bill Joyce
Robin Smith, P. E., Chief
Engineering and Construction Management Division

RE: P-02-22 Professional Engineering Services for US 1 Corridor Utility Improvement Ph 2

The subcommittee received two (2) proposals for evaluation for the subject project and found them to be responsive, interested, qualified and available to provide the services required by the RFP. A request was submitted to and approved by the Professional Services Evaluation Committee to allow grading of the proposals.

Permission by PSEC was given to evaluate the proposals using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

Based on the above, the following firms listed alphabetically were determined to be the most qualified of those submitting proposals. The ranking of first and second designates the order of qualification of these firms to perform the required services.

1. Four Waters Engineering, Inc.
2. Woolpert, Inc.

We recommend that the above list be forwarded to the Mayor for approval to enter into negotiations with the top ranked firm.

JPP/dh

cc: David D. Hahn, P. E., Engineering and Construction Management
Lori West, Engineering and Construction Management

SS

Evaluation Matrix

EVALUATION SCALE

1-----20

PROJECT NO. P-02-22

QUALIFIED

EXTREMELY QUALIFIED

PROJECT TITLE: Professional Engineering Services for US 1 Utility Corridor

Improvements - Ph 2

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributors Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	Willingness to meet time & budget	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
MAXIMUM POINTS	10	10	5	10	5	10	20	20	10	10	110
Woolpert, Inc.	9.50	9.00	3.50	7.75	4.00	1.50	13.00	14.00	7.00	10.00	79.25
Four Waters Engineering, Inc.	9.50	9.50	2.50	7.50	4.00	10.00	20.00	18.50	5.50	9.00	96.00



ONE CITY. ONE JACKSONVILLE.



City of Jacksonville, Florida

Lenny Curry, Mayor

Jacksonville Fire and Rescue
Emergency Preparedness Division
(904) 255-3110
www.coj.net/jaxready

MEMORANDUM

TO: Greg Pease, Chairman
Professional Services Evaluation Committee (PSEC)

FROM: Todd Smith, Division Chief of Emergency Preparedness, Fire and Rescue Department 
Noah Ray, Emergency Preparedness Supervisor, Fire and Rescue Department 

RE: P-01-22 Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR)

DATE: April 8, 2022

The JFRD/Emergency Preparedness Division has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide the Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR) resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with IEM to provide the Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR) to incorporate the attached Scope of Services, identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be from the date of execution of contract thru July 31, 2023, with no option for renewal. The maximum indebtedness is a not-to-exceed amount of \$100,000. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachments: Exhibits A & B

cc: Alex Baker, PSEC Specialist

Section 4
Description of Services and Deliverables

BACKGROUND

The core capability focus area of this project will be Logistics and Supply Chain Management in support of the Food, Water, and Sheltering Community Lifeline.

The current capability assessment for the Jacksonville (MSA) relies on data provided by the State of Florida, through their Stakeholder Preparedness Review (SPR) 2018 Report. This report was compiled using data gathered from each county within the State, and thus reflects some level of accuracy for local regions. Other contributing factors were evaluated such as: extent of past training, exercise, and planning to address the core capability. Additional regional and county level detail is needed to support future operational planning efforts.

As a requirement of the Regional Catastrophic Preparedness Grant Program (RCPGP), the Emergency Preparedness Division (EPD) is tasked with assessing its risks and capabilities by completing the Federal Emergency Management Agency's (FEMA) Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR). Additionally, the THIRA and SPR process is a vital opportunity for states and urban areas to inform FEMA about their efforts to achieve the National Preparedness Goal and to validate the need for continued grant funding. It is critical that the City of Jacksonville EPO fully demonstrates to FEMA its capacity to prevent, protect against, mitigate, respond to, and recover from catastrophic events and other complex threats and hazards. The City of Jacksonville EPD intends to complete the THIRA and SPR process by leveraging the unmatched expertise and experience of the successful bidder.

MINIMUM ACTIVITIES AND DESCRIPTIONS

Organizational Tasks: Identify Resources (Planning Teams), Conduct Meetings, Coordination

1. The Contractor will work closely with the Local Planning Team (LPT) on all phases of the project. The Contractor will ensure that representatives from participating jurisdictions, local elected officials, local agencies, business, nonprofits, academia, MSA counties or communities, and other relevant stakeholders will have an opportunity to be involved in the planning process.
2. The Contractor will document efforts to include these parties and their participation.
3. Establish minimum standards for participation in the plan. Clearly identify participating agencies and jurisdictions, including documenting how they met the minimum standard for participation. At a minimum, jurisdictions representing the five counties of the Jacksonville MSA (Duval, Clay, Nassau, Baker, St. Johns) are anticipated to participate in this multijurisdictional planning process and shall be invited to participate by the contractor.
4. Thoroughly document and describe the planning process with particular emphasis on how the LPT reviewed and analyzed each section of the plan, and if each section was revised as part of the update process.
5. Analyze existing capability by identifying, reviewing, and incorporating existing plans, studies, reports, and technical information into the planning process. This could include local comprehensive plans, hazard specific plans, local ordinances, Capital Improvement Plans (CIPs),

warning systems, Wildfire Protection Plans, public education initiatives, local building codes/zoning ordinances, Floodplain Management Plans, and others.

6. Utilize existing GIS information and tools for identified hazards, and suggest corrections or updates of GIS information as necessary.

Planning Tasks: Conduct THIRA/SPR

1. Conduct a Threat and Hazard Identification and Risk Assessment and Stakeholder Preparedness Review for the Jacksonville Metropolitan Statistical Area, which includes five counties (Duval, Clay, Nassau, Baker, St. Johns), in accordance with the Comprehensive Preparedness Guide (CPG) 201, 3rd Edition.
2. Provide a summary of the comprehensive literary review of existing relevant documentation.
3. Develop a Project Course of Action incorporating findings and best practices.
4. Submittal of multiple draft versions of THIRA and SPR for review and discussion with LPT.
5. Facilitating core planning team meetings/work sessions as identified in the Course of Action.
6. Conduct stakeholder Meetings and/or outreach to gather appropriate input on the plan.

Fundamental THIRA/SPR Components

THIRA Step 1: *Identify Threats & Hazards (natural hazards, technological hazards, human-caused incidents).* Identify community specific risks and determine the capability needed to address those risks.

- a. Work with the communities to identify their threats and hazards of greatest concern and are the worst-case, most likely events that might occur in the region.
 - i. This specifically includes identifying all potential threats and hazards so that the resulting family of threats and hazards describes impacts that can pose significant challenges to all 32 core capabilities.

THIRA Step 2: *Add Contexts and Impacts.* Develop context descriptions and estimate impacts, which will be used to inform capability targets.

- a. Give context to the threats and hazards that were previously identified in Step 1. This will illustrate the impacts that each hazard will have on the community. The context includes critical details such as, location, magnitude, time of day, atmospheric conditions, social and physical vulnerabilities, and other factors that might affect the size of the impact on the community.

THIRA Step 3: Set Capability Targets.

- a.* Utilize standardized target statements as provided by FEMA, which provide the framework for capability targets for each core capability.
 - i.* This describes the level of capability the jurisdiction plans to work toward achieving for each of the 32 core capabilities.
 - ii.* These capability targets are not a reflection of a community's current capability and represent a long-term desired capability level.
- b.* Identify the threat and hazard that most stresses each target and describe and update current capabilities. Provide additional information to contextualize their quantitative assessment.
- c.* Identify and describe how their capability has changed over the past year, broken down by capability lost, sustained, and built.
- d.* Rate confidence in the accuracy of their data and identify the sources of that confidence.

SPR Step 1: Assess Capabilities. Using the same language as their targets, identify and update current capabilities. Provide additional information to contextualize their quantitative assessment.

- a.* Identify and describe how their capability has changed over the past year, broken down by capability lost, sustained, and built.
- b.* Rate confidence in the accuracy of their data and identify the sources of that confidence.

SPR Step 2: Identify and Address Capability Gaps. Quantify capability gaps and provide additional context aligned with each POETE area.

- a.* Determine capability gaps, identify relevant POETE area(s), and assign a priority rating.
- b.* Once gaps are identified, identify POETE areas in which they plan to address

SPR Step 3: Describe Impacts of Funding Sources. Indicate the extent to which relevant funding sources-including but not limited to a community's own resources and Federal and state grants-played a role in building and sustaining the capabilities assessed by the capability targets.

- a.* Assess the Role of Funding for Building and Sustaining Capabilities

- i. Estimate the degree to which various funding sources, including but not limited to communities' own resources and Federal and state grants, impacted the building and sustainment of the capabilities assessed by the capability targets.

b. Assess the Role of Funding in Real-World Incidents

- ii. Describe the impact that capabilities built or sustained with different funding sources had in real-world incidents over the past year. This is intended to capture how they used previous years' investments since the last assessment.

Presentation and Final Product

The final product will incorporate the totality of identified hazards, impacts, capabilities, targets, and gaps for the Jacksonville MSA. The product will be introduced in a formal presentation at least one week prior to the delivery of the final document and completion of the project. All RCPGP and planning staff will attend this briefing so as to understand the findings, analysis, and ensure the documents are prepared, edited, and formatted according to City of Jacksonville Emergency Preparedness Division planning standards.

The final THIRA/SPR will be formatted according to DHS/FEMA standards using forms, terms, workbooks, and templates compliant with DHS/FEMA requirements. All finalized documents will be submitted to the Florida Department of Emergency Management (FDEM). The Regional THIRA and SPR will be used as a baseline for other regional safety and security programs and therefore it is paramount that the final THIRA product is found acceptable by FDEM and FEMA. This final and approved product will be delivered to the RCPGP Planning Coordinator in editable formats.

Final Deliverables - No later than July 31, 2023

1. Sign-in Rosters for project meetings
2. Comprehensive literary review identifying relevant existing documentation
3. Completed THIRA/SPR submitted in the most current DHS/FEMA recommended format during fiscal year of completion.
4. Project overview and findings presented in a stakeholder presentation (recommended no later than 1 week prior to final project completion)

Contractor Project Management and Travel

1. Work performed that is necessary to plan, develop, promote, and administrate the project. This activity also supports the travel and related costs for "in-person" activities to conduct workshops and to meet with the City's project liaisons.
2. Contractor will provide required documentation to COJ EPD on a trimonthly basis (every three months) to assist the lead fiscal agent with completion of quarterly financial and performance reports. Elements for this report shall be at a minimum:
 - a. Dates covered in report.
 - b. Total expenditures to date.
 - c. Cost Overrun Projections.
 - d. Cost Underrun Projections.
 - e. Project Status (On Schedule, Delayed, etc.).
 - f. Percentage of Project Completed.
 - g. Progress Summary Narrative.
 - h. Work Remaining Summary Narrative.
 - i. Problems encountered during reporting period.
 - j. Additional Comments or Requests for Additional Assistance.
 - k. Any other data points the contractor wishes to report on

PROPOSAL GUIDELINES AND MINIMUM CONTRACTOR QUALIFICATIONS

NOTE: Vendors who do not meet minimum qualifications below will not be evaluated.

The consultant "team" must be staffed (minimally) by at least two (2) qualified personnel, one of whom will be identified as the lead (or senior) and one of whom will be identified as support. Preference will be to a Subject Matter Expert (SME), as determined by COJ EPD. Subject matter experts and/or experienced THIRA/SPR planners may also be utilized for project planning on specific topics relevant to the Resilience Initiative Project.

1. Provide reference to all previous THIRAs completed within the last five (5) years.
2. Provide an action plan in narrative format (lists are acceptable) that describes the proposed course of actions necessary to complete the THIRA/SPR planning process as it relates to the regional Resilience Initiative Project. Action plan must address the Organizational and Planning tasks outlined within this RFP. The proposed action plan should demonstrate working knowledge of the THIRA/SPR process.
3. Lead Personnel - Must demonstrate 5 years of documented experience developing a THIRA/SPR including project action plans.

4. **Lead Personnel** - Must have knowledge and experience with computers for instruction, presentation, facilitation of virtual meetings, hazard analysis, and any additional uses required by the action plan.
5. **Supporting Personnel** must have a minimum of 5 years of relevant experience, at least four of which must be with target audiences comprised of THIRA/SPR management, building, and sustaining capabilities, and experience in simulation-based project performance evaluations.
6. Submit Resumes/CVs of lead and support staff.
7. Submit a THIRA exemplar for review (last five years) or evidence thereof.
8. **Price Proposal** - To assist in the Consolidated City of Jacksonville/Duval County Emergency Preparedness Division's evaluation of proposals, proposers will provide a single firm fixed price for total of all services requested including all materials supplied by the proposer and travel, if applicable. This cost will assume the finalization of the THIRA/SPR project.

Once a proposal is opened, a Contractor shall be expected to maintain an availability of service as set forth in its proposal for the stated prices and for the full contract term and responses to the RFP, including costs.

All Final Deliverables as described within this RFP must be completed, accepted, and invoiced no later than COB five business days following completion of project delivery.

The following evaluation factors, grouped by relative order of importance, will be used in determining the best-qualified offers:

1. PROPOSAL

- i. Development of a Programmatic Action Plan for performing required services.
- ii. Utilization of THIRA/SPR materials based on current Federal Emergency Management Agency (FEMA) approach to completing a regional level risk assessment.
- iii. Have specific experience in providing the requested service as:
 - Qualifications and relevant experience of personnel proposed to oversee the project
 - The ability to cite relevant work experience, upon request
 - Compliance with the RFP specifications

- Overall quality and completeness

PRICING

Overall cost of supplies, material, logistics, travel, and personnel.

SCOPE OF SERVICE

Capacity to implement all organizational and planning tasks identified within this RFP.

Project	Tentative Start Date	Tentative Completion Date
Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR)	Upon award, Estimated April 2021	No later than July 31, 2023

 (End of Section 4)

Form 1 - Price Sheet

NAME OF CONSULTANT Innovative Emergency Management, Inc.

Proposal Number P-01-22

SCHEDULE OF PROPOSED PRICES/RATES

1. Flat Fee (payable upon completion of project or upon completion of listed deliverables):
Total Cost - \$99,687

2. If charges are based on hours worked, the hourly direct labor rates (without Fringe Benefits) are:
Principal (Partner or Senior Officer): \$69.87 hr.
Project Manager (Responsible Professional): \$66.77 hr.

3. Other Direct Project Costs per Unit (please specify)
Total Travel Cost - \$2,429

4. Estimated percentage of total fee to be performed by sub-contractors 0%

5. Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel
 - Subject Matter Expert - \$97.04/hr.
 - Senior Consultant - \$55.90/hr.
 - Consultant - \$45.03/hr.
 - Junior Consultant - \$40.37/hr.
 - Program and Administrative Support - \$26.01/hr.



City of Jacksonville, Florida

Lenny Curry, Mayor

Employee Services Department
City Hall, 117 West Duval St., Suite 150
Jacksonville, Florida 32202

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MEMORANDUM

To: Greg Pease, Chairperson
Professional Services Evaluation Committee

From: Mary DiPerna, Chief, Compensation and Benefits
Carolina Teran-Oceguera, Manager, Compensation and Benefits

Re: Certification Letter for P-12-22 Medical ASO, Pharmacy Benefit Management Services, Stop Loss, EAP, Well-being and Chronic Condition Management Services

Date: April 1, 2022

Mary DiPerna
Carolina Teran-Oceguera

Please take the appropriate action to issue a Request for Proposal (RFP) referenced above.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of this RFP is to select a qualified provider who is interested and capable of providing Medical ASO, Pharmacy Benefit Management Services, Stop Loss, EAP, Well-being and Chronic Condition Management Services for City employees, retirees, and eligible dependents, and those employees of several outside agencies.
2. The objectives of this service are to provide services at affordable and competitive costs.
3. The estimated period of time that the plan will be needed is January 1, 2023 through December 31, 2027.
4. The estimated cost is unable to be determined at this time. This information can be provided after the final fee and contract negotiations.
5. The proposed service will not be duplicated because the current contract expires on December 31, 2022.
6. List of current contracts or prior services that will be related to the proposed service. Florida Blue currently has the contract, and it will expire December 31, 2022.
7. The City cannot perform this service due to lack of personnel.
8. A subcommittee composed of Mary DiPerna, Chief, Compensation and Benefits (255-5552) and Carolina Teran-Oceguera, Manager, Compensation and Benefits (255-5553) will accept and review all proposals submitted for this service.
9. The funding source for internal billing is Fund 56201, Center 131103, and Account 545091 and 545092.



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10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process.
11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated May, 2018

(See: <http://inside.coj.net/op/pr/default.aspx>)



Subcommittee Member Signature

Chief, Compensation and Benefits

TITLE



Subcommittee Member Signature

Manager, Compensation and Benefits

TITLE



City of Jacksonville, Florida

Lenny Curry, Mayor

Employee Services Department
City Hall, 117 West Duval St., Suite 150
Jacksonville, Florida 32202

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MEMORANDUM

To: Greg Pease, Chairperson
Professional Services Evaluation Committee

From: Mary DiPerna, Chief, Compensation and Benefits
Carolina Teran-Oceguera, Manager, Compensation and Benefits

Re: Certification Letter for P-13-22 Pharmacy Benefit Management Services

Date: April 1, 2022

Mary DiPerna
Carolina Teran-Oceguera

Please take the appropriate action to issue a Request for Proposal (RFP) referenced above.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of this RFP is to select a qualified provider who is interested and capable of providing Pharmacy Benefit Management Services for City employees, retirees, and eligible dependents, and those employees of several outside agencies.
2. The objectives of this service are to provide services at affordable and competitive costs.
3. The estimated period of time that the plan will be needed is January 1, 2023 through December 31, 2027.
4. The estimated cost is unable to be determined at this time. This information can be provided after the final fee and contract negotiations.
5. The proposed service will not be duplicated because the current contract expires on December 31, 2022.
6. List of current contracts or prior services that will be related to the proposed service. Florida Blue currently has the contract, and it will expire December 31, 2021.
7. The City cannot perform this service due to lack of personnel.
8. A subcommittee composed of Mary DiPerna, Chief, Compensation and Benefits (255-5552) and Carolina Teran-Oceguera, Manager, Compensation and Benefits (255-5553) will accept and review all proposals submitted for this service.
9. The funding source for internal billing is Fund 56201, Center 131103, and Account 545091 and 545092.
10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process.



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City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division

Ed Ball Building

214 N. Hogan Street, Suite 800

Jacksonville, Florida 32202

March 17, 2022

Ref: P-04-22 Aerial Imagery Services

Dear Consultant:

The Duval County Property Appraiser's Office and the City of Jacksonville, Florida, will require the professional services of a consultant/firm to provide the referenced services. Attached is a copy of the Request for Proposals (RFP).

In order to establish a list of qualified, interested, and available people, this letter is being directed to you. If interested in providing the specific services, please provide the City with the following:

- A) ONE (1) MANUALLY SIGNED ORIGINAL proposal, TWO (2) HARD COPIES, and SIX (6) EXACT COPIES on USB flash drives (in .pdf format, excluding financial statements), unless additional copies are otherwise requested in the RFP, specifically stating your interest and any other specific information or statements called for in the enclosed Request for Proposals.
- B) Complete information about your firm and staff qualifications.
- C) A list of projects which indicate specific background and experience in the area being considered.
- D) If requested by the City of Jacksonville, a quotation of proposed rates, fees or charges, and other detailed cost proposal or cost breakdown information.
- E) **Please note: Three (3) copies of the firm's financial statement (if required), may be submitted in sealed envelopes, each envelope clearly labeled "Pursuant to Section 119.071(1)(c), Florida Statutes, the document contained herein is exempt from the mandatory disclosure requirements of the Florida Public records Law. Accordingly, it is not Subject to Public Inspection." Include your firm's name and the number of the project as shown above. In certain cases (roads and public works projects) it may not be subject to the Public Records Law.**

Please note:

- 1) Section 126.110 of the Purchasing Code requires that a public official who has a financial interest in a bid or contract make a disclosure at the time that the bid or contract is submitted or at the time that the public official acquires a financial interest in the bid or contract, including but not limited to the public official's name, public office or position held, bid or proposal number, and the position or relationship of the public official with the bidder or proposer.
- 2) A person or affiliate who has been placed on the State of Florida convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.