

PUBLIC NOTICE  
PSEC AGENDA  
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING  
Thursday, July 01, 2021, 10:00 a.m.  
Eighth Floor, Conference Room 851  
Ed Ball Building, 214 N. Hogan Street  
Jacksonville, FL 32202

HYBRID MEETING

Join Zoom Meeting

<https://us02web.zoom.us/j/86268415008?pwd=UHlBakl6KzRuemYrdHRW5GJ3bkdlZz09>

Meeting ID: 862 6841 5008

Passcode: 657328

Committee Members: Gregory Pease, Chairman  
Paul Barrett, Treasury  
David Migut, OGC

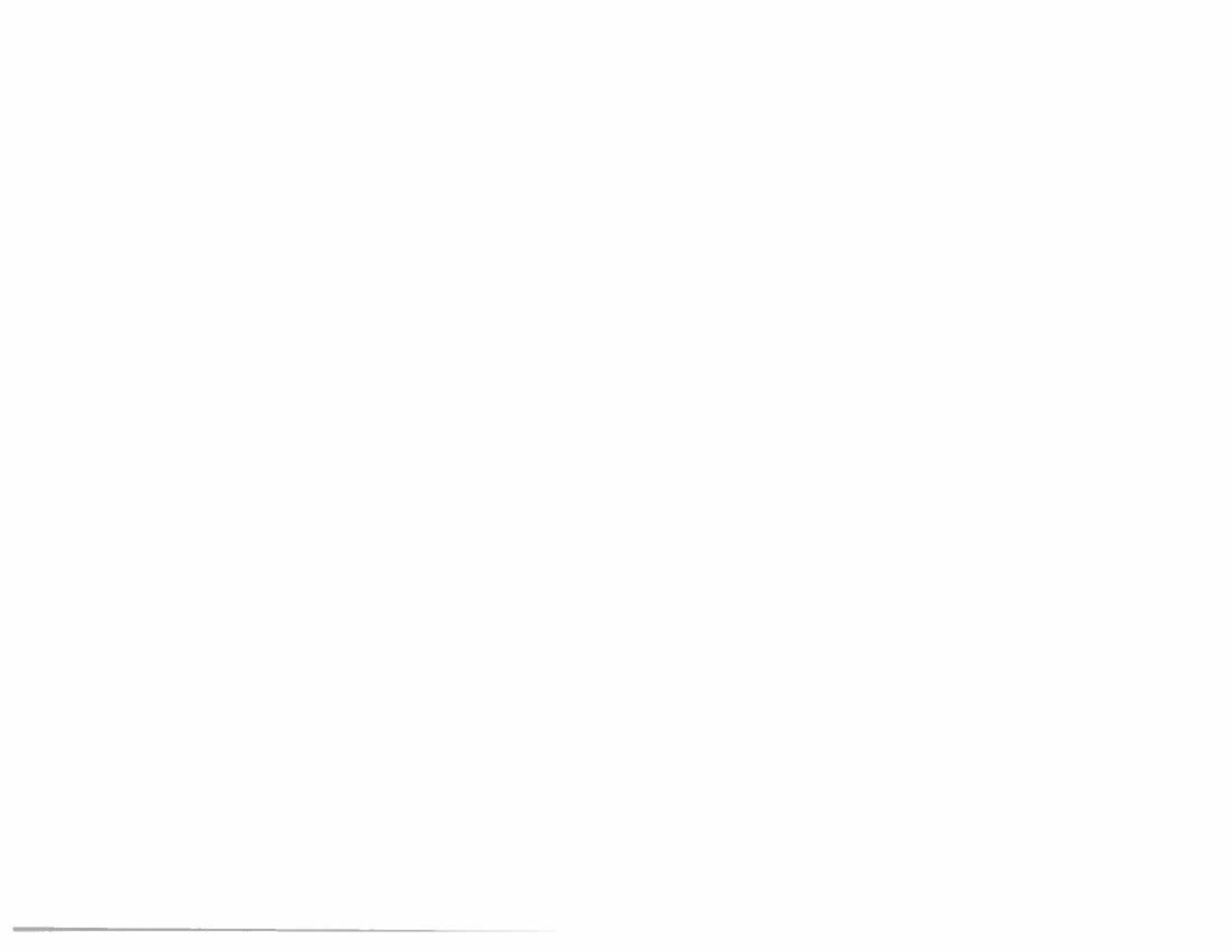
<i>Subcommittee Members</i>	<i>ITEM #</i>	<i>TITLE &amp; ACTION</i>	<i>MOTION</i>	<i>CONTRA EXP</i>	<i>OUTCOME</i>
Saralyn Grass Tyrica Young	P-06-21	Fee & Contract Negotiations Community Needs Assessment & GAP Analysis Research Project Kids Hope Alliance	That the City of Jacksonville/Kids Hope Alliance enter into a contract with NLP Logix, LLC, for the provision of A Community Needs Assessment & GAP Analysis Research Project that incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee Summary identified as Exhibit 'B'; the initial period of service shall be from execution of the contract through June 30, 2022 with four (4) one-year renewal options available at terms mutually agreeable; the maximum indebtedness shall be a not-to-exceed amount of \$202,125.00. all other terms and conditions are per the RFP and the City's standard contract language.		
Diane Moser Leah Hayes	P-17-21	Subcommittee Report Drug and Alcohol Screening Program Employee Services Department	It is the consensus of the committee that the one proposal received in response to the Request for Proposal (RFP) was found to be responsive, interested, qualified and available to provide the required services and that company is: 1. Solantic dba Care Spot We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>Solantic dba CareSpot</u> , the number one ranked company.		
Diane Moser Leah Hayes	P-11-21	Fee & Contract Negotiations Occupational Health & Medical Services Employee Services Department	That the City of Jacksonville enter into a contract with Ascension St. Vincent's Full Service Urgent Care, LLC, for the provision of Occupational Health & Medical Services; that incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee Summary		

			identified as Exhibit 'B'; the period of service is from Execution of the contract through one (1) year with four (4) one-year renewals at terms mutually agreeable; the maximum indebtedness is a not-to-exceed annual amount of \$510,000.00. All other terms and conditions are per the RFP and the City's standard contract language.		
Diane Moser Leah Hayes	P-18-21	Fee & Contract Negotiations Classification & Pay Study Employee Services Department	That the City of Jacksonville enter into a contract with Dynamic Corporate Solutions, Inc., for the provision of a classification and pay study that incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee Summary identified as Exhibit 'B'; the period of service is from Execution of the contract through one (1) year with two (2) one-year renewals at terms mutually agreeable; the maximum indebtedness is a not-to-exceed amount of \$61,625.00. All other terms and conditions are per the RFP and the City's standard contract language.		
Robin Smith Thomas McKnight	P-43-20	Fee & Contract Negotiations Construction Engineering and Inspection Services for the Emerald Trail Tier 1 Projects Department of Public Works/Engineering & Construction Management Division	That the City of Jacksonville enter into a contract with Meskel & Associates Engineering, PLLC for Construction Engineering and Inspection Services for the Emerald Trail Tier 1 Projects that incorporate the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B'; provide a not-to-exceed limit for Construction Engineering and Inspection Services in the amount of \$674,732.89; the maximum indebtedness to the City shall be \$674,732.89 and the period of services shall be from date of execution of the contract to project completion. All other terms and conditions are per the RFP and the City's standard contract language.		
Christopher LeDew John Kolczynski	P-08-16	Contract Amendment No. 6 Traffic Engineering Services – Traffic Signals, System Design and Simulation Department of Public Works Traffic Engineering Division	That Contract No. 3704-22, originally executed March 18, 2016, between the City of Jacksonville and Arcadis, US, Inc., for Traffic Engineering Services-Traffic Signals, be amended to: (i) increase the maximum indebtedness by \$500,000.00 to a new not-to-exceed amount of \$6,700,000.00. All other terms and conditions, as previously amended, shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures, and applicable Federal and State laws.		
Todd Smith Steve Woodard	P-09-21	Fee & Contract Renewal Negotiations Disaster Recovery and Mitigation Consulting Services for Incidents and Events Jacksonville Fire and Rescue Department/Emergency Preparedness Division	That the City of Jacksonville enter into a contract with Ernst & Young LLP to provide Disaster Recovery & Mitigation Consulting Services for Incidents and Events to incorporate the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for Two (2) years from date of execution of		

			the Contract, with three (3) one-year renewal options available at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of \$1,200,000 annually. All other terms and conditions are per the City's standard contract language and as provided in the Request for Proposals.		
Brennan Merrell Randall Barnes	T-05-21	Subcommittee Report Investment Custody and Securities Lending Services Finance and Administration Department/Treasury Division	It is the consensus of the of the committee that of the three (3) proposals received in response to the Request for Proposal(s) all were responsive, interested, qualified and available to provide the required services. The ranking of first, second and third designates the order of qualification of these companies to perform the required services and alphabetically they are: 1) BNY 2) Northern Trust 3) State Street We recommend the above list is forwarded to the Mayor for final selection so that fee, and contract negotiations may begin with BNY, the number one ranked firm.		
Randall Barnes Patrick Greive		Informational Update Finance and Administration Department/Treasury Division	In accordance with Section 126.313 of the Purchasing Code and the related Treasury and Pension Procurement Procedures, and after careful consideration, the City's Treasury Division selected the following firms to provide the indicated services related to the anticipated Special Revenue 2021A&B and Special Revenue Refunding 2022A bond issuances: Wells Fargo (paying agent/registrat/escrow agent), Bond Resource Partners (Verification agent), S&P (ratings), Fitch (Ratings), Kroll (Ratings), Imagemaster/MuniOS (Printing), Jefferies/Ramirez/RBC (SR 2021AB Underwriters), BAML/Citigroup/Raymond James (SR 2022A Underwriters), Bryant Miller Olive (Disclosure Counsel), and Greenberg Traurig (Bond Counsel). The City will also engage Bank of America as the provider of its Direct Pay Letter of Credit for the next two years.		
MEETING ADJOURNED					

cc: Council Auditor  
Subcommittee

*"The next PSEC Meeting is scheduled to be held on Thursday, July 15, 2021"*



# KIDS HOPE ALLIANCE

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## MEMORANDUM

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

**FROM:** Saralyn Grass, Chief Administrative Officer  
KIDS Hope Alliance  
  
Tyrica Young, Director of Research & Grants  
KIDS Hope Alliance

**RE:** P-06-21 A Community Needs Assessment & GAP Analysis Research Project

**DATE:** June 25, 2021

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The Kids Hope Alliance has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide the A Community Needs Assessment and GAP Analysis Research Project 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 NLP Logix, LLC to provide A Community Needs Assessment and GAP Analysis Research Project to incorporate the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for July 1, 2021 through June 30, 2022, with up to four one-year renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of \$202,125 (\$198,625 as per their proposal for services + \$3,500 for a possible additional 20 hours of work, if needed). 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**

**4.1 Introduction**

Recognizing that the needs of children and youth in Duval County, Florida far exceeds the resources and support systems available, KHA is seeking responses to this RFP from qualified consultants to provide services to conduct a community needs assessment, gap analysis, and develop a final report detailing the assessment findings and recommendations.

The City of Jacksonville provides funding for children's programs through KHA. KHA Board consists of seven members appointed by the Mayor and confirmed by the City Council, five liaisons representing the Sheriff, State Attorney, Public Defender, Duval County Public Schools and a member of the City Council attend all KHA Board meetings. These members bring to KHA an understanding of policies and programs affecting children, knowledge of the diverse and multi-cultural needs of the community and a firm commitment to improving the welfare of children and their families.

*Our Vision*

Every child and youth will reach their academic, career and civic potential.

*Our Mission*

To build and ensure access to a continuum of comprehensive and integrated programs, services and activities that addresses the critical needs of children and youth.

KHA funds children's services in each of the five Essential Services categories which are currently defined as follows:

1. Essential Service Category: Out of School Time  
KHA Funded Program Types: After school programs, summer camp programs, nutrition out of school/therapeutic services  
Additional Program Types: Case Management, One on One tutoring, and Mental Health Counseling,
2. Essential Service Category: Special Needs  
KHA Funded Program Types: Grief Counseling, Trauma Response/Training, Full-Service Schools, Youth Empowerment, art/music therapy, Developmental services, homeless teen services, short term residential crisis care  
Additional Program Types: Training to help programs incorporate children with disabilities, OST programs for moderate to severe disabilities
3. Essential Service Category: Juvenile Justice  
KHA Funded Program Types: Diversion, Prevention, Pre-Trial Services  
Additional Program Types: Transitional Services, Educational Resources, Career Development Programming, Expungement, Job Placement Services
4. Essential Service Category: Early Learning  
KHA Funded Program Types: Program Quality/Workforce Development Grant, School readiness scholarships, Childcare Enhancement Funding, Book club, Staff accreditation, Head Start  
Additional Program Types: curriculum package grants, technology/internet access grants, scholarships for the workforce, health kids for classrooms,
5. Essential Service Category: Teens and Pre-Teens

*Exhibit A*

KHA Funded Program Types: scholarships, test prep, teen centers, academic support, case management, mentoring, apprenticeships, internships, teen leadership programming, expressive arts, career/college readiness

Additional Program Types: Life skill development, Technical Skill development (teen coding/STEM), soft skills, entrepreneurship

More information about KHA, including its location, services, programs, and affiliations may be found on our website at <http://kidshopalliance.org/>

#### 4.2 Funding Availability

There is not a funding maximum on this solicitation, however KHA reserves the right to negotiate with the chosen applicant based on the proposed cost.

#### 4.3 Deliverables

The following table outlines the minimum requirements for the deliverables listed below (each a "Deliverable"):

Deliverable	Associated Research Question
Needs Assessment (includes primary and secondary data analysis)	<ul style="list-style-type: none"> <li>What are the needs of children, youth and families in Duval County, Florida, based on current and historical indicator trends (derived from primary and secondary data sources)? Needs may be categorized as perceived, expressed, absolute, and/or relative; see "What are Community Needs" at <a href="https://www.galaxydigital.com/blog/community-needs-assessment/">https://www.galaxydigital.com/blog/community-needs-assessment/</a>.</li> </ul>
Gap Analysis (includes community resource inventory)	<ul style="list-style-type: none"> <li>What gaps exist related to availability and funding for programs and services to support identified needs of Duval County children, youth and their families?</li> <li>How does KHA allocate resources (current and historically) in relationship to the identified needs of children, youth and families in Duval County, Florida?</li> <li>What alternate funding sources (other than KHA and may include sources such as government, corporations, or foundations) exist to support programs and services to meet the needs of Duval County children, youth, and their families?</li> <li>What barriers exist that prevent local child and youth-serving organizations from pursuing and/or securing alternate funding sources?</li> <li>How can KHA help build capacity of local child and youth-serving organizations to encourage them to pursue and secure alternate funding sources?</li> </ul>
Comprehensive Report Development	<ul style="list-style-type: none"> <li>Based on the data collected, how should KHA be targeting its funding to meet the needs of our community and fill in gaps where other funding sources do not exist?</li> <li>Are there elements of KHA's current funding portfolio that should be changed, if other sources exist to fund them?</li> <li>Are there elements of the essential services plan that should be changed based on the analyzed data?</li> </ul>
Recommendations for Results/Report Dissemination	<ul style="list-style-type: none"> <li>How should KHA make the results of this study known to its stakeholders?</li> </ul>

Examples of Work to Achieve Deliverables:

EXHIBIT A

- Gather qualitative data using focus groups, town hall meetings/public forums, direct or participatory observation, and key-informant interviews to gather primary data
- Creates and distributes surveys
- Conducts meta-analysis of historical KHA reports
- Performs qualitative and quantitative data analysis using primary and secondary sources
- Creates images (i.e., tables, graphs, charts, diagrams, maps, etc.) to illustrate findings from secondary data analysis
- Identify trends with a detailed final report to include details of the assessment's findings and recommendations

#### **4.4 Method of Payment**

Contractor will be paid on successful completion and acceptance of Deliverables in accordance with Contractor's budget approved by KHA. No payments will be made until a Deliverables is submitted and accepted by KHA. Acceptance by the City shall occur only when all of the requirements for a Deliverable have been completed to the City's satisfaction and the City shall have provided written notice thereof to Contractor.

#### **4.5 ACH Clearing House**

KHA will make payments via the Automated Clearing House (ACH) method of payment and the Contractor agrees to timely complete and submit such forms as necessary to establish such payment method.

#### **4.6 Termination**

In addition to the remedies provided in Section 3.23 and 3.24 of this RFP, upon Contractor's receipt of a notice of termination for an Event of Default, and, except as otherwise directed, Contractor shall:

- A. Cease providing Services under the Contract on the date and to the extent specified in the notice of termination.
- B. Prepare all necessary reports and documents required under the terms of the Contract up to the date of termination, including the final report without payment for Services rendered in completing said reports beyond the termination date.

(End of Section 4 - Remainder of page intentionally left blank)

EXHIBIT 'A'



Form 1 - Price Sheet

NAME OF CONSULTANT NLP Logix, LLC

Proposal Number P-06-21

**SCHEDULE OF PROPOSED PRICES/RATES**

1. Total Fee for Services (payable upon completion of project or upon completion of listed deliverables):  
\$198,625.00

2. If additional work is requested (beyond deliverables listed below) what are your charges based on hours worked, the hourly direct labor rates (without Fringe Benefits)? (You may or may not have different rates - that is up to you.)

Principal (Partner or Senior Officer): \$ 175 hr.

Project Manager (Responsible Professional): \$ 175 hr.

3. Estimated percentage of total fee to be performed by sub-contractors 22 %

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

5. Project Costs per Deliverable:  
Complete chart on subsequent pages. You may edit or move around information in rows or add rows as needed. Please keep the columns the same.

Elh:bit B'





# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Employee Services  
City Hall at St. James  
117 W. Duval Street, Suite 100  
Jacksonville, Florida 32202  
(904) 255-5600  
[www.coj.net](http://www.coj.net)

ONE CITY, ONE JACKSONVILLE.

## MEMORANDUM

DATE: June 25, 2021

TO: Gregory Pease, Chairman  
Professional Services Evaluation Committee

FROM: Lech Hayes, Division Chief of Talent Management  
Employee Services Department

Diane F. Moser, Director  
Employee Services

A handwritten signature in black ink, appearing to read "Lech Hayes", written over a horizontal line.

SUBJECT: P-17-21 Drug and Alcohol Screening Program

The subcommittee received one (1) proposal for Drug and Alcohol Screening Program and found it to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP).

The proposal was evaluated using the selection criteria outlined in the Purchasing Code and augmented by the RFP.

Based on the above, the following firm was determined to be qualified to perform the required services:

- 1) Solantic, dba Care Spot

Please advise us when this item is placed on your agenda so we may be present. After full committee review, we request that this item is sent to the Mayor's Office for final decision.

Attachment: Scoring Matrix







# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Employee Services  
City Hall  
117 W. Duval St Suite 100  
Jacksonville, Florida 32202


ONE CITY, ONE JACKSONVILLE.

## MEMORANDUM

DATE: June 25, 2021

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

FROM: Leah Hayes, Chief of Talent Management  
Employee Services Department  
Diane F. Moser, Director  
Employee Services Department



RE: P-11-21 Occupational Health and Medical Services

The Employee Services Department has negotiated with the number one ranked consultant, Ascension St. Vincent's Full Service Urgent Care, LLC that submitted a proposal and was selected to provide the Occupational Health and Medical Services in the attached Description of Services and Deliverables, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Ascension St. Vincent's Full Service Urgent Care, LLC that incorporates the attached Description of Services and Deliverables identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for one year from date of execution of the contract, with four (4) one-year renewals at terms mutually agreeable. The annual maximum indebtedness is a not-to-exceed amount of \$510,000.00. 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

# Exhibit A

## Section 4 Description of Services and Deliverables

The services required by this RFP are listed below. They must all be sufficiently addressed in your proposal to be given full consideration in the scoring process, and the response may be disqualified if it is not clearly answered, or not answered at all.

A. The Proposer and all subcontractors must have, at a minimum, the insurance limits as illustrated in 3.21, Insurance Certificates of Coverage, should be provided with your Audited Financial Statements of your proposal response. The Proposer that is awarded this business, and subcontractors used, must keep all required insurance in force and provide an Insurance Certificate of Coverage each year at renewal with the required letter of renewal.

B. Each Proposer must provide responses to all requested information in this RFP and provide information in the proposal to demonstrate their capabilities, past and present, in providing the following services:

1. A comprehensive occupational health and medical services proposer network that will adequately provide local access for all City employees who will require these services.
2. Realistic and competitive rates/ fees for the requested services.
3. Multi-year rate/fee guarantee period.
4. Excellent and timely customer services - wait time for employees must not be more than 15 minute at any visit.
5. A comprehensive reporting package that at a minimum provides what has been requested in this RFP.
6. Legal and legislative updates to the City for any issues regarding changes in state and federal statutes and legislation in Occupational Health and related medical contracted services.
7. Facilities must be private, clean, well furnished, and have adequate storage space and service areas for all functions requested by this RFP.
8. Parking facilities must be sufficient, as described elsewhere in this RFP.
9. Must be HIPAA-compliant and use electronic medical records systems.
10. Qualified, educated, licensed, and well-trained staffing available to provide services 24/7 in all areas required by this RFP.

C. All renewals, including all fees, services, or changes to the contract shall be presented to the City in writing no later than January 31 of each year prior to the renewal date of September 1st of the following year. Notice of non-renewal must be submitted in writing to the City no later than two hundred and seventy (270) days prior to the contract expiration date.

- D. All letters, forms, and other written correspondence that your company will use to communicate with City employees must be included in the proposal.
- E. All forms and documents necessary for plan administration will be provided by the Proposer, including electronic access to the City of relevant information. This shall be provided solely at the Proposer's expense.
- F. At a minimum, the Proposer will be responsible for the following related services:
  - 1. Verification of City employee eligibility, and services requested by the City and protected file maintenance of employees' records.
  - 2. Initial response to the City's and/or employees' inquiries with the resolution of issues no later than the close of the business the day following the day in which the inquiry was received or information was provided.
  - 3. Company personnel shall be available for consultations with the City's staff or consultants, as requested.
  - 4. Contractual changes must be mutually agreed upon and approved in writing by the City before implementation. All contractual changes will only be made on the program anniversary date of September 1, unless otherwise requested or required by the City, or legislative amendments.
- G. Only the services for which your company is selected by this RFP may be provided to City employees. No other products, goods or services shall be solicited or sold to City's employees. The City will request the removal of any company or company representative violating this rule.
- H. The Proposer shall not use any list of City employees' names to solicit any products, goods or services in the employees' home or worksite either in person, by direct mail, phone, electronically or any other form of communication or solicitation. Proposer shall not sell, lease, give or provide employee names to other agents, company representatives, companies or business entities. Most names and addresses of employees are protected by Florida Statutes. A signed affidavit shall be required from the proposer addressing this requirement. Complete Non-solicitation Affidavit Form I.
- I. The Proposer must be able to respond to the City's request to change or modify the existing Occupational Health and Medical Services Program from time to time, as requested by the City or required by law.
- J. Once awarded, the successful Proposer must agree to timely amending the agreement or contract as the City changes or modifies the City's Occupational Health and Medical Services Program. They must be able to accommodate changes in design, funding arrangements, or any other reasonable changes, and meet the needs of the City and its employees, as required.
- K. The Proposer shall remit bill no later than 45 days following 1<sup>st</sup> day of month during which services rendered. The City will have 15 working days to communicate any discrepancies to the Proposer. Payment for undisputed amounts shall be paid to Prosper no later than 20 days after receipt of the bill. For any disputed amounts, the parties agree to resolve such dispute no later than 45 days after receipt of the bill by the City on which the alleged discrepancies appeared.



L. The successful Proposer shall maintain internal and external privacy policies and controls that are HIPAA compliant and adequately protect all HIPAA sensitive information and data handled by the Proposer. The successful Proposer must provide documentation that their company is HIPAA compliant. The internal and external privacy policies and controls must be provided even if the Proposer is not bound by HIPAA.

M. The successful Proposer must assist the City in the implementation and education process of the City's Occupational Health and Medical Services Program.

N. The successful Proposer will be responsible for:

1. Providing reliable, accurate electronic records acceptable to the City, and bearing the cost for all programming and software.
2. Producing, monitoring, and maintaining a website updated as necessary for users at the City to disseminate information. This information will be kept updated by the Proposer on a timely basis.

O. Data and Information Entries: The Proposer shall store all data and information for the life of the contract and three (3) years following the termination of the contract and agree to provide the data and information to the City upon request within five (5) working days. Some records will be required to be kept for ten (10) years, as noted elsewhere in this RFP.

P. The successful Proposer shall perform all administrative and record keeping functions necessary to ensure the accurate accounting and reporting of services.

Q. The Proposer shall perform the following functions:

1. A system of internal controls shall be in place to prevent fraud, negligence, incompetence, protection of privacy, or process of an inept system. It shall be the proposer's responsibility to identify all problems in this area and to initiate timely corrections or modifications to its operating systems when problems are discovered. The proposer shall advise the City in writing, within twenty four (24) hours, of any potential or existing problems and be in a position to make recommendations on how to correct the problem.
2. The successful Proposer shall book and record all payments received for charges incurred. The proposer shall be subject to audit at the City's request. The audit may be performed by the City's internal auditors or contracted auditors as the City may deem necessary and appropriate. Five (5) days prior notice to audit shall be required.

R. Data Processing: The successful Proposer shall have electronic data processing (EDP) equipment, computers, fax machines, e-mail and other electronics or data equipment by the date of the award of this contract, as required by the City.

S. The Proposer, in the proposal, must give evidence that it:

1. Has the ability to protect the privacy of all data and information provided by the City or employees in compliance with HIPAA regulations. The proposer should provide criteria and guarantees of HIPAA compliance. The internal and external privacy policies and controls must be provided even if the Proposer is not bound by HIPAA on certain records.

2. Has the ability to describe in detail the process used for resolving data entry discrepancies.
  3. Will not make changes, enhancements or repairs to its data or information processing system that would create a financial investment or hardship on the City unless it has been demonstrated that the change is to the City's benefit. No such change shall occur until there has been a complete evaluation performed by the City's data processing professionals and satisfactory written agreement is reached between the proposer and the City. All costs of the evaluations, enhancements, repairs and/or changes will be the responsibility of the Proposer.
- T. Upon request by the City, the Proposer will furnish copies of all billed expenses and financial reporting that will represent services used by the City, whether requested in this RFP, or requested at a later date.
- U. The Proposer must have data and information systems that shall be of such sophistication as to provide standard administrative reporting as well as custom reports requested by the City during the course of the contract. All non-standard reports, if requested and provided under this RFP, may be subject to an additional charge that shall not exceed \$1,000.
- V. The successful Proposer's counsel and/or legal department will originate and maintain formal plan documents and all amendments attached thereto in conjunction with the City. It shall be the Proposer's responsibility to maintain compliance with all current local, state and federal legislation and regulation so as to protect the eligibility and integrity of the City Occupational Health and Medical Program. The successful Proposer shall be required to continually monitor all state and/or federal legislation and regulations concerning this program and any affects that legislation and/or regulation may have on such program, and provide timely updates to program document when needed. The Proposer shall consult with the City regarding any federal or state legislation or regulations and discuss how it may impact plan design, recordkeeping, fees, or any other relevant factor of the contract within thirty (30) days following notice of such legislation or regulation.
- W. The successful Proposer is expected to provide prompt and professional service. Each Proposer should identify the location and staffing levels of each service center that will provide service to the City and its eligible employees. An employee service telephone number, internet and website access must be made available to the City and its employees who require services of this program. City staff should be able to have access to the Proposer 24/7. A direct telephone number will be required for this access.
- X. The Proposer will not make unilateral changes to the plan at any time during the plan year. All changes to the plan will be presented in writing and mutually agreed to by each party, at the annual renewal and will be effective on September 1st of each year, or as required by the City or legislatively.
- Y. The City is requesting that each Proposer match as closely as possible the requested levels of Occupational Health-and-Medical Services--In some situations, your company may not be able to offer the level of the services requested. In those situations, propose your benefits levels as close to the requested plan as possible. If your company cannot provide the specific program requested, please provide a listing of the benefit deviations on Deviations Form F, and describe an alternative program that will still meet the needs requested in this RFP

2. Annual Jacksonville Fire/Rescue Department (JFRD) and Jacksonville Sheriff's Office (JSO) Public Safety Personnel Physicals (this may not be part of the contract with the Proposer, but please respond to this section as if it will be included at this time. Also the listed services may or may not all be needed and there may be other services needed.)

AA. The City, Jacksonville Sheriff's Office (JSO) and the Jacksonville Fire and Rescue Department (JFRD) is seeking a Proposer that may provide annual physical examinations for Public Safety personnel (JSO, Police, Corrections, Community Service Officers, Sworn Bailiffs and JFRD) at the request of the management of either the JSO or JFRD. The Proposer must be able to provide everything from the initial medical/fitness assessment to follow-up testing and monitoring; and, educational seminars designed to promote the highest quality of health, wellness and fitness.

BB. To help reduce injuries to employees, there is a need for a physical assessment of the employees' health. Due to the nature of the work there is a high risk of injury. As a part of the Fire Rescue Respiratory Protection Plan, mandated by Federal OSHA Standards Part 29, a physical is required prior to the testing, training, or use of a respiratory device, which includes everything from a paper tuberculosis (TB) mask to a SCBA.

1. The City is seeking a Proposer that is licensed and certified in the state of Florida to conduct wellness and fitness testing and evaluations, and that is knowledgeable of, and has experience with, the physical and mental stress of Public Safety personnel. Failure to provide such documentation may result in the Proposer's proposal being rejected. In addition, although not a basis for rejection of a proposal from the evaluation process, Proposers responding to the RFP shall submit with their proposals the following:

a. Must have facilities and staff capable of administering scheduled physicals and procedures outlined in this RFP. If off-site facilities are used, ample parking for large Fire/Rescue apparatus must be provided. The facility must be equipped with up to date cardio-pulmonary and metabolic testing equipment. Please confirm that you will have this equipment.

b. The facility must be equipped with a scientific and industry accepted precise method for body fat composition. The body mass index, skin fold estimation, bioelectrical impedance and similar methods are not acceptable for this program. Please describe what you have that meets this requirement.

c. Demonstrate, by providing documentation of periodic inspections, including the most current, that facilities are hygienically safe in all aspects of each facility and services.

d. Describe hygiene practices enacted to protect staff and patients against communicable diseases and bacterial outbreak.

d. Fully describe the number of examination rooms, waiting areas, and restrooms; how supplies and drugs are stored on-site in each facility; drugs medical records security on-site; and, how you secure your electronic records at each location.

f. Must have staff with a minimum of five (5) years' experience in Occupational Medicine.

g. Stress Test Treadmill Electrocardiograms will be conducted and monitored by a licensed board-certified Medical Doctor or Nurse Practitioner.

h. Must have facilities and staff and/or support personnel capable of administering up to 30 physical screenings and/ or HAZMAT baselines and associated procedures outlined each week, or as directed by the City of Jacksonville's Medical Desk.

i. Must understand the physiological and psychological demands placed on Public Safety personnel.

j. Must understand the environmental conditions under which Public Safety personnel must perform.

k. Must provide documentation of experience in providing Occupational Health Care and be familiar with the Workers' Compensation laws in the state of Florida.

1. Any changes that would result in a change of staffing, qualifications, operational procedures, location of operation, subcontractor, or sale or merger of company from the original proposal, as evaluated prior to the awarding of the contract, must be immediately (within 24 hours) submitted, in writing, prior to the change(s) to the City's Director of Employee Services, in order for the Proposer to retain the contract. Failure to submit this information could cause the contract to be canceled.

2. Annual Public Safety Personnel Physical Requirements:

a. The Proposer selected for this work will carry out the following tasks and provide the following:

(1) Comprehensive Physical Examination based on (NFPA 1500 & 1582 – 2018 Edition)

(2) Health Risk Assessment

(3) Prostate Exam for Men (Candidate may bring test results from a personal physician if test is less than one year old.)

(4) Pelvic Exam for Women (Candidate may bring test results from personal physician if test is less than one year old.)

(5) Breast Exam for Women (Candidate may bring test results from personal physician if test is less than one year old.)

(6) Skin Cancer Screening

(7) Cardiac Assessment:

(a) Echocardiogram

(b) Resting EKG

(c) Cardiac Stress Test

(i) Age 35-44 Bi-annually

(ii) Age 45 > annual

- (d) Carotid Artery Ultrasound
  - (e) Abdominal Aorta Ultrasound
  - (f) Peripheral Vascular Test
  - (g) Total Lipid Profile
- (8) Cancer and Disease Assessment:
- (a) Digital Exam with occult screening
  - (b) PSA for Men (for age 45>)
  - (c) Thyroid Ultrasound
  - (d) Liver, Pancreas, Gall Bladder, Spleen, and Kidney Ultrasound
  - (e) Pelvic Ultrasound for Women (Test not necessary post total hysterectomy.)
  - (f) Osteoporosis Bone Density (Based on age and risk factors.)
  - (g) Diabetes Test (Glucose-A-1c)
  - (h) Chest X-ray
  - (i) PAP Smear (Candidate may bring test results from personal physician if test less than one year old.)
- (9) Pulmonary Function Test
- (10) Isokinetic Testing – As directed in NFP A 1582 – 2018 edition
- (11) Lab Tests
- (a) Urinalysis
  - (b) Complete Blood Count
  - (c) Comprehensive Metabolic Panel
  - (d) Thyroid Stimulating Hormone TSH
  - (e) Hemocult
  - (f) Urine Drug Screen - seven (7) or ten (10) panel DOT drug screen with conformation of results sent to the City of Jackson file Medical Desk.

(g) HAZ-MAT testing for members of the HAZ-MAT Team (60) per OSHA 29 CFR 1910.120 and NFPA 472. Additional testing may be done on an "as needed" basis.

(h) Hepatitis A, B & C testing

(i) Immunizations for Hepatitis A & B & boosters

(j) Hepatitis A & B Titers when needed

(k) HIV Testing

(12) Visual Acuity Test (NFPA 1582-2018 for JFRD)

(a) Vision Standards Firefighters:

(i) **Visual Acuity.** Corrected vision shall be at least 20/30 (Timus) in each eye. Due to the demonstrated likelihood of dislodgment or breakage, candidates who are able to wear only glasses with frames shall meet an uncorrected standard not worse than 20/100 (Timus) in each eye. Those candidates who use soft contact lenses shall have vision correctable to at least 20/30 in each eye, with no uncorrected standard, provided the employing agency will monitor compliance.

Replacement glasses or lenses (as appropriate) shall be on the person or readily available at all times during each work shift.

(ii) **Color Vision.** Red or green deficiencies may be acceptable, providing the applicant can read at least nine (9) of the first thirteen (13) plates of Ishihara Test (24 Plate Edition). Recourse testing is available by means of the Farnsworth-Munsell tests can meet the color vision standard by demonstrating that they can correctly discriminate colors via field test conducted by the employer and approved by DPSST.

(iii) **Depth Perception.** Depth Perception shall be sufficient to demonstrate stereo depth perception adequate to perform the essential tasks of the job. Recommended tests are Timus, or Keystone, etc. or other nationally recognized tests.

(iv) **Peripheral Vision.** Visual Field Performance shall be 140 degrees in the horizontal meridian combined.

(v) **Night Blindness.** A history of night blindness should be evaluated to determine applicant's capacity to perform essential tasks at night, or in dark or low settings.

- (13) **Hearing Exam** (Audiometric exam per NJPA 1582)
- (14) **Mental Health Assessment**
- (15) **Personnel Consultation** with review of testing results
- (16) **Recommendations for medical interventions and behavioral Modification changes**
- (17) **Monitoring of high-risk patients**
- (18) **Counseling for disease management**
  - (a) **Smoking Cessation**
  - (b) **Stress Management**
  - (c) **Weight Watchers**
  - (d) **Healthy Heart**
  - (e) **Diabetes Management**
  - (f) **Healthy Mind, Healthy Body Information**
  - (g) **Awareness Newsletters**
- (19) **Fitness Program**
  - (a) **Fitness and Agility Evaluation**
  - (b) **Body Composition Analysis**
  - (c) **Cardiovascular Training**
  - (d) **Resistance Training**
  - (e) **Stretching/Flexibility Training**
  - (f) **Fitness Challenge**
  - (g) **Nutritional Analysis**
  - (h) **Weight Management Goals**
  - (i) **Incentive Programs**

3. To provide Public Safety personnel with summary information of their respective personnel suitability to perform the job function. The Proposer selected would recommend programs and training to reduce the chance of injury and illness. The

selected would provide monthly and annual summaries of results of the testing and training administered to Public Safety personnel. Each Department will provide the scheduling of its personnel.

4. The Proposer selected will provide all data requested relating to the employee annual physical.
5. The results of the exam will be provided for the Employee and to the City of Jacksonville's Medical Desk to be put in the employee's medical records.
6. The Proposer will develop computerized data reports and or electronic copies of the results and forward the same to the City of Jacksonville's Medical Desk. The information will be sent, upon request, to the City of Jacksonville's Medical Desk on a weekly basis. Format must be compatible with JFRD and JSO databases.
7. The following data formats are acceptable:
  - a. Text File
  - b. Microsoft Excel
8. The Employee's file should be provided electronically to the Public Safety Departments. Other electronic media or methods will be considered depending on the file size. A file nomenclature must be provided indicating the data types and lengths of the various fields in the nomenclature.
9. A text file must meet the following requirements:
  - a. A fixed field width must be provided for each column.
  - b. A carriage return (CR) and a line feed (LF) should be used for the row delimiter.
  - c. Other delimiters may be used, but must have prior approval from JFRD and JSO.
10. Physicals that reveal the conditions that dictate further testing or treatment will require coordination through the Employee and the City of Jacksonville's Medical Desk. The following conditions will be reported immediately to the City of Jacksonville's Medical Desk:
  - a. Abnormal EKG and other related cardiac abnormalities
  - b. New onset of Hypertension or uncontrolled Hypertension
  - c. Diabetes
  - d. Asthma
  - e. Failure of the PFT
  - f. Any significant abnormal lab values
  - g. Any condition that may show cause for a Fit-For-Duty



- h. Any condition that does not meet the current standards of NFPA 1582-2018.

11. Final evaluation will be reviewed and signed by a Medical Doctor who is board certified in Industrial or Occupational Medicine, Emergency Medicine, or Internal Medicine. This certification must be provided before any contract is awarded. A board-certified cardiologist may be required for this final review.

### CC. Cardio-Pulmonary Exercise (Stress) Testing

If applicable, Firefighters, Police, Correctional, Judicial, and Community Services Officers and Sworn Bailiffs, as part of their pre-employment physical, may require cardio-pulmonary exercise testing and review and final analysis by the Proposer's board-certified cardiologist.

1. Cardio-pulmonary stress tests are symptom limited, incremental exercise tests that involve a continuous ramped increase in workload continuing until the patient has symptoms (ie, fatigue or shortness of breath) that cause him to feel he cannot continue at higher workloads.
2. Measurements and data obtained include an EKG for evaluation of heart rate, ST segments and arrhythmia detection, expired gases measurement using flow meter, capnometer and oximeter; pulse oximetry, and blood pressure.
3. Test capabilities will include:
  - a. Spirometry
  - b. Flow Volume Loops (regular and partial)
  - c. Maximum Voluntary Ventilation
  - d. Gas Dilution Lung Volumes
  - e. Distribution of Ventilation
  - f. Closing Volumes
  - g. Intra-breath Diffusing Capacity
  - h. Maximal Respiratory Pressures
  - i. Cardiopulmonary Exercise Testing
  - j. Indirect Calorimetry
  - k. Resting Energy Expenditure
4. From ventilation and gas exchange parameters, the following are obtained:
  - a. Rate of carbon dioxide elimination (VCO<sub>2</sub>)
  - b. Rate of oxygen uptake (VO<sub>2</sub>)

- c. Respiratory quotient, R, which is the ratio of VCO<sub>2</sub> & VO<sub>2</sub>, measured simultaneously
  - d. Ventilatory equivalents for CO<sub>2</sub> and O<sub>2</sub> (VE/VCO<sub>2</sub>, VE/VO<sub>2</sub>); these ratios are obtained by the division of these two parameters measured at the same time.
5. Results to be interpreted by a board certified MRO or board-certified cardiologist experienced in interpreting this type of test.

**DD. Consultant Services**

The Proposer may be required to review medical information available on an employee and render an opinion on reasonable accommodation, severity of disability, etc. In addition, the Proposer shall be required to provide qualified staff to testify as expert witnesses, if requested, or meet with the City on other program-related issues.

**EE. Electronic Medical Records & Services**

The Proposer must possess a HIPAA compliant Electronic Medical Records (EMR) system. The Proposer must provide complete electronic services, e.g., administration, electronic appointments, medical records, accounting and auditing functions for the length of the contract. The Proposer will deliver to the City a secured electronic interface of appointments and services, including examination and lab results information pertaining to City employees, that can be viewed "real time" on a daily basis.

The Proposer must provide the data in an industry standard format such as, HL7. The Proposer's choice of data form standards and secure data transfer protocol must be clearly defined in the Proposer's response to this RFP. The definition of the data format and transfer protocols must also include information on how the Proposer's solution conforms to current industry standards and Federal/State directives governing the storage and transferring of patient electronic medical records. In addition, the Proposer must demonstrate their proactive involvement with the industry and government organizations that are setting future standards for EMR processing.

**FF. Fit-For Duty, Return to Work and Reasonable Accommodation Examinations**

The proposer must be able to conduct medical examinations and evaluations as required when an employee wishes to return to work after an illness or injury, or the employer requires an assessment based on observed events to determine fitness for duty to perform essential functions with or without an accommodation. The evaluation may include a medical assessment as to appropriate accommodation for the employee if returning with a disability. Testing for the presence of alcohol and/or illegal or controlled drugs may be required.

**1. Fit-For-Duty Examinations**

- a. Job candidates and employees shall have a medical examination conducted by a board-certified Medical Doctor licensed to practice medicine in the State of Florida.
- b. The examination shall enable the physician to advise the City about each candidate's functional ability and limitations in relation to

specific job functions and requirements. These functions and requirements shall be provided by the City to the Proposer. These functions and requirements are constantly reviewed by the Chief of Talent Management and may be revised during the contract period. If such revisions result in new or different medical or functional testing, the fee for such testing will be negotiated and the contract shall be amended. The Proposer must agree to conduct physical examinations in accordance with any such changes in the job functions and requirements, subject to new fees, if required. Any recommendations or conclusions by the physician should, in compliance with the Americans with Disabilities Act (ADA), focus on only two concerns:

- (1) Whether the candidate currently is able to perform the specific job, with or without, an accommodation; and, recommending an accommodation, if possible.
  - (2) Whether the candidate can perform the specific job without posing a direct threat to the health or safety of the candidate or others; if not, identifying the direct threat.
2. Pre-employment physicals shall be based on minimal medical standards established by the City or the appropriate pension plan. In the event of conflict between these standards and the Americans with Disabilities Act (ADA), the ADA provisions shall prevail. These standards may be changed during the contract period. The Proposer agrees to comply with any changes to the minimum medical standards requested by the Manager, Personnel Services. Pension physicals will not preclude pension participation, but may preclude active employees from eligibility due to death or disability benefits for a pre-existing condition.
  3. Examinations shall be conducted under the direct supervision of the Proposer's board-certified physician, who shall be in charge of the examining activity and has the authority to make medical decisions and recommendations within the scope of the contract.
  4. Fit-for-Duty/Return-to-Work/Reasonable Accommodation shall include, but not necessarily be limited to, the following procedures:
    - a. Review previously completed Medical Certificate.
    - b. Review of any material received as a result of medical inquiry.
    - c. Review job requirements.
    - d. General review of systems.
    - e. Height, weight, pulse, blood pressure, temperature.
    - f. Range of motion back examination and functional capacity when specified.
    - g. Determine employee's ability to perform job requirements OR recommend specialty examination/inquiry needed in order to make such determinations.

- h. Collection of urine and blood specimens for laboratory work-up in connection with all physical examinations. A sufficient urine specimen shall be collected so as to facilitate split sample substance abuse testing.
  - (1) For non-DOT testing, collection shall be in accordance with union contracts and the City's adaptation of the Mandatory Guidelines for Federal Workplace Drug Testing Programs (59 FR 29916, 29925), as noted in paragraph 4.0 above.
  - (2) The collection of specimens to be tested under the Department of Transportation's Drug and Alcohol Testing Program must be accomplished in compliance with (49 CFR 40) and as it may be amended from time to time.
- i. Recommend, as appropriate, employee/applicant for Functional Capacity Evaluation or for Psychological/Psychiatric Evaluation.
- j. Perform, or have performed when specified, the testing for human immunodeficiency virus in compliance with Chapter 381.004, Florida Statutes, as amended.
- k. Furnish the designated City representative the completed Medical Certificate within four (4) working days after the medical examination is conducted, including the laboratory reports specifying the results of all required laboratory tests. For fit-for-duty examination, the Proposer shall provide results/recommendations immediately where there is a direct threat to the health or safety of the employee or others. This information must be presented via an Electronic Medical Records (EMR) system upon implementation of the contract.
- l. Conduct examinations at a designated location agreeable to the City and the Proposer, within one (1) working day after being notified of a request for the examination. Fit-for-duty examinations where a direct threat to health or safety may be a factor, an examination must be provided, when requested by the City, within two (2) hours of the request.
  - (1) The results of the examination and the data collected will be examined, interpreted and reported on each candidate or employee by a certified physician and documented by signature and date. When examinations indicate further medical tests are required, that are considered outside the normal examination scope, prior approval must be obtained from the Chief of Talent Management, or a designee.
  - (2) Chest and back x-rays shall be interpreted by a board certified Radiologist whose report shall accompany the candidate's Medical Certificate to the Chief of Talent Management, or a designee.
- m. It will be the responsibility of the Proposer to furnish the City with clear recommendations on the employment, limited employment, non-employment, fitness-for-duty, return to work, and/or reasonable accommodation of the candidate/employee for the job consideration and to determine the conditions under which the candidate will

participate in the City's General Employees Pension Plan, Corrections Officer Pension Plan or the Police and Fire Pension Fund, in accordance with Medical Standards.

- n. The Proposer shall be available to provide consultation services within three (3) working days of the request for that service, or earlier under emergency conditions.
- o. The Proposer must be appropriately licensed and qualify as an expert witness, or provide an expert witness, for testimony at judicial or administrative proceedings on all services provided.

#### GG. Functional Capacity Evaluations

Evaluations may be required to determine the physical capabilities and/or limitations of an applicant or employee, and whether or not they can perform the essential functions of a job, with or without an accommodation.

- 1. The Proposer shall evaluate employees on a case-by-case basis as determined by referral from the Medical Proposer for the City of Jacksonville or the Manager, Personnel Services, or the Director of Personnel and Professional Standards for the JSO. At all times the evaluations shall ensure compliance with the Americans with Disabilities Act. The evaluation shall include but not be limited to:
  - a. A review of all essential physical job functions and requirements.
  - b. A review of any determination by a licensed practitioner, if applicable, delineating those functions or requirements for which the employee requires accommodation in order to perform the essential functions of the job.
  - c. A meeting with the employee/candidate for examination and/or evaluation testing purposes.
- 2. The Proposer shall submit in writing a report of the Functional Capacity Evaluation finding. The report shall clearly indicate the candidate / employee's physical ability to perform the essential physical requirements and all reasonable accommodations that would allow the candidate/employee to perform the essential functions of the job.
- 3. The report shall be provided to the City no later than five (5) working days after services are initiated.

#### HH. Job Site Assessments

Appropriate personnel must be made available by the Proposer for timely evaluations of job sites for the purpose of making recommendations for ergonomics necessary for an employee to perform the essential functions of a certain job.

- 1. The Proposer shall assess job sites on a case by case basis as determined by the Chief of Talent Management or the Director of Personnel and Professional Standards for the JSO. The assessment shall include but not be limited to:
  - a. A review of any determination by a licensed practitioner, if applicable, delineating those functions or requirements for which the employee

requires accommodation so as to be able to perform the essential functions of the job.

- b. The Proposer shall submit in writing a report of the job site assessment finding. The report shall clearly indicate any and all reasonable accommodations that would allow the candidate/employee to perform the essential functions of the job.
- c. Any recommendations or conclusions by the Proposer must be in compliance with the Americans with Disabilities Act.
- d. The report shall be provided to the City no later than five (5) working days after services are initiated.
- e. The Proposer must provide an expert to testify at judicial or administrative proceedings or other form of hearing, to defend the validity of testing procedures.

11. **Laboratory and Collection Services (e.g. blood work, drug, and alcohol testing)**

The Medical Laboratory shall meet all equipment, location, and personnel requirements as established by Department of Transportation (DOT) regulations (49 CFR 40, 59 FR43000, as amended), and other requirements as listed elsewhere in this RFP.

- 1. The Medical Laboratory shall meet all equipment, location and personnel requirements as established by Department of Transportation regulations (49 CFR 40, 59 FR 43000, as amended).
  - a. Be a current and fully licensed medical laboratory.
  - b. Provide a facility within Jacksonville, Florida to collect blood, urine, hair or breathe specimens.
  - c. Provide state certified technician(s) licensed to do business in the state of Florida, to collect blood, urine, hair or breathe specimens.
  - d. Be able to collect blood, urine, and hair or breathe specimens 24 hours a day, 7 days a week.
  - e. Be certified by the appropriate certifying agency (i.e. Substance Abuse and Mental Health Services Administration for Department of Transportation regulated testing).
  - f. The medical laboratory shall maintain written results of tests for two years.
  - g. The Employee Services Department shall have the right to inspect the medical laboratory's facilities before and after the contract is awarded, and on an on-going basis, as requested.
  - h. The medical laboratory must provide an expert to testify at judicial or administrative proceedings or other form of hearing to defend the validity of testing procedures and provide litigation packages, if needed.



- confirm the initial test results. The medical laboratory will not notify the Medical Review Officer (MRO) unless the results have been confirmed.
- (3) The Proposer will ensure that a sufficient urine specimen is collected so as to facilitate a potential split sample testing and/or as requested by the MRO.
- (4) The medical laboratory will present to the Medical Review Officer a confidential written report of the results of the testing within 24 hours of a confirmed negative test; within 48 hours of a confirmed positive test. There shall be no reporting by telephone. The medical laboratory shall maintain written results of tests for two years.
- (5) The Proposer will conduct a 5-Panel Test for all DOT testing for the presence of illegal or controlled drugs, the medical laboratory shall comply with the following:
- (a) The threshold level or cutoff limit shall be established in accordance with the Department of Transportation, Procedures for Transportation Workplace Drug and Alcohol Testing Programs (§9 CFR 40, 59 FR 43000, as amended).
- (b) The medical laboratory shall follow chain of custody procedures consistent with the Department of Transportation, Procedures for Transportation Workplace Drug and Alcohol Testing Programs (49 CFR 40, 60 FR 19535, as amended).
- (c) The medical laboratory shall use the following procedures to the extent that they are not inconsistent with DOT Guidelines:
- (i) The medical laboratory shall submit the first of the samples to an immuno-chemical assay or radioimmunoassay test. If the results of this test are negative, no further testing is required.
- (ii) If the results of the test are positive, the medical laboratory shall submit the same sample for further testing using the gas chromatography/mass spectrometry (GC/MS) method to confirm the initial test results. The medical laboratory will not notify the Medical Review Officer (MRO) unless the results have been confirmed.

## JJ. Mandatory Immunizations



Hepatitis A, B & C testing, Immunizations for HEP A & B boosters, Hepatitis A & B Titers when needed, HIV Testing, and others as requested by the City, or mandated by law.

**KK. Medical Review Officer (MRO) and Cardiologist Services**

Medical Review Officer Services will be provided by a licensed medical doctor (M.D.), who is board certified in Industrial or Occupational Medicine, Emergency Medicine, or Internal Medicine, and certified as a MRO, will have oversight over this program; will be required to review and interpret the results of all tests conducted and if necessary, review of controlled substance tests; review and interpret positive/negative screen results; and, meet the deadlines established elsewhere in this RFP. The Proposer and MRO shall:

1. Comply with the reporting parameters of substance abuse testing as specified by the City and in accordance with federally-regulated program such as the Department of Transportation (DOT) Drug and Alcohol Testing Program.
2. At a minimum, the MRO will submit to Employee Services a confidential written report, satisfying all regulatory requirements, and a copy of the actual laboratory testing reports within 24 hours of receipt of negative test results from the medical laboratory and within 48 hours of a confirmed positive test. There may be reporting by telephone, but the written report must be submitted immediately following the verbal report.
3. The MRO shall maintain written results of tests:
  - a. Non-DOT testing - records shall be retained for a minimum of two (2) years or longer if so required by state statutes or federal regulations.
  - b. DOT Testing - Positive results shall be retained for a period of five (5) years and all other records shall be maintained for one (1) year, in accordance with DOT regulations (49 CFR 382, 61 FR 9553, as amended).
  - c. The MRO shall request the medical laboratory to perform a split sample test when informed by the City that the employee has officially requested a split sample test be accomplished.
4. A board-certified cardiologist's services may be required for evaluations and to render second opinions for examinations and other issues as required by this RFP.

**LL. NEPA 1582 – 2018 Edition**

Provide fitness evaluations, employment evaluations, and physical fitness evaluation (aerobic capacity, muscular strength (grip, arm, and leg) muscular endurance (push up and curl up), flexibility (sit & reach) for Public Safety candidates as defined during negotiations.

**MM. Non-Performance Penalties**

The City reserves the right to reduce payment of charges when the selected proposer or subcontractors fails to meet required performance standards.

**NN. General Employee Pension Plan Disability Evaluation**

The proposer must be able to conduct examinations and/or medical records review based on position descriptions and established criteria on employees seeking a disability pension. This examination or review may be used to preclude active employees from eligibility due to death or disability benefits for a pre-existing condition. The proposer must be able to furnish the designated City representative a detailed medical evaluation report within five (5) working days after the medical examination or review is conducted, including the laboratory reports specifying the results of all required laboratory tests. If no medical examination is conducted, the written medical evaluation report shall be due within five (5) working days after receipt of the required information. In instances where the physician deems additional information is necessary either through further evaluation by specialists or records received from the employee's health care providers, the results shall be due to the city within 5 working days of receipt of the required information/records.

**OO. Post Offer Physical Examination / Medical Evaluations**

1. The City is seeking a Proposer to conduct post-offer employment physical examinations based on position descriptions or other established criteria on candidates who have been made a conditional offer of employment; provide required medical and substance abuse testing services for applicants and employees of the City; and, any other type examinations or services deemed necessary by the City and/or stated within this RFP. Examinations shall be conducted under the direct supervision of the Proposer's physician, who shall be in charge of the examining activity and has the authority to make medical decisions and recommendations within the scope of the contract. Post-offer of employment examinations shall include, but not necessarily be limited to, the following procedures:

- a. Review job requirements.
- b. Chest x-ray (14x17 PA and Lateral view), with some exceptions.
- c. EKG, when specified and EKG over read, when specified.
- d. Back x-ray with range of motion examinations and functional capacity, when specified.
- e. PPD, when specified.
- f. Pulmonary Function Test, when specified.
- g. General review of systems.
- h. Audiometric testing.
- i. Complete medical certificate history based on information required by Medical Certificate Form

Color vision and visual acuity testing and Titmus, when specified. (JSO Police, Corrections, Community Service and Judicial officers, and sworn bailiffs).

(1) Vision Standards:

(a) **Visual Acuity.** Corrected vision shall be at least 20/30 (Titmus) in each eye. Due to the demonstrated likelihood of dislodgment or breakage, candidates who are able to wear only glasses with frames shall meet an uncorrected standard not less than 20/100 (Titmus) in each eye. Those candidates who use soft contact lenses shall have vision correctable to at least 20/30 in each eye, with no uncorrected standard, provided the employing department will monitor compliance. Replacement glasses or lenses (as appropriate) shall be kept on the person or readily available at all times during each work shift.

(b) **Color Vision.** Red or green deficiencies may be acceptable, providing the applicant can read at least nine (9) of the first thirteen (13) plates of Ishihara Test (24 Plate Edition). Recourse testing is available by the Farnsworth-Munsell tests that can meet the color vision standard by demonstrating that they can correctly discriminate colors via field test conducted by the City and approved by DPSST.

(c) **Depth Perception.** Depth Perception shall be sufficient to demonstrate stereo depth perception adequate to perform the essential tasks of the job. Recommended tests are Titmus, Keystone, or other nationally recognized tests.

(d) **Peripheral Vision.** Visual Field Performance shall be 140 degrees in the horizontal meridian combined.

(e) **Night Blindness.** A history of night blindness should be evaluated to determine applicant's capacity to perform essential tasks at night or in dark or low settings.

k. Review of, and comment on, any material received as a result of medical inquiry related to conditions reported or discovered.

l. Determine candidate's ability to perform job requirements, which may include a psychological or psychiatric evaluation.

m. Functional capacity test (range of motion), when specified

n. Review of, and comment on, laboratory work which includes:

- (i) Hepatitis Profile, when specified
- (ii) Blood serology

- (iii) SMAC, including urinalysis
- (iv) HIV/AIDS

o. Height, weight, blood pressure, pulse, temperature

p. Perform and interpret Cardio-Pulmonary Exercise (Stress) Test when specified for Firefighters, Sworn Bailiffs, Police, Community Service, Judicial, and Correctional officers. NFPA 1582 – 2018 Edition Employment evaluations, and physical fitness evaluation for Firefighters and NFPA 1582 – 2018 Edition Employment evaluations for JSO Officers.

#### 1. POST OFFER PHYSICAL

a. Job candidates and employees shall have a medical examination conducted by a board-certified Medical Doctor licensed to practice medicine in the state of Florida.

b. The examination shall enable the physician to advise the City about each candidate's/employee's functional ability and limitations in relation to specific job functions and requirements.

c. These functions and requirements shall be provided by the City to the Proposer. These functions and requirements are constantly under review by the City Employee Services Department and may be revised during the contract period. If such revisions result in new or different medical or functional testing, the fee for such testing will be negotiated.

d. The Proposer agrees to conduct physical examinations in accordance with any such changes in the job functions and requirements and subject to fees being negotiated if new or different tests are required. Any recommendations or conclusions by the physician should, in compliance with the Americans with Disabilities Act, focus on only two concerns:

(1) Whether the candidate currently is able to perform the specific job, with or without an accommodation; recommending an accommodation, if known.

(2) Whether the candidate can perform the specific job without posing a direct threat to the health or safety of the candidate or others; if not, identifying the direct threat.

e. Recommendations will not preclude pension participation, but may preclude active employees from eligibility due to death or disability benefits for a pre-existing condition.

f. Examinations shall be conducted under the direct supervision of the Proposer's physician, who shall be in charge of the examining activity and has the authority to make medical decisions and recommendations within the scope of the contract.

**PP. Psychological/Psychiatric Evaluation**

When an employee is having difficulty performing his/her job effectively, a physician may recommend that the employee have an evaluation by a board-certified psychologist, psychiatrist, or neurologist. Public Safety departments using their established protocols, directives or standing orders may recommend that an employee have an evaluation by a psychologist or psychiatrist.

1. The Proposer shall evaluate employees on a case-by-case basis as determined by the Proposer of Medical Services to the City; or, the Manager, Personnel Services or the Director of Personnel and Professional Standards for the JSO. The evaluations shall include but not be limited to:
  - a. A review of all job functions (i.e. essential) and requirements.
  - b. A review of any determination by a licensed practitioner, if applicable, delineating those functions or requirements by which the employee is impacted with regard to his or her ability to perform the essential functions of the job.
  - c. A meeting with the employee/candidate for examination/ evaluation testing purposes.
  - d. Further testing if required.
2. The Proposer shall submit in writing a report of the psychological or psychiatric, evaluation finding. The report shall clearly indicate if the candidate/employee can perform the essential functions of the job and/or does not present a danger to him/herself or others. The report shall be provided to the City no later than five (5) working days after services are initiated.
3. The Proposer must provide an expert to testify at judicial or administrative proceedings or other form of hearing, to defend the validity of testing procedures.
4. The Proposer must retain records for each encounter for a minimum of Ten (10) years following the encounter.

**QQ. Other Medical Services as requested**

There may be times when other medical services are requested. The Proposer should be willing to provide medical service, if available and cost prior to delivery.

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*(End of Section 4 - Remainder of page intentional left blank)*

# Exhibit B

P-11-21 City of Jacksonville Occupational Health and Medical Services

## MEDICAL AND SUBSTANCE ABUSE TESTING SERVICES QUOTATION OF RATES & FEES OR CHARGES

	SERVICE	RATE/FEE/CHARGE
1.	Complete Medical Certificate form; Review Job requirements/ criteria; general review of systems; height, weight, temperature, pulse, blood pressure; audiometric testing; color vision and visual acuity testing; determine ability to perform job requirements; indicate and pre-existing condition for pension purposes	\$55.00
2.	Chest X-Ray, one view	\$40.00
3.	Chest X-Ray, two view	\$50.00
4.	EKG, when specified	\$25.00
5.	Back X-ray with range of motion examination and functional capacity, two view Lumbar Spine, when specified	\$60.00
6.	Tuberculin Test (PPD), or other labs, when specified	\$15.00
7.	Pulmonary Function Test, when specified	\$30.00
8.	Hepatitis Profile, when specified	\$50.00
9.	Urine specimen collection for 7 Panel Drug Screen (Cannabinoids, Cocaine, Opiates, 6-Acetylmorphine, Phencyclidine, Amphetamines, Methylenedioxymethamphetamine) a. Initial Test b. Confirmation test by GC/MS c. Additional lab fees (e.g. retest of specimen, quantitative)	\$27.00
10.	Urine specimen collection for 5 Panel Drug Screen (Amphetamines, Cocaine, Cannabinoids, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Methaqualone, Methadone, Propoxyphene). a. Initial Test b. Confirmation test by GC/MS c. Additional lab fees (e.g. retest of specimen, quantitative)	\$140.00
11.	Medical Review Officer (MRO) services to interpret all Controlled Substances Screens	\$0.00 incl. in 9 and 10.
12.	Alcohol Screen: a. Blood Specimen b. Evidential Breath Test (EBT) c. Confirmation EBT	\$23.00 \$20.00 \$20.00
13.	L-RPR (Blood Serology)	\$10.00
14.	Chemistry Profile (SMAC LP UA CBC Diff) Including Reticulocyte Count	\$35.00
15.	Timus vision examination, when specified	\$10.00
16.	Hemoglobin A1C-(HbA1C)	\$12.00
17.	HIV / AIDS, when specified	\$17.00
18.	Interferon Blood Test for TB	\$50.00

	SERVICE	RATE/FEE/CHARGE
19.	Acetylcholinesterase / Serum Cholinesterase	\$30.00
20.	Serum Polychlorinated Biphenyls	\$70.00
21.	Complete Blood Count w/Differential & Platelet Evaluation	\$10.00
22.	Blood Lead Screen OSHA	\$25.00
23.	Blood Lead Screen with ZPP	\$30.00
24.	Heavy Metal Screen (Ar, Cd, Cr, Mr)	\$115.00
25.	Phenol Screen	\$65.00
26.	Urinalysis Dip Without Microscopy	\$7.00
27.	Fitness-for-duty physical examination	\$55.00
28.	Pension Disability Assessment (initial)	\$250.00
29.	Pension Disability Assessment (second or any subsequent review)	\$50.00
30.	Review of supplemental medical information	\$50.00/hr
31.	Consultation	\$50.00/hr
32.	Expert witness testimony Medical Review Officer Cardiologist	\$150.00/15 min  \$200.00/15 min
	Radiologist/Laboratory	\$150.00/15 min
33.	Cardio-Pulmonary Stress Test, when specified	\$385.00
34.	Bruce Protocol Stress Test, when specified	\$185.00
35.	Jobsite assessment	\$75.00/hr
36.	Psychological or psychiatric evaluation	\$700 w/o test \$800 w/test
37.	Cardiologist Services Complete Echo Study Office Consultation	\$250.00 \$250.00
38.	-MRI, when specified (\$w/out contrast/\$ with contrast)	\$425/\$575
39.	Respirator Mask Fit	\$20.00
40.	Other (list/itemize): PSA	\$22.00
	Hepatitis A Titer	\$22.00
	Hep A First/Second	\$82.00 each
	Hepatitis B Titer	\$22.00
	Hep B First/Second/Third	\$65.00 each
	Hepatitis C Titer	\$25.00
	Rabies Titer	\$35.00
	Rabies Vaccine	\$305.00
	Tetanus (Td) Vaccine	\$40.00
	Flu (Fee varies by season and make-up of vaccine)	\$35.00

SERVICE	Physician's Name(s)	RATE/FEE/CHARGE
41. Specialties: Addiction Medicine	Dr. Jacqueline Pasco	**
Allergy & Immunology	Dr. Sanjay Swami Dr. Harry Katz	**
Anesthesia-Pain Medicine	Ascension St. Vincent's Spine & Pain Institute	**
Cardiology	Ascension St. Vincent's Cardiology	**
Dermatology	Dr. Madeliene Gainers Dr. Jonathan Kantor	**
General Surgery (hernias)	North Florida Surgeons	**
Infectious Diseases	Dr. Jennifer Katsolis Dr. Catherine Smith	**
Neurology	St. Vincent's Spine & Brain Institute	**
Ophthalmology	Clay Eye Physicians and Surgeons	**
Orthopedics	SE Orthopedics Specialists	**
Physical Medicine & Rehabilitation	Dr. John Evans	**
Psychiatric/Psychology	Dr. Jacqueline Pasco, Psychiatrist Dr. Justin D'Arienzo, Psychologist Dr. Roxanne Louh, Psychologist	**
Pulmonology	St. Vincent's Lung, Sleep, and Critical Care Associates	**
Toxicology	Dr. Stephen J. Kracht, MRO Dr. Delores Loveless, MRO	**

The City of Jacksonville requires that Provider provide results within 4 working days for candidates who pass physical examinations without complications, with the exception of annual HAZMAT and Medical Surveillance exams, which require a Phenol test that can take up to twenty-one (21) days for the results to come back. The day of the examination shall not be counted in the calculation of the 4 working days. Failure to meet this deadline may result in the City reducing the fee by 50%.

On-site immunizations and Health Fairs will occur during the week and during normal business hours. Provider will provide services during these hours.

On-call/After-Hours-Services	Time Frame (to-from hours)	On-site Service Cost + Normal Cost of Service
After 7pm M-F	7:00am to 7:00pm M-F	\$40/hr. RN, 2 hr. min \$25/hr. MA, 2 hr. min \$150/hr. MD, 2 hr. min
On-call/After-Hours-Services	After 7pm M-F	*N/A

\*N/A per addendum answers stating that 24/7 no longer required by this RFP.  
 \*\*Note for All\*\* Physicians will be in the St. Vincent's Health Network. Rates will be the contracted insurance rates of the appropriate CPT code.



Additional Services mentioned in RFP P-11-21 and not found on the provided Quotation of Rates and Fees or Charges Form – these services are also listed in our current contract P-32-16 – these services are mentioned as a deviation on the deviations page of this RFP.

SERVICE	RATE/FEE/CHARGE
1. Cardiovascular Ultrasound (Carotid, Abdominal Aorta, ABI)	\$100.00
2. NFPA 1582 – Isokinetic Testing	\$40.00
3. Body Composition Analysis – Body Metrics Pro System US	\$45.00
4. Body Composition Analysis – DexaScan	\$130.00
5. TSH – Thyroid Stimulating Hormone	\$18.00
6. Hemocult	\$20.00
7. Audiometric Testing	\$30.00
8. Thyroid Ultrasound Diagnostic	\$200.00
9. Liver, Pancreas, Spleen, Gall Bladder, and Kidney US	\$200.00
10. Osteoporosis Bone Density	\$140.00
11. Functional Capacity Evaluation	\$40.00
12. Total Lipid Profile	\$12.00
13. Hair Drug Screen	\$40.00

SERVICE	RATE/FEE/CHARGE
1. MMR Titer	\$25.00
2. MMR Vaccine	\$95.00
3. Tdap Vaccine	\$55.00
4. Chicken Pox Varicella Vaccine	\$160.00
5. Blood Chromium Screen	\$30.00
6. Urine Cadmium Screen	\$42.00
7. Beta-2 Microglobulin	\$35.00
8. Urinary Phenol Screen	\$65.00

SERVICE	RATE/FEE/CHARGE
1. NO SHOW Fee for Psychiatrist or Psychologist	\$150.00
2. Consultation Fee by phone or in person with Psychiatrist or Psychologist	\$150.00/hr.
3. Additional Diagnostic Assessment by Psychologist	\$250.00/hr.
4. Drug Screen Charge for specific Drug not currently tested in the standard panel performed for the COJ Contract – this would be a drug test requested by the Psychiatrist to monitor compliance with prescription or to test for a drug of abuse not tested in the standard panel performed for the COJ Contract	\$3.00 per add on – per drug to be tested.





# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Employee Services  
City Hall  
117 W. Duval St Suite 100  
Jacksonville, Florida 32202

ONE CITY, ONE JACKSONVILLE

## MEMORANDUM

DATE: June 24, 2021

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

FROM: Diane F. Moser, Director  
Employee Services

Leah Hayes, Chief of Talent Management  
Employee Services Department

A handwritten signature in black ink, appearing to read "D. F. Moser".

RE: P-18-21 Classification and Pay Study

The Employee Services Department has negotiated with the number one ranked consultant that submitted a proposal and was selected to conduct the classification and pay study for Employee Services 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 Dynamic Corporate Solutions, Inc. that incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for one year from date of execution of the contract, with two (2) one-year renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of \$61,625. 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

# Exhibit A

## Section 4 Description of Services and Deliverables

Review existing City of Jacksonville appointed official and employee classification and pay plans for appropriateness, internal equity and external competitiveness. The following describes the various tasks that are expected to be completed to meet the requirements of this Request for Proposals:

- 1) As part of the RFP, when submitting the proposal provide three projects that were of similar scope for comparable organizations with a preference for governmental entities. Include contact information: name, telephone number, address, description of services performed, and date of services performed. Provide sample documents that were used in the projects.
- 2) As part of the RFP, provide an action plan and a detailed timeline schedule for completion of project.
- 3) If selected as the contractor, meet with designated staff members to validate scope of services, methodology, timeliness, and other deliverables.
- 4) Throughout the process, work closely with the employees and management to explain methodology and soundness of system.
- 5) Complete a compensative market analysis study of benchmark jobs (for approximately 50 positions) and recommend base salary range adjustments to existing pay structures that are competitive with the external market and equitable with comparable internal jobs.
- 6) Conduct a comprehensive evaluation which includes reviewing approximately 700 job descriptions or position questionnaires completed for appointed official and appointed employee positions for determining whether the position is properly classified and for benchmarking of pay structure. Evaluate number of job classifications and make recommendations for additions, deletions, and/or consolidation of jobs. The evaluation should include clear definition of terms, differentiation from similar jobs, and to determine relative worth within the organization (internal equity) and for the establishment of pay ranges.
- 7) Interview employees, if necessary, for additional information and/or for clarification of their job duties.
- 8) Review current job description format to ensure compliance with federal, state, and local laws and make recommendations for improvements if necessary. Verify Fair Labor Standards Act (FLSA) exemption status for all positions in the study.
- 9) Make recommendations for system/process improvements to the current job evaluation and job classification system. If recommendations are substantial, implement a valid job evaluation system and provide training to staff.
- 10) Make recommendations for employee salary adjustments. Also address movement within the range, compression, and equity issues.
- 11) Provide an implementation plan that includes options for a phased in approach extending over a two-year budget cycle, including projected cost calculations.
- 12) Review and make recommendations for change, if necessary, to the point factor job evaluation currently used by the City or provide a comparable point factor job evaluation system.
- 13) Provide documents involved in the study such as salary survey documents, position questionnaires if used, recommended pay structures, base salary range adjustments, reports, and other deliverables in electronic format compatible with the Microsoft Office Suite.
- 14) Present findings and recommendations to management, employees, and possibly the City Council. May be required to make multiple presentations.

Items 1 - 5 from the list above must be completed by September 30, 2021 or sooner with items 1 and 2 due at the time of proposal submission and items 3 and 4 being on-going.

All other items, including finalized deliverables such (documentation and reports) must be provided no later than December 15, 2021.

.....  
(End of Section 4 - Remainder of page intentionally left blank)

**Project Timeline**

DCSI possesses the staff, skills, and tools to conduct the Classification and Pay Study for the City of Jacksonville. We propose a start date of July 1, 2021 and a completion date of no later than December 15, 2021. This timeline can be discussed and adjusted based on the City's needs and timing of firm selection/contract execution.

**Exhibit 1** provides the proposed timeline for completion of the study.

**Exhibit 1**  
Proposed Timeline

Phase	PROJECT TASKS	2021														
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Project Initiation	TASK A: Project Kickoff & Planning															
	TASK B: Initial Analysis															
Phase 1	TASK C: Survey Tool Development															
	TASK D: Market Survey															
Phase 2	TASK E: Assess Pay Structure															
	TASK F: Job Descriptions															
Phase 3	TASK G: Job Scoring and Setting															
	TASK H: Cost Modeling															
Phase 4	TASK I: Reporting and Presentation															

Phase/Task	Goals	Activities	Deliverables/Milestones
<b>PROJECT INITIATION</b>			
<b>TASK A: Project Kickoff &amp; Planning</b>	Finalize the project plan with the City; to include the detailed timeline, milestones, and deliverables.  Gather extant data and documentation	<ol style="list-style-type: none"> <li>Conduct first meeting with client project team to review, discuss, and/or finalize the following:                             <ul style="list-style-type: none"> <li>Mission, current compensation philosophy, and short and long-term strategic goals of the City, as well as any pertinent background as it relates to the study.</li> <li>Project methodology and the overall study process; identify key "watch outs" or opportunities along the way.</li> <li>Detailed project timeline, including key dates for on-site visits, deliverables/ milestones, and key dependencies.</li> <li>Locations for employee interviews.</li> <li>Reporting schedule to provide the client project team with regular project updates.</li> </ul> </li> <li>Collect relevant data, documentation and materials, including: completed historical projects related to this study; organizational charts; job/position descriptions; pay plan(s); current employee database; and human resources policies and procedures.</li> </ol>	Final signed and executed contract  Comprehensive project plan and timeline  Database of City employees  Reporting schedule  Relevant materials (e.g. job descriptions and pay plans)  Meeting # 1 – Kickoff

Phase/Task	Goals	Activities	Deliverables/Milestones
<b>TASK B:</b> Initial Analysis	Conduct comprehensive data analysis on the City's existing classification and compensation system.  Review the analysis with the client project team.	<ol style="list-style-type: none"> <li>Conduct a thorough analysis of all aspects of the City's compensation and classification system to define "current state." The comprehensive review includes, but is not limited to, analysis of:               <ul style="list-style-type: none"> <li>Employee Demographics</li> <li>Pay Plan Metrics (Range Spread, Midpoint Progression)</li> <li>Employee Pay:                   <ul style="list-style-type: none"> <li>Range Penetration</li> <li>Compa Ratio</li> <li>Pay Equity</li> <li>Tenure Parity</li> </ul> </li> <li>Tenure/Range Penetration Correlation</li> </ul> </li> <li>Meet with the client project team to review the results of the analysis.</li> </ol> <p>This in-depth analysis provides a foundation from which the DCST team and the client project team can work from throughout the project; it provides the baseline understanding needed for further research and review, and identifies potential issues, gaps, strengths, and weaknesses.</p>	Analysis and report  Meeting #2 – Discuss Initial Analysis
<b>PHASE 1: COMPENSATION MARKET ANALYSIS</b>	<b>Goals</b>	<b>Activities</b>	<b>Deliverables/Milestones</b>
<b>TASK C:</b> Survey Tool Development	Identify the proper targets (market peers) and benchmarks (positions in the City to be surveyed) for the market salary survey.  Finalize practice survey questions and any additional data points to be collected through the market survey.	<ol style="list-style-type: none"> <li>Identify a list of targets to include in the market survey. Factors that should be considered in selecting targets include, but are not limited to, peers that:               <ul style="list-style-type: none"> <li>have historically participated in market surveys for the City;</li> <li>are a similar size in terms of FTE, budget, or population served;</li> <li>are in relatively close geographic proximity to the area;</li> <li>have similar organizational structures;</li> <li>the City desires to model itself after (e.g. innovative practices, best in class recruitment strategies, etc.); and</li> <li>compete with the City for talent.</li> </ul> <p>Note: Public and private sector peers may be included.</p> </li> <li>Identify a subset of the City's job titles (approx. 50) to include as benchmark jobs in the market survey. Factors to consider in selecting benchmark classifications include:               <ul style="list-style-type: none"> <li>jobs with a high number of incumbents;</li> <li>jobs with recruitment or retention issues;</li> </ul> </li> </ol>	Final benchmarks and targets  Final survey document  Client signoff on survey package

		<ul style="list-style-type: none"> <li>• new roles within the organization; and/or</li> <li>• roles that provide an adequate cross-sampling from all departments.</li> </ul>	
<p><b>TASK D:</b> Market Survey</p>	<p>Initiate market survey. Provide a summary of the initial survey results to the client project manager.  Finalize market survey results.</p>	<ol style="list-style-type: none"> <li>7. Draft the survey tool and provide the draft tool, proposed targets, and proposed benchmarks to the client project manager; make any necessary changes and send final tool, targets, and benchmarks for final approval.</li> <li>8. Contact the targets to solicit participation in the survey; initial contact will be completed by phone with email/phone correspondence throughout the course of the survey.</li> <li>9. Collect and aggregate survey results as they are received; follow-up with targets on clarifying questions as needed.</li> <li>10. In the event a target is not willing to participate, request copies of that target's classification and salary plan for use in the aggregated results.</li> <li>11. Validate all data submitted through careful review; at this point, outliers and potential inaccuracies in the submitted data will be identified, discussed, and addressed.</li> <li>12. If applicable, prepare additional data to be included in the market survey results; this data is available from the Economic Research Institute and other sources such as ONEI.</li> <li>13. Develop initial analysis of market survey results; submit to client project manager and meet to discuss initial results.</li> <li>14. Finalize market survey results to be used in forming recommendations for the City.</li> </ol>	<p>Interim and final survey status reports  Initial analysis of survey market results  Final market survey results and summary  Meeting #3 – Discuss market survey results</p>
<p><b>TASK E:</b> Assess Pay Structure</p>	<p>Review the City's existing pay structure against market survey results  Recommend adjustments to the City's overall pay plan, to best accommodate slotting of all jobs</p>	<ol style="list-style-type: none"> <li>15. Using market data collected, assess the City's overall pay structure against that of peers. This includes, but is not limited to, number of pay grades, midpoint progression, and pay grade range spread.</li> <li>16. Provide recommendations for a pay structure that is competitive with the external market. Note that this step is limited to establishing the overall pay plan, in which all jobs will be slotted in a future task.</li> <li>17. Meet with the client project team to review the recommendations; make any necessary adjustments and finalize.</li> </ol>	<p>Final City pay structure  Meeting #4 – Review of recommended City pay structure</p>

Phase/Task		Goals	Activities	Deliverables/Milestones
<b>PHASE 2: EVALUATION OF JOB DESCRIPTIONS</b>				
TASK F: Job Descriptions	Review the City's job descriptions and recommend necessary revisions  Assess the FLSA status of all job descriptions; provide recommendations for changes.	18. Review each of the City's ~700 job descriptions for appointed official and appointed employee jobs and make recommendations for revisions. This may include, but is not limited to: <ul style="list-style-type: none"> <li>• revisions to FLSA status;</li> <li>• title adjustments or reclassification;</li> <li>• additions, deletions, or consolidation of jobs; and</li> <li>• revisions to job description verbiage to ensure clear definition of terms and differentiation from similar jobs</li> </ul> 19. As needed, conduct employee interviews for additional information or clarity on jobs; revise any job descriptions as needed.  20. Deliver a report for each job description summarizing the findings and recommendations, where material changes are recommended; deliver finalized revised job descriptions.	Agreed-upon format for job descriptions  Final City Job Descriptions	
<b>PHASE 3: JOB SLOTTING AND COST MODELING</b>				
TASK G: Job Scoring and Slotting	Assess the City's existing job evaluation system  Slot all jobs into the pay structure  Provide training on job evaluation system	21. Review the City's existing point factor system (Mercer) and determine if the system is meeting the City's needs; if not, provide an alternative job questionnaire/point factor system to the City. Note that DCSI has a point factor system tool that can be used as an alternative to the City's existing tool.  22. Determine the relative worth of each job within the organization (internal equity) using the job questionnaire and point factor system.  23. Using the results, slot all jobs into the pay structure finalized in TASK E, ensuring that jobs are competitive with the external market and equitable with comparable internal jobs.  24. Provide recommendations to client project team and make adjustments as necessary.  25. Provide comprehensive training on the new or revised job evaluation system to staff, if applicable.  26. Prepare detailed, incumbent-level recommendations for salary adjustments. This includes addressing movement within the range, compression, and equity issues.	Recommended job evaluation system  Final job slotting into the City's pay structure  Training on job evaluation system	
TASK H: Cost Modeling	Model cost impacts of recommendations, as well as various		Final cost impacts for each recommendation and implementation option  Implementation Plan	



	implementation options.	<p>27. Conduct comprehensive cost impact modeling to determine cost associated with approach for implementation (e.g., bring to minimum vs tenure parity) and timing of implementation (e.g., one-time vs multi-year phase-in).</p> <p>28. Meet with the client project manager to discuss the costs associated with each recommendation and implementation option; determine the best approach to meet the short-term and long-term needs of the City.</p> <p>29. Finalize and document the accepted implementation option(s).</p>	Meeting #5 - Discuss Cost Impacts and Implementation Plan
<b>PHASE 4: REPORTING</b>			
<p><b>TASK:</b> Reporting and Presentation</p>	<p>Develop and submit a draft and final report.  Present final report.  Develop communication plan.</p>	<p>30. Prepare and submit a draft report to the client project manager, capturing all of the methodology and resulting recommendations of all prior phases.</p> <p>31. Meet with the client project manager to review the draft report; make revisions to the report at this time.</p> <p>32. Prepare and submit the final report.</p> <p>33. Present the final report to management, employees, and City Council.</p> <p>34. Work with the client project manager to develop a communication strategy for communicating results to employees.</p> <p>35. Meet with the client project team to share procedures for maintaining the compensation and classification system.</p> <p>36. Provide all documents and tools (e.g., job questionnaire and point factor system).</p>	<p>Draft and final reports</p> <p>Meeting #6 - Pre-presentation planning</p> <p>Presentation - Final report</p> <p>Communication Strategy</p> <p>Procedures for maintaining compensation and classification system</p> <p>Meeting #7 - Discuss maintenance procedures/communication strategy</p>

**9. QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION.**

*per 4, 625 through negotiations*

To conduct this Classification and Pay Study for the City of Jacksonville, DCSI offers a "not to exceed" fixed, flat fee cost of ~~\$62,625~~. This cost is all-inclusive and includes any applicable travel costs (meals and lodging), transportation, fringe benefits, indirect cost (overhead), clerical/admin/analytical support, and all other out-of-pocket expenses. We are willing to negotiate the scope, time, and cost of the basic tasks, or any other options that the City wishes to identify.

Exhibit B

Form 1 - Price Sheet

NAME OF CONSULTANT DYNAMIC CORPORATE SOLUTIONS INC.

Proposal Number F-18-21

SCHEDULE OF PROPOSED PRICES/RATES

1. Flat Fee (payable upon completion of listed deliverables):

Phase 1:  
Complete a compensation market analysis study of benchmark jobs (for approximately 50 positions) contained in the study and recommend base salary range adjustments to existing pay structures that are competitive with the external market and equitable with comparable internal jobs.

Flat Fee for Section 1: \$ 15,454.25

Phase 2:  
Conduct a comprehensive evaluation which includes reviewing approximately 700 job descriptions or position questionnaires completed for appointed official and appointed employee positions for determining whether the position is properly classified and for benchmarking of pay structure. Evaluate number of job classifications and make recommendations for additions, deletions, and/or consolidation of jobs. The evaluation should include clear definition of terms, differentiation from similar jobs, and to determine relative worth within the organization (internal equity) and for the establishment of pay ranges. Interview employees, if necessary, for additional information and/or for clarification of their job duties.

Flat Fee for Section 2: \$ 15,454.25

Phase 3:  
Review current job description format to ensure compliance with federal, state, and local laws and make recommendations for improvements if necessary. Verify FLSA exemption status for all positions in the study.  
Make recommendations for system/process improvements to the current job evaluation and job classification system. If recommendations are substantial, implement a valid job evaluation system and provide training to staff. Make recommendations for employee salary adjustments. Also address movement within the range, compression, and equity issues. Provide an implementation plan that includes options for a phased in approach extending over a two-year budget cycle, including projected cost calculations. Review and make recommendations for change if necessary, to the point factor job evaluation currently used by the City or provide a comparable point factor job evaluation system.

Flat Fee for Section 3: \$ 15,454.25

Phase 4:

Provide documents involved in the study such as position questionnaires if used, recommended pay structures, base salary range adjustments, reports and other deliverables in electronic format compatible with the Microsoft Office Suite. Present findings and recommendations to management, employees, and possibly the City Council. May be required to make multiple presentations. (This item is on-going as needed during the entire length of the project.)

Flat Fee for Section 4: \$ 157,525

A. If charges are based on hours worked, the hourly direct labor rates (without Fringe Benefits) are:

Principal (Partner or Senior Officer): \$ NA hr.

Project Manager (Responsible Professional): \$ NA hr.

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

NA

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

NA

"Not to exceed" billed, flat fee cost of \$61,625.





# City of Jacksonville, Florida

## Lenny Curry, Mayor

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

ONE CITY, ONE JACKSONVILLE

June 16, 2021

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

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

**FROM:** Robin G. Smith, P.E. *Robin G. Smith*  
Chief, Engineering and Construction Management  
Thomas G. McKnight *Thomas G. McKnight*  
Capital Improvement Construction Manager  
Kelsey R. Cox, P.E. *Kelsey R. Cox*  
Professional Engineer

**SUBJECT:** P-43-20 Construction Engineering and Inspection Services for the Emerald Trail Tier 1 Projects

The Engineering Division has negotiated with the consultant selected for Construction Engineering and Inspection Services for the Emerald Trail Tier 1 Projects, resulting in the Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B, attached. This project is designated to be under the Equal Business Opportunity Program with a 30% JSEB Participation Goal.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Meskel & Associates Engineering, PLLC for Construction Engineering and Inspection Services for the Emerald Trail Tier 1 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 Construction Engineering and Inspection Services in the amount of \$674,732.89 with the maximum indebtedness to the City in the amount of \$674,732.89 and with an expiration date of Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.

Funding for this project is as follows:

	ACCOUNTS:	TOTAL
008870	010113	
PWRS-Public Works R-O-W & Sirmwtr Rd & St Fac.	PWCP Public Works Capt'l Proj-Clr Trans Svcs	
565030	565051	
1	1	
10401-338010	32111-384020	
\$196,709.30	\$478,023.59	\$674,732.89

JPP/iw

Attachment: Exhibits A& B  
JSEB Participation

cc: Lori West, Engineering and Construction Management

CR

April 2, 2021

Mr. David Hahn, PE  
City of Jacksonville Public Works  
214 N Hogan St, 10th Floor  
Jacksonville, Florida 32202

Subject: Proposal for Construction Engineering & Inspection Services  
Emerald Trail Tier 1 Projects - Model Mile  
Jacksonville, Florida  
MAE Proposal No. 022820

Dear Mr. Hahn:

MESKEL & ASSOCIATES ENGINEERING, PLLC (MAE) is pleased to present this proposal to provide the Construction Engineering and Inspection (CEI) services for the subject project. These services will be provided to the City of Jacksonville (City) by the team of MAE and GAI Consultants, Inc. (GAI), who will be a subconsultant to MAE providing Project Administration and field inspection assistance. This proposal presents our team's proposed scope of services and fee estimates.

This proposal is based on the information provided in our meetings with the City and the Engineer of Record (EOR), and in the following documents:

- Emerald Trail Model Mile 100% Construction Plans prepared by Pond & Company, last dated January 21, 2021,
- Bid Package, Emerald trail Model Project Construction, Bid No. CP-0072-21, and
- The CEI Scope of Services outlined under Section 4.0 of the RFP No. P-43-20.

We understand that the Emerald Trail Model Mile Project is a conventional Design-Bid-Build Project being undertaken by the City for the construction of a concrete urban trail with benches, decorative street lighting, pond overlook and walkway structures, landscaping, lane repurposing (Road Diet) and other associated incidental improvements.

MAE will provide onsite construction inspection and administrative services to verify the quality and quantity of work, but will not override the contractor's means, methods, techniques, sequences, or procedures of the construction selected by the contractor(s) or the safety precautions and programs incidental to the work of the contractor(s). As discussed in more detail below, MAE's work will include assisting in the interpretation of the prepared drawings and specifications, shop drawing review, assisting in the resolution of field problems or questions, and determining whether the completed project will conform to the contract documents. MAE will continually verify that the project is in substantial compliance with the design plans, specifications and pertinent contract documents as outlined in the construction contract between the City and the successful contractor.

## INSPECTION REQUIREMENTS

Based on the provided information, we understand that the scope of our work for the expected project construction includes but is not limited to inspection of the following:

## EXHIBIT A

- Maintenance of traffic,
- Control and abatement of erosion and water pollution,
- Minor demolition, excavation, and restoration of sections of the concrete sidewalk and brick pavers,
- Reinforcing steel for structural elements,
- Steel piling for the overlook structure, and
- Pedestrian railings and other incidental construction.

All certifications required for this work will be maintained by onsite personnel as outlined in the City RFP No. P-43-20 Scope of Services Section, 4.0.

### ADMINISTRATION REQUIREMENTS

MAE will oversee the daily administration of the contract. Our work will include but is not limited to:

- Verifying compliance by documenting daily work efforts including contractor's personnel,
- Reviewing and verifying that all materials meet the contract requirements,
- Reviewing plans and providing comments concerning constructability and overall compliance with the applicable contract documents, and

MAE will monitor all RFIs, RFCs and RFMs, conduct occasional review of construction data for compliance with plans, review change orders, review contractor's request for equitable payment for additional work, and coordinate bi-weekly progress and pre-work meetings. MAE will also assist in coordinating with adjacent projects and affected third parties while resolving onsite issues with the contractor's daily operations, and will review the contractor's monthly Work Schedule for overall compliance and forward a copy to the City.

**NPDES Inspections** – Immediately following each rainfall event of ½" or greater, the inspector will visit the site, inspect all erosion/sedimentation control measures, direct the contractor to repair or replace damaged erosion/sedimentation controls, as needed, and verify that the required work is done in accordance with the NPDES/permit requirements.

**Authority** – MAE will require the contractor to correct all work not in compliance with the approved plans and/or construction contract requirements. If the contractor refuses or fails to take the required corrective action, MAE will immediately notify the City.

**Testing** – MAE will provide Quality Control (QC) testing services for the project including testing for freshly-mixed concrete plasticity (slump), compressive strength and soil in-place field density testing to confirm the tested soils have achieved the required level of compaction. Laboratory samples will be tested by MAE at our accredited laboratory by qualified personnel to meet the contract requirements.

It is understood that the Contractor is expected to provide his own Quality Assurance (QA) testing to show that contractual requirements are being met. These testing services will be independent of the services provided herein.

**Inspector Logs** – MAE's onsite inspection staff will maintain a daily inspection log throughout the duration of construction. This log will include but not be limited to the following:

- Location and description of construction operations taking place that day,

## EXHIBIT A

- Specific information regarding inspection/acceptance of project materials,
- Information on construction problems and directions given to the contractor to resolve the problems, and
- Summaries of contractor's personnel and equipment used on site.

On days where there are no construction activities or no construction activities requiring inspection, the daily log will note either that there was no activity or list the operations that were taking place (per the contractor) and state "No inspection required". A copy of all documents will be provided to the City monthly.

**Shop drawings** – Upon receipt of shop drawing from the contractor, MAE will forward the Contractor's Shop Drawing Review request for each project component requiring shop drawings. MAE will coordinate with the EOR in the shop drawing review process and strive to return shop drawings within the allowable timeframe or less to the Contractor. Final approved shop drawings will be submitted to the City and EOR after all comments are resolved.

**As-builts** – MAE will review all "as-built" drawings. Drawings that do not meet the requirements outlined in the Contract Documents will be returned to the Contractor for correction. Once corrected, the "as-built" drawings will be submitted to the City for concurrence and acceptance and, after being finalized, the drawings will be submitted in a format approved by the City.

**Contractor Pay Requests and Change Orders** – MAE will evaluate and process the contractor's monthly and final Pay and Change Order requests before submittal to the City.

**Substantial Completion** – MAE will notify the City in advance of the Substantial Completion inspection to allow for coordination with the City's various Departments and stakeholders, and time to arrange participation. Following the Substantial Completion inspection, a copy of the punch list of items to be completed along with a list of the persons attending the inspection will be e-mailed to each of the above participants.

**Final Documentation** – Prior to final acceptance of the project, MAE will turn over the following documents:

- Original Inspector's Logs,
- All approved shop drawings,
- Final signed and sealed Construction Material Testing Reports, and
- Certification stating that all inspection services (materials and construction) provided by MAE were completed as outlined in the scope of services, that construction has been completed in substantial conformance with the approved plans, and that the as-built drawings have been reviewed and meet the City's requirements. This certification will be signed and sealed by MAE's Senior Project Engineer based upon the Scope of the Services.

## COMPENSATION

MAE will provide the services as described in this proposal during construction and closeout of the project. Based on our meetings and the provided information, we understand that the project construction schedule is anticipated to be 360 days.

MAE and GAI fees required to complete the work discussed in this proposal are shown in the attached Exhibit B – Fee Summary sheets. These fees are based on the anticipated 360-day schedule, all provided



EXHIBIT A

information, visits to the site and our review of the provided plans. Based on our understanding of the schedule and plans, we have included two (2) full time Senior Inspectors on the project for approximately 180 days of the 360-day duration, one (1) Senior Inspector for the remaining 180 days, and an additional Inspector working approximately 4-hours per day for 180 days. Other personnel include the Project Senior Engineer and a Project Administrator working approximately 12 and 20 hours per week over the 360-day schedule, respectively, and clerical support.

We understand that additional services may be added to the contract during the course of this project, as determined by the City. It is understood that fees for the additional work will be negotiated jointly by the City and MAE using the existing contract rates. It is understood that no additional compensation will be provided to MAE in the event the construction goes beyond each task's anticipated Final Completion date unless authorized by the City, and that no work will be undertaken on any additional service tasks without the written authorization from the City.

The Master contract between the City and MAE will serve as the sole agreement for this project. Changes or addendums will not be made to the Master contract and terms of payment unless mutually agreed to by MAE and the City. An executed copy of this Master contract will serve as our Notice to Proceed.

**CLOSURE**

We appreciate the opportunity to provide this proposal to you for this important City project. If you have any questions concerning this proposal, or if we can serve you in any other way, please contact us.

Sincerely,

**MESKEL & ASSOCIATES ENGINEERING, PLLC**



P. Rodney Mark, PE  
Vice President & Principal Engineer



Antoinette (Tina) D. Meskel, PE  
President & Principal Engineer

Distribution:	Mr. David Hahn, PE – City of Jacksonville	One (1) e-mail copy
	Mr. John Baxter, PE - City of Jacksonville	One (1) e-mail copy
	Mr. Thomas McKnight, PE – City of Jacksonville	One (1) e-mail copy

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

EXHIBIT B

**PART I - GENERAL**

<b>1. Project</b> CEI Services for the Emerald Trail Tier 1 Projects Original Contract	<b>2. Proposal No. / Contract No.</b> P-43-20 / TBD
<b>3. Name of Consultant or Subconsultant:</b> Meskel & Associates Engineering (MAE)	
<b>4. Date of Proposal</b> April 20, 2021	

**PART II - LABOR RELATED COSTS**

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Senior Project Engineer	\$ 63.00	607	\$ 38,241.00	
Senior CEI Inspector	\$ 28.00	2,210	\$ 61,880.00	
Senior CEI Inspector	\$ 37.50	225	\$ 8,437.50	
Field Inspector	\$ 28.00	69	\$ 1,932.00	
Clerical	\$ 37.26	61	\$ 2,272.86	
<b>TOTAL REIMBURSABLE LABOR</b>	<b>\$ 35.55</b>	<b>3172</b>		<b>\$ 112,763.36</b>

**6. Overhead (Combined Fringe Benefit & Administrative)** \$ 225,526.72

Overhead Rate 200 % x Total Direct Labor

**7. SUBTOTAL: Labor + Overhead (Items 5 & 6)** **\$ 338,290.08**

**8. PROFIT: Labor Related Costs (Item 7)** x 10% **\$ 33,829.01**

**PART III - OTHER COSTS**

<b>9. Miscellaneous Reimbursable Costs (Limited Amount)</b>		
Printing	\$	1,500.00
Testing	\$	2,000.00
Transportation & Shipping	\$	0.00

**MISCELLANEOUS REIMBURSABLE COSTS SUB-TOTAL** **\$ 3,500.00**

**10. JSEB SUBCONSULTANTS (Reimbursable/Not to Exceed)**

\$	\$
\$	\$
\$	\$
\$	\$

JSEB SUB-CONTRACTS SUB-TOTAL (Reimb/NTe) **\$**

**11. NON-JSEB SUBCONSULTANTS (Reimbursable/Not to Exceed)** **\$ 299,113.80**

GAI Consultants

\$	\$
\$	\$
\$	\$
\$	\$

**SUBSUB-TOTAL REIMBURSABLES** **\$ 299,113.80**

**PART IV - SUMMARY**

**TOTAL AMOUNT OF CONTRACT (Reimbursable/Not To Exceed)** **\$ 674,732.89**  
 (Items 5, 6, 8, 9, 10, and 11)

**12. TOTAL PRIOR CONTRACT AMOUNT** **N.A.**

**TOTAL AMENDED CONTRACT AMOUNT** **N.A.**



## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.  
SECRETARY

July 14, 2020

Antoinette Meskel, President  
MESKEL & ASSOCIATES ENGINEERING, PLLC  
3728 Philips Highway, Suite 208  
Jacksonville, Florida 32207

Dear Ms. Meskel:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following types of work:

- Group 9
  - Soil Exploration, Material Testing and Foundations
  - 9.1 - Soil Exploration
  - 9.2 - Geotechnical Classification Laboratory Testing
  - 9.3 - Highway Materials Testing
  - 9.4.1 - Standard Foundation Studies
  - 9.5 - Geotechnical Specialty Laboratory Testing
- Group 10
  - Construction Engineering Inspection
  - 10.3 - Construction Materials Inspection

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2021 for contracting purposes.

### Approved Rates

Home/ Branch Overhead	Field Overhead	Facilities Capital Cost of Money	Premium Overtime Reimbursed	Reimburse Actual Expenses	Home Direct Expense	Field Direct Expense	Published Fee Schedule
246.31%	144.18%	0.3688%	No	No	8.92%	0.00%*	Yes

\*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

**Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.**

Should you have any questions, please feel free to contact me by email at [carliayn\\_kell@dot.state.fl.us](mailto:carliayn_kell@dot.state.fl.us) or by phone at 850-414-4597.

Sincerely,

Carliayn Kell  
Professional Services  
Qualification Administrator

*Safety, Mobility, Innovation*  
[www.fdot.gov](http://www.fdot.gov)

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

**EXHIBIT B**

**PART I - GENERAL**

<b>1. Project</b> CEI Services for the Emerald Trail Tier 1 Projects- Model Mile Original Contract	<b>2. Proposal No. / Contract No.</b> P-43-20 / TBD
<b>3. Name of Consultant or Subconsultant:</b> GAI Consultants, Inc.	<b>4. Date of Proposal</b> April 19, 2021

**PART II - LABOR RELATED COSTS**

6. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
CEI Project Administrator	\$ 47.55	643.5	\$ 30,598.43	
Secretary/Clerk	\$ 27.50	544.5	\$ 14,973.75	
Field Senior Inspector	\$ 33.50	1,155.0	\$ 38,692.50	
Field Inspector	\$ 25.00	577.5	\$ 14,437.50	
<b>TOTAL REIMBURSABLE LABOR</b>	<b>\$ 33.80</b>	<b>2920.5</b>		<b>\$ 98,702.18</b>

**6. Overhead (Combined Fringe Benefit & Administrative)**  
 Overhead Rate 168.45 % x Total Direct Labor **\$ 166,263.82**

**7. SUBTOTAL:** Labor + Overhead (Items 5 & 6) **\$ 264,966.00**  
**8. PROFIT:** Labor Related Costs (Item 7) x 10% **\$ 26,496.60**

**PART III - OTHER COSTS**

**9. Miscellaneous Reimbursable Costs (Limited Amount)**  
 Printing \$ 1,200.00  
 Trip costs to office at \$0.56/mile \*72 miles/day \*160 days \$ 6,451.20

**10. JSEB SUBCONSULTANTS (Reimbursable/Not to Exceed)**  
 \$  
 \$  
 \$  
 \$

**JSEB SUB-CONTRACTS SUB-TOTAL (Reimb/NTE)** \$  
**11. NON-JSEB SUBCONSULTANTS (Reimbursable/Not to Exceed)**  
 \$  
 \$  
 \$  
 \$

**SUBSUB-TOTAL REIMBURSABLES** \$

**PART IV - SUMMARY**

**TOTAL AMOUNT OF CONTRACT (Reimbursables/Not To Exceed)** (Items 5, 6, 8, 9, 10, and 11) **\$ 299,113.80**

**12. TOTAL PRIOR CONTRACT AMOUNT** N.A.  
**TOTAL AMENDED CONTRACT AMOUNT** N.A.



Pittsburgh Office  
 385 E Westfront Drive  
 Homestead, PA 15120

**EXHIBIT B**  
 T: 412.476.2000  
 F: 412.476.2020

**GAI Consultants, Inc.**  
**Non-Governmental: Statement of Direct Labor, Fringe Benefits, and General Overhead**  
**December 31, 2019**

Description	Total Costs
Direct	18,872,779
Premium	(125,837)
	<b>18,746,942</b>
<b>Fringe Benefits</b>	
Holiday Payroll	752,162
Vacation/Sick Payroll	2,317,228
Retirement Plans	1,063,118
Employee Group	1,947,836
Bonuses	1,387,225
Payroll Taxes	2,384,003
	<b>9,851,574</b>
<b>Total Fringe Benefits</b>	
<b>General Overhead</b>	
Indirect Labor	10,324,259
Administrative	95,373
Amortization Expense	393,920
Bad Debt Expense	23,626
Books & Subscriptions	26,784
Computer & Programs	1,495,979
Depreciation	621,886
Insurance	694,374
Interest	227,120
Miscellaneous	171,429
Postage	34,325
Professional Development	397,119
Professional Fees	949,315
Promotion	653,737
Rent	3,084,997
Repairs & Maintenance	267,309
Supplies	329,730
Taxes	595,012
Telephone	314,166
Travel Expenses	806,830
Utilities	220,902
	<b>21,728,192</b>
<b>Total Indirect Costs</b>	
	<b>31,579,766</b>
<b>Percentage of Direct Labor</b>	
	<b>168.45%</b>

I hereby certify the non-governmental: statement of direct labor, fringe benefits, and general overhead for GAI Consultants, Inc. to be accurate and current as of September 25, 2020.

  
 Alexander S. Macmillan  
 Assistant Vice President / Controller

**EBO FORM 1  
SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION**

Name of Proposer: \_\_\_\_\_

Meskel & Associates Engineering, PLLC

Project Title: \_\_\_\_\_

Emerald trail Tier 1 Projects - Model Millie

Proposal Number: \_\_\_\_\_

P-43-20

Total Base Proposal Amount (if applicable):

\$674,732.89

**\* 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
Meskel & Associates Engineering, PLLC		CEI	\$375,619.09
GAI Consultants, Inc.	----	CEI	\$299,113.80

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	\$ 375,619.09
Non-MBE Participation Total	\$ 299,113.80

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 herein to the best of my knowledge and beliefs.

Signature of Proposer: \_\_\_\_\_



Title: Vice-President

Print Name: P. Rodney Mann, P.E.

Date: May 6, 2021





# City of Jacksonville, Florida


*Lenny Curry, Mayor*


Department of Public Works  
Traffic Engineering Division  
1007 Superior Street  
Jacksonville, FL 32254  
(904) 255-7533  
www.coj.net

ONE CITY ONE JACKSONVILLE

June 16, 2021

**TO:** Gregory W. Pease, Chief of Procurement

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

**FROM:** Christopher W. Ledew, P.E., Chief 

**SUBJECT:** Arcadis U.S., Inc. (3704-22 – Amendment #6)  
P-08-16 – Traffic Engineering Services – Traffic Signals, System Design and Simulation  
Increase amount by \$500,000  
Current Not to Exceed: \$6,200,000  
PWTE-500551-21

Contract 3704-22 established the limit of maximum indebtedness for all projects to be performed pursuant to the Agreement at \$6,200,000.00. An extension of time has been granted but was done without an increase.

Accordingly, this is to recommend that contract 3704-22, originally executed March 18, 2016, between the City of Jacksonville and Arcadis, US, Inc., for Traffic Engineering Services-Traffic Signals, System Design and Simulation, be increased by \$500,000. The maximum indebtedness will be increased to \$6,700,000.00. All other terms and conditions of the contract shall remain the same.

This increase is being requested due to the continued need for Professional Engineering Services to support the business needs of the Traffic and Engineering division.

Thank you for your consideration in this matter.

Attachment: PSEC Memo approved February 11, 2021





# City of Jacksonville, Florida

**Lenny Curry, Mayor**

Procurement Division  
Ed Ball Building  
214 N. Hogan Street, Suite 800  
Jacksonville, Florida 32202

**ONE CITY, ONE JACKSONVILLE.**

February 11, 2021

The Honorable Lenny Curry, Mayor  
City of Jacksonville  
4th Floor, St. James Building  
Jacksonville, FL 32202

Dear Mayor Curry:

**Ret: P-08-16 Traffic Engineering Services - Traffic Signals, System Design & Simulation (Amendment No. 5)**  
Department of Public Works/Traffic Engineering Division


The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of amending the above-referenced contract.

The following motion/recommendation was adopted:

That Contract No. 3704-22, originally executed March 18, 2016, between the City of Jacksonville and Accadis, US, Inc., for Traffic Engineering Services-Traffic Signals, be amended to: (i) extend the period of service from March 17, 2021 through September 21, 2021 and (ii) the maximum indebtedness shall remain a not-to-exceed amount of \$6,200,000.00. All other terms and conditions, as previously amended, shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures, and applicable Federal and State laws.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

  
Giorgi Pose, Chief  
Procurement Division  
Chairman, Professional Services  
Evaluation Committee

APPROVED:

  
Lenny Curry, Mayor

This 12<sup>th</sup> day of February 2021

GP:ab

cc Council Auditor  
David Miqui, OGC  
Subcommittee Members

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



ONE CITY ONE JACKSONVILLE

## City of Jacksonville, Florida

**Lenny Curry, Mayor**

Department of Public Works  
Traffic Engineering Division  
1007 Superior Street  
Jacksonville, FL 32254  
(904) 255-7533  
www.coj.net

**TO:** Gregory W. Pease, Chief of Procurement

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

**FROM:** Christopher W. LeDew, P.E., Chief *Ch. LeDew*

**DATE:** January 22, 2021

**SUBJECT:** Arcadis U.S., Inc. (3704-22 – Amendment #5)  
P-08-15 – Traffic Engineering Services – Traffic Signals, System Design and Simulation  
Extend 6 months - March 18, 2021 through September 17, 2021  
Current Not to Exceed: \$6,200,000  
PWTE-500320-21

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Contract 3704-22 established the limit of maximum indebtedness for all project to be performed pursuant to the Agreement at \$6,200,000.00. An extension of time is being requested.

Accordingly, this is to recommend that contract 3704-22, originally executed March 18, 2016, between the City of Jacksonville and Arcadis, US, Inc., for Traffic Engineering Services-Traffic Signals, System Design and Simulation, be extended from March 17, 2021 through September 17, 2021. The maximum indebtedness should remain the same at \$6,200,000.00. All other terms and conditions of the contract shall remain the same.

This extension is being requested due to the continued need for Professional Engineering Services for the work in Traffic Engineering. This agreement is extremely important in keeping the Traffic Signal Preventive Maintenance Agreement with FDOT intact due to FDOT's fiscal year being July through July.

It has taken longer than expected for Traffic Engineering's other RFP to be in place due to COVID-19 and prolonged absences.

Thank you for your consideration in this matter.

Attachment: Memo from Arcadis  
PSEC Memo approved February 20, 2020

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City of Jacksonville  
Fire and Rescue Department  
Emergency Preparedness Division

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MEMORANDUM

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

FROM: Steve Woodard, Director  
Emergency Preparedness Division   
Todd Smith, Division Chief  
Emergency Preparedness Division 

RE: P-09-21 Disaster Recovery and Mitigation Consulting Services for  
Incidents and Events

DATE: June 28, 2021

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The Fire and Rescue Department Emergency Preparedness Division has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide the Disaster Recovery & Mitigation Consulting Services for Incidents and Events, 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 Ernst & Young LLP to provide Disaster Recovery & Mitigation Consulting Services for Incidents and Events to incorporate the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for Two (2) years from the date of execution of the Contract, with three (3) one-year renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of \$1,200,000. 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: Exhibit A and Exhibit B

cc: Alex Baker, PSEC Specialist

## Exhibit A

### Scope of Services

1. Make recommendations and provide guidance on the City of Jacksonville recovery activities related to State and Federal programs, rules, and regulations.
2. Develop, manage, administer, and audit City of Jacksonville recovery activities related to the State and Federal assistance programs.
3. Provide experienced and credentialled staff with in-depth knowledge and subject matter experience working Local, State, or Federal Public Assistance recovery programs.
4. Provide technical assistance and advisory services related to mitigation and recovery from Federally Declared Disasters.
5. Develop and implement strategies designed to maximize eligible Federal and State reimbursement
6. Provide support for strategic planning and coordination of recovery efforts.
7. Review contracts and purchasing documentation to ensure compliance with the 2 Code of Federal Regulations (CFR) and the Super Circular.
8. Attend meetings with FEMA, Florida Division of Emergency Management, and City of Jacksonville personnel.
9. Coordinate the development of Project Worksheets (PWS) and other documented versions as required for the Florida Division of Emergency Management and FEMA.
10. Develop hazard mitigation proposals under Section 406 of the Stafford Act. Identify, develop, and evaluate opportunities for hazard mitigation projects to reduce or eliminate risk from future events. Prepare hazard mitigation proposals, grant applications, benefit-cost analysis, and other services related to the Hazard Mitigation Grant Program, Pre-Disaster Mitigation, CDBG, and other mitigation programs.
11. Compile documentation to include records for contract expenditures, force account labor, and force account equipment for Project Worksheets.
12. Identify permit and regulatory requirements necessary for the submission of Project Worksheets.
13. Provide assistance to City of Jacksonville departments and offices, as requested, to complete the necessary documentation.
14. Participate in dispute resolution with Florida Division of Emergency Management and FEMA, including the preparation of time extensions, appeals, and responses to Requests for Information (RFI).
15. Participate in Florida Division of Emergency Management Audits, Inspector General Audits, and FEMA Single Audits.
16. Prepare grant closeout documents, files, reports, and other required documentation to ensure funding of projects.
17. Record and upload documents as required by the Florida Division of Emergency Management in the Florida Public Assistance (FloridapA.org) and the FEMA Grantee Portal.
18. Provide continuous monitoring to achieve the City of Jacksonville goal of effectively obtaining all eligible reimbursements available from FEMA and other reimbursing agencies for the damages incurred and provide a dedicated team of multi-disciplined professionals to manage and oversee all aspects of State and Federal recovery processes.
19. Measure and formulate initial and joint damage assessments for projects required for the City of Jacksonville by the Florida Division of Emergency Management and FEMA.
20. Provide applicant briefings regarding alternate sources of funding, such as property insurance policies, HUD CDBG-DR, and the Department of Transportation.
21. Prepare Request for Public Assistance (RPA) and other required documents for account activation with the Florida Division of Emergency Management and FEMA, such as Direct Deposit Authorization (DDA) and Designated Authorized Agent (DAA). Assist the City in preparing responses to FDEM risk assessments, as applicable, and other pre-award activity.
22. Coordinate and schedule site visits with the Florida Division of Emergency Management and FEMA and ensure appropriate City of Jacksonville personnel are available and prepared.

23. Participate in the Florida Division of Emergency Management and FEMA site visits to damaged areas, debris staging locations, and other project formulation efforts.
24. Assist the City in gathering information for the Florida Division of Emergency Management and FEMA project formulation.
25. Prepare and review preliminary cost estimates, project scope formulation, project assumptions, and project estimates written by the Florida Division of Emergency Management or FEMA to ensure accuracy.
26. Prepare submission requests for Immediate Needs Funding (INF) or cash advances as available.
27. Identify potential opportunities for the City of Jacksonville to restore assets in a strategic or resilient manner, and prepare documentation for the hazard mitigation under the Federal Hazard Mitigation Grant Program for improved or alternate projects.
28. Measure and project estimated expenses and assist in consolidating information into a presentable format as required by State and Federal agencies.
29. Document all disaster volunteer activity and measure value to apply against City of Jacksonville project cost-share.
30. Attend and participate in key meetings such as the applicant briefing, kickoff meeting, ad hoc State and Federal agency meetings, or others at the direction of the City of Jacksonville.
31. Document meeting minutes, key information provided by State and Federal agencies, and positions rendered to minimize re-work and loss of work product caused by personnel turnover.
32. Provide applicant briefings regarding all alternate sources of funding beyond State and Federal agencies.
33. Assist the City in gathering information for FEMA's use in project formulation.
34. Prepare preliminary cost estimates and project scope formulation.
35. Review project estimates as written by FEMA to ensure completion and accuracy.
36. Prepare and enter all Request for Reimbursements (RFR's), quarterly reports, and supporting documentation into the Florida Division of Emergency Management at FloridaPA.org
37. Compile detailed reports to document any City of Jacksonville, consultant, or contractor hours and expenses classified as Direct Administrative Costs (DAC) and eligible for reimbursement
38. Review the City of Jacksonville insurance policies to ensure compliance with the FEMA Public Assistance Program.
39. Prepare and collaborate with the City of Jacksonville Risk Management on insurance claims.
40. Review Eligibility Assessments made by FEMA or Florida Division of Emergency Management that may affect the City of Jacksonville projects.
41. Prepare all correspondence and supporting documentation for the appeals process for any eligibility or other rulings not in favor of the City of Jacksonville.
42. Assist in all Federal and State Project Closeout processes.
43. Assist with the Environmental and Historic Preservation (EHP) process, documentation, and approvals required for any projects.
44. Provide counseling and services related to administration of pre-disaster and post-disaster grant awards for a variety of project types including, but are not limited to, Building Resilient Infrastructure and Communities (BRIC), Flood Mitigation Assistance (FMA), and Hazard Mitigation Grant Program (HMGP).
45. If requested to work in the City of Jacksonville Emergency Operations Center (EOC), follow all EOC guidelines and provide all tools and materials for performing consultant tasks.

**Exhibit B**

**Schedule of Proposed Prices and Rates**

**Form 1 - Price Sheet**

Name of Consultant: Ernst & Young LLP

Proposal Number: P-09-21

**SCHEDULE OF PROPOSED PRICES/RATES**

1. The price set for each item is a "firm fixed" price and inclusive of all labor, supervision, materials, supplies, equipment, tools, transportation, lodging, handling, assessments, fees, and taxes.
2. The contractor is not exempt from the Florida Sales Tax on materials or services.
3. Charges are based on hours worked, the fully-loaded hourly direct labor rates are:  
Partner, Principal, Executive Director: \$325 /hr.  
Senior Manager \$300 /hr.  
Manager: \$240 /hr.  
Senior: \$165 /hr.  
Staff: \$125 /hr.







# City of Jacksonville, Florida

Finance and Administration  
117 West Duval Street, Suite 300  
Jacksonville, FL 32202  
(904) 255-5351  
[www.coj.net](http://www.coj.net)

ONE CITY. ONE  
JACKSONVILLE.

## MEMORANDUM

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

**FROM:** Randall Barnes, CTP, Treasurer  
Administration and Finance  
Treasury Division

Paul Barrett, CFA, CIPM, Senior Manager of Debt and Investments  
Administration and Finance  
Treasury Division

Brennan Merrell, Manager of Debt and Investments  
Administration and Finance  
Treasury Division

**RE:** T-05-21 Investment Custody and Securities Lending Services

**DATE:** June 28, 2021

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## **City of Jacksonville, Florida**

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The Treasury Division received three (3) proposals for the **Investment Custody and Securities Lending Services** and found all to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP). Interviews were held virtually to meet the service team, preview a systems demonstration, and have time to ask questions. Final ranking is based on the on the scores from the proposal evaluations and oral interviews.

The proposals were evaluated using the selection criteria outlined in the Purchasing Code as augmented by the RFP.

Based on the above, the following firms listed alphabetically were determined to be qualified to perform the required services. The ranking of first, second and third designates the order of qualification of these firms to perform the required services and alphabetically they are:

- 1) **BNY Mellon**
- 2) **Northern Trust**
- 3) **State Street**

Please advise us when this item is placed on your agenda so we may be present. After a full committee review, we request that this item is sent to the Mayor for final decision.

Attachment(s):     Scoring Matrix







## City of Jacksonville, Florida


Finance and Administration Department  
117 West Duval Street, Suite 300  
Jacksonville, FL 32202  
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[www.coj.net](http://www.coj.net)

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July 1, 2021

### MEMORANDUM

**TO:** Greg Pease, Chairperson, Professional Services Evaluation Committee

**FROM:** Paul Barrett, Senior Manager of Debt and Investments 

**RE:** Selection of Various Service Providers for the Special Revenue, Series 2021A&B Bonds Issuance, Special Revenue Refunding, Series 2022A Bonds Issuance, and Direct Pay Letter of Credit

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Prior to the end of conclusion of the 2021 fiscal year, the City plans to issue new bonds to refund existing bonds and provide funds to cover the expenditures associated with projects that were previously authorized by the Jacksonville City Council to be funded with debt. It is in the best interests of the City to periodically sell new bonds via negotiated sale, and to do so by employing a select group of firms to supply the required operational services required for completion of the deal.

In addition, the City recently completed an RFI process through its Financial Advisor, for a Direct Pay Letter of Credit to support its Commercial Paper Notes, as the current agreement is scheduled to expire on September 8, 2021.

In accordance with Section 126.313 of the Purchasing Code and the related Treasury and Pension Procurement Procedures, and after careful consideration, the City's Treasury Division selected the following firms to provide the indicated services related to the anticipated Special Revenue 2021A&B and Special Revenue Refunding 2022A bond issuances: Wells Fargo (paying agent/registra/rescrow agent), Bond Resource Partners (Verification Agent), S&P (Ratings), Fitch (Ratings), Kroll (Ratings), Imagemaster/MunIOS (Printing), Jefferies/Ramirez/RBC (SR 2021AB Underwriters), BAML/Citigroup/Raymond James (SR 2022A Underwriters), Bryant Miller Olive (Disclosure Counsel), and Greenberg Traurig (Bond Counsel). The City will also engage Bank of America as the provider of its Direct Pay Letter of Credit for the next two years.



# City of Jacksonville, Florida

*Lenny Curry, Mayor*

City Hall at St. James  
117 W. Duval St.  
Jacksonville, FL 32202  
(904) 630-CITY  
www.coj.net

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## MEMORANDUM

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

**FROM:** Ed Randolph, Director of Business Development  
Michael Thomas, Real Estate Manager

**SUBJECT:** VT Griffin Services, Inc. Contract (No. 7846-04) Amendment Number Three (3)

**DATE:** June 16, 2021

*P-09-18*

*AMLD JK*

The subject contract was awarded with an effective date of August 1, 2018, to procure caretaker and facilities maintenance support for Cecil Commerce Center over a three year period. The contract provides for options to extend the contract for 2 additional 1-year periods.

As required in Section 1.3.1 of the contract, this amendment is to modify the scope of work to reflect the required work to be completed from August 1, 2021 through July 31, 2022. The City requested a revised work plan for the period August 1, 2021 through July 31, 2022 and received a proposal from VT Griffin Services by the attached Exhibit "A-1". Negotiations were conducted to establish costs associated with the proposed work plan.

OED requests authorization to increase the maximum indebtedness of the subject contract by \$1,903,098.00, to a new maximum indebtedness to the City of \$8,445,774.00.

Accordingly, this is to recommend the City amend the subject contract with VT Griffin Services as follows:

- 1) The costs for work under subparagraphs 3.1.1, Management and Maintenance/Caretaker Support Services are in the amount of \$1,903,098.00, as proposed by VT Griffin Services, Inc. written cost proposal dated April 12, 2021.
- 2) All other terms and conditions remain unchanged
- 3) Exhibit "A-1" is incorporated as part of the Contract.

The contractor, VT Griffin Services, has exceeded the overall established MBE goals for performance and continues to provide outstanding service under the contract. Additional funds are budgeted to effect this proposed change to the contract.



# City of Jacksonville, Florida

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*Lenny Curry, Mayor*

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Please contact Ed Randolph at 255-5450 or Mike Thomas at 255-5453 if you have any questions concerning this matter.

Thank you for your assistance.

Attachment:

1) VT Griffin Services letter/proposal dated April 12, 2021 (Exhibit "A-1")

VT Griffin  
6134 Authority Avenue  
Jacksonville, FL 32221

Tel 904.777.1900  
Fax 904.777-0097



April 12, 2021

Mr. Edward W. Randolph  
Cecil Commerce Center Manager  
Office of Economic Development  
117 West Duval Street, Suite 275  
Jacksonville, Florida 32202

Re: Budget Estimate Aug. 1, 2021 – July 31, 2022, P-09-18  
Agreement between the City of Jacksonville and VT Griffin;  
Management and Maintenance/Caretaker Support at Cecil Commerce Center

Dear Mr. Randolph:

In response to your request the budget Estimate is \$1,903,098 for the upcoming year (August 1, 2021 through July 31, 2022) is attached. The increase is due to the addition of Logistics Lane and the cost associated with maintaining it.

Should you have any questions, please do not hesitate to call me at (904) 777-1900, extension 11.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "James D. Jelsma". The signature is written in a cursive style with a large, stylized "J" and "S".

James D. Jelsma  
C.G.C. 061080  
Project Manager

JDJ/ss



**BUDGETED ESTIMATE PLAN  
AUGUST 1, 2021 - JULY 31, 2022**

**DRAFT**

		ESTIMATED BUDGETED ESITIMATE PLAN AUG. 1, 2021 - JUL. 31, 2022
<b>GENERAL/OH COST AREA</b>		
1	Administrative Requirement	\$ 278,208
2	Facility Maintenance Services	\$ 959,231
3	Pest Control Services	\$ 12,843
4	Grounds and Surfaced Areas Maint Serv	\$ 545,247
5	Enironmental	\$ 6,911
6	Refuse/Recycle	\$ 10,034
	<b>Sub Totals</b>	\$ 1,812,474
	Management Fee (5.0%)	\$ 90,624
	<b>Contract Amount Subtotal</b>	\$ 1,903,098
5	Contingency (Over & Above)	\$ -
	<b>GRAND TOTAL</b>	\$ 1,903,098

**ANNEX 1  
ADMINISTRATIVE REQUIREMENTS**

ANNEX 1 COSTS ADMN REQ	EST
	8/1/2021-07/31/2022
<b>3.1 DIRECT COSTS</b>	
A. VEHICLE OPERATING EXPENSE	\$ 23,642
B. TELEPHONE & COMMUNICATION	\$ 11,499
C. INSURANCE	\$ 10,647
D. PERMITS, LICENSES, REGISTRATION, & T	\$ 1,278
E. SOFTWARE/OFFICE EQUIPMENT RENTAL \$ MAINTENANCE	6,176
F. OFFICE SUPPLIES	\$ 5,324
G. POSTAGE, FEDERAL EXPRESS, COURIER \$	1,278
H. UTILITIES	\$ 1,278
<b>SUBTOTAL</b>	<b>\$ 61,122</b>
<b>DRAFT</b>	
<b>3.2 LABOR</b>	
<b>SUBTOTAL</b>	<b>\$ 217,086</b>
<b>TOTAL ANNEX 1</b>	<b>\$ 278,208</b>

**ANNEX 2  
FACILITIES MAINTENANCE SERVICES**

ANNEX 2 COSTS FAC MAINT SERV	EST
<b>1.1 SUBCONTRACTOR COSTS</b>	08/01/21-07/31/2022
A. SERVICE CALLS	32,368
B. HVAC MAINTENANCE & REPAIR	20,150
D. CUSTODIAL	19,433
E. FIRE PROTECTION MAINTENANCE	3,236
F. MISC FACILITIES PROJECTS	279,877
<b>SUBTOTAL</b>	<b>355,064</b>
<b>1.2 LABOR</b>	
A. SALARIES	587,341
<b>SUBTOTAL</b>	<b>587,341</b>
<b>1.3 MATERIALS &amp; OTHER EXPENSES</b>	
A. MATERIALS	15,532
B. SUB/SOLICITATION COSTS	1,294
<b>SUBTOTAL</b>	<b>16,826</b>
<b>TOTAL ANNEX 2</b>	<b>\$ 959,231</b>

**DRAFT**

**ANNEX 3  
PEST CONTROL SERVICES**

<b>ANNEX 3 COSTS PEST CONTROL</b>		08/01/21-07/31/202
<b>1.1 SUBCONTRACTOR COSTS</b>		
C. * PEST CONTROL, BUILDINGS	4,825	
<b>SUBTOTAL</b>	4,825	
<b>DRAFT</b>		
<b>1.2 LABOR</b>		
A. SALARIES	8,018	
<b>SUBTOTAL</b>	8,018	
* termite bonding #332 incl		
<b>TOTAL ANNEX 3</b>		12,843

ANNEX 4  
 GROUNDS AND SURFACED AREAS MAINTENANCE SERVICES

ANNEX 4 COSTS GROUNDS		08/01/21-07/31/23
<b>1.1 SUBCONTRACTOR COSTS - SOUTH SIDE</b>		
A. GRASS MOWING & MAINT (GREEN)	\$	152,254
B. GRASS MOWING & MAINT (YELLOW)	\$	14,230
C. LEVEL "A" BUILDINGS	\$	23,331
D. STREET SWEEPING	\$	4,099
E. CURB, SIDEWALK EDGING	\$	16,163
F. STORM WATER DRAINAGE LAKE FRETWELL	\$	2,811
G. CLEAN MISC. STORM DRAINS	\$	1,054
H. HYSLER CEMETERY	\$	2,108
I. TREAT/MAINTAIN LAKE FRETWELL	\$	8,901
J. IRRIGATION SYSTEM MAINT	\$	7,027
K. FLOWERBED MAINT	\$	2,361
L. GENERAL FUND/UTL/METERS	\$	11,713
	\$	246,052
<b>1.2 SUBCONTRACTOR COSTS - NORTH SIDE</b>		
A. GRASS MOWING & MAINT	\$	73,738
B. CURB, SIDEWALK EDGING	\$	16,669
C. FLOWERBED MAINT	\$	15,460
D. IRRIGATION SYSTEM MAINT	\$	7,027
E. PONDS/STORM WATER DRAINAGE W. NEW WC	\$	51,515
F. CLEAN RETENTION POND OUTFALLS	\$	2,811
G. STREET SWEEPING	\$	3,514
H. GENERAL FUND/SERVICE CALLS	\$	11,712
<b>SUBTOTAL</b>	\$	182,445
	\$	428,498
<b>1.3 LABOR</b>		
A. SALARIES	\$	74,595
<b>SUBTOTAL</b>	\$	74,595
<b>1.4 MATERIALS &amp; OTHER EXPENSES</b>		
A. FERT/PEST CONTROL/GRNDS EQUIPMENT	\$	1,171
B. FERT/PEST CONTROL/GRNDS MATERIALS	\$	11,469
C. SPRINKLER SYSTEM MAINTENANCE	\$	4,216
D. UTIL/METERS	\$	25,298
<b>SUBTOTAL</b>	\$	42,154
<b>TOTAL ANNEX 4</b>	\$	545,247

ANNEX 5  
ENVIRONMENTAL

<b>ANNEX 5 COSTS</b>		08/01/21-07/31/2
ENVIRONMENTAL	DRAFT	
<b>7.1 LABOR/SUBCONTRACTORS COSTS</b>		\$ 6,911
<b>SUBTOTAL</b>		\$ 6,911
<b>TOTAL ANNEX 5</b>		\$ 6,911

**ANNEX 6  
REFUSE/RECYCLE SERVICES**

<b>ANNEX 6 COSTS REFUSE/RECYCLE</b>		08/01/21-07/31/22
<b>1.1 SUBCONTRACTOR COSTS</b>		
A. WASTE DISPOSAL	\$	2,016
<b>SUBTOTAL</b>	\$	2,016
DRAFT		
<b>1.2 LABOR</b>		
A. SALARIES	\$	8,018
<b>SUBTOTAL</b>	\$	8,018
<b>TOTAL ANNEX 6</b>	\$	10,034

**OVER ABOVE PROJECTS**

OVER & ABOVE	08/01/2021-07/31/2022
MAINTENANCE REPAIR & REPLACEMENT PROJECTS	
REPAIRS AND MAINTENANCE TO VARIOUS BLDGS/FACILITIES	\$ -
TOTAL OVER & ABOVE	\$ -