

**PUBLIC NOTICE  
PSEC AGENDA  
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
Thursday, July 29, 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=UHBakl6KzRuemYrdHRWVGJ3bkdlZz09>  
Meeting ID: 862 6841 5008  
Passcode: 657328

Committee Members: Gregory Pease, Chairman  
Paul Barrett, Treasury  
Harry Wilson, OGC

<i>Subcommittee Members</i>	<i>ITEM #</i>	<i>TITLE &amp; ACTION</i>	<i>MOTION</i>	<i>CONTRA EXP</i>	<i>OUTCOME</i>
Tyrice Young Travis Williams	P-22-21	Introduce & Review Scope Communication and Branding Consulting Services Kids Hope Alliance	That the committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel may deem appropriate to clarify the intent of the using agency and to ensure compliance with the City's Procurement Ordinances, policies, procedures and applicable federal and state laws.		
Robin Smith Steven Long	P-38-17	Contract Amendment No. 2 Construction Engineering & Inspection Services for Various Projects Department of Public Works/Engineering & Construction Management Division	That Contract No. 9577-02 originally executed July 31, 2017, between the City of Jacksonville and Construction and Engineering Services Consultants, Inc., aka C&ES Consultants, Inc., for Construction Engineering & Inspection Services for Various Projects be amended to: (I) exercise the second and final 2-year renewal option extending the period of service from July 31, 2021 through July 30, 2023, with no renewal remaining; and (II) increase the maximum indebtedness by \$1,000,000.00 to a new not-to-exceed total maximum of \$3,000,000.00. 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 Procurement Ordinances, policies, procedures and applicable federal and state laws.	07/31/21	
Fred Pope Jeff Lucovsky	P-32-20	Subcommittee Report Landscape Architecture & Support Professional Design Services for Landscape Improvements on Roadways and Other Public Utilities Department of Public Works/Engineering & Construction Management Division Public Facilities	It is the consensus of the committee that of the seven (7) proposals received in response to the Request for Proposal(RFP) all were found to be 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: 2) CHW Professional Consultants 3) HDR Engineering, Inc. 1) Prosser, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with <u>Prosser, Inc.</u> , the number one (1) ranked company.		

<p>William Joyce Robin Smith</p>	<p>P-02-20</p>	<p>Fee &amp; Contract Negotiations Professional Engineering Services for New Berlin Road from Pulaski Rd/Staratt Rd. To Cedar Point Road Department of Public Works/Engineering &amp; Construction Management Division Public Facilities</p>	<p>That the City of Jacksonville enter into a contract with Connelly &amp; Wicker, Inc., for Professional Engineering Services for New Berlin Road from Pulaski Rd/Staratt Rd., to Cedar Point Road that incorporates the attached Scope of Services Identified as Exhibit 'A' and Contract Fee Schedule Identified as Exhibit 'B'; to provide a lump-sum amount for Design Services in the amount of \$695,437.21; and not-to-exceed limits for: Meetings in the amount of \$4,000.00, Survey in the amount of \$386,116.80, Bridge Evaluation in the amount of \$53,676.32, Geotechnical in the amount of \$97,207.67 and Contingency in the amount of \$55,000.00; with a maximum indebtedness to the City in the amount of \$1,291,438.00; the period of service is from execution of the contract to project completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.</p>		
<p>Guy Parola Lori Boyer</p>	<p>P-06-20</p>	<p>Contract Amendment No. 1 Downtown Market Feasibility Analysis Downtown Investment Authority (DIA)</p>	<p>That Contract No. 70430-20 between the City of Jacksonville and Willdan Financial Services, Inc., for a Downtown Market Feasibility Analysis, be amended to ratify the contract from April 3, 2021, to July 29, 2021, and extend the period of service through September 30, 2021. The maximum indebtedness shall remain \$94,950.00. All other terms and conditions of the contract shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Procurement Ordinances, policies, procedures and applicable federal and state laws.</p>		
<p>Alex Baker</p>		<p>Addition to Legal Related Services List Finance and Administration Department/Procurement Division</p>	<p>That the committee approve the following individual for inclusion on the Legal Related Services list under the category of Abstract and Title Insurance Services: Glenn A. Taylor, PA</p>		

**INTERVIEWS**

**P-31-20 Professional Architectural Service for Oceanway/New Berlin Library**

(Tim Rogers, Nikita Reed, Jacksonville Public Library/Department of Public Works)

10:15 a.m.                    G.M. Hill Engineering, Inc.

10:50 a.m.                    PQH Group, Inc.

11:25 a.m.                    TTV Architects, Inc.

Each firm will be allowed twenty (20) minutes for presentation time followed by fifteen (15) minutes for questions and answers.

MEETING ADJOURNED





ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

July 26, 2021

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

**FROM:** Saralyn Grass, Ed. D, Chief Administrative Officer  
Kids Hope Alliance

**Subject:** Certification Letter for P-22-21 Communications and Branding Consulting

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Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services. The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study:  
*Evaluate, update, and implement KHA's Communication and Branding plan*
2. The Objective of the study or services:  
*To assist in the execution of specific aspects a comprehensive, strategic, and innovative communications and branding plan for KHA. Produce marketing and branding content for KHA's usage.*
3. The estimated period of time needed for the service or study:

*The initial project will take one year, and the contract will have 3 optional 1-year renewals for updates*

4. The estimated cost of the service or study:  
*Between \$100,000 & \$150,000*
5. Whether the proposed study or service would or would not duplicate a prior or existing study or service:  
*The proposed service will not duplicate a prior or existing service.*
6. List of current contracts or prior services or studies which are related to the proposed study or service.  
 NA
7. A statement as to why the service/study cannot be done by department or agency staff:

*Staff will expertise to possibly conduct such comprehensive services have other duties that prevent them from such and would take them away from their day-to-day duties to work on this project.*

8. The names and telephone numbers of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members

*Travis Williams      904-255-4403*  
*Tyrice Young        904-255-4423*

9. A project funding account number:

Fund	Center	Account	Project	Activity	Interfund	Future
10901	181005	531090	000000	00000000	00000	0000000

10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process.

**Daigle Creative** – [info@daiglecreative.com](mailto:info@daiglecreative.com)  
**ADG Mark** – [cjones@adgmark.com](mailto:cjones@adgmark.com)  
**Mad Men Marketing** – [jdblair@madmenmarketinginc.com](mailto:jdblair@madmenmarketinginc.com)  
**Dion Marketing** – [juliedion@dionmarketing.com](mailto:juliedion@dionmarketing.com)  
**Tiger Lily** – [hello@wearetigerlily.com](mailto:hello@wearetigerlily.com)

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members have read and understand the Procurement Manual and Procurement Committee Guidelines dated October 2020.


KHA- Sr. Director of Communications  
TITLE

KHA-Director Research and Grants  
TITLE





# 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](http://www.coj.net)

ONE CITY ONE JACKSONVILLE

July 15, 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

Steven D. Long, P.E. *Steven D. Long*  
Chief, Right-of-Way and Stormwater Maintenance

**SUBJECT:** P-38-17 Construction Engineering & Inspection Services for Various Projects  
Consultant Services Account Nos.: N/A  
Internal Services Account No.: PWEN011AD

Contract #9577-02 between the City and Construction and Engineering Services Consultants, Inc., (aka C&ES Consultants, Inc.) is set to expire on July 30, 2021. All work has been performed satisfactorily for the past two years. Section 1.2 of the contract allows for two, two year renewals. Therefore, we wish to extend the contract for the 2nd of the two year renewals. Additionally, projects planned in the coming year require that the maximum contract amount be increased to allow for continuation of services. There is no rate increase associated with this amendment. This project is designated as Encouragement.

Accordingly, this is to recommend that Contract No. 9577-02, originally executed July 31, 2017, between the City and Construction and Engineering Services Consultants, Inc., (aka C&ES Consultants, Inc.) for Construction Engineering & Inspection Services for Various Projects be amended to increase the maximum indebtedness by \$1,000,000.00 to a new not to exceed limit of \$3,000,000.00 and to extend the Period of Service from July 31, 2021 to July 30, 2023; with all other terms and conditions of the Agreement remaining unchanged

cc: Lori A. West, Engineering Contract Specialist, Engineering & Construction Management





07/15/2021

City of Jacksonville  
Procurement Division  
Ed Ball Building  
214 N. Hogan Street, Ste 800  
Jacksonville, Florida 32202

Ref: P-38-17/JS#1 Construction Engineering & Inspection Services for Various Projects  
(Amendment No. 2) Department of Public Works/Engineering & Construction Management Division

Dear Lori West and Thomas McKnight,

Construction and Engineering Services Consultants, Inc is exercising the 2<sup>nd</sup> Amendment request for 2-year renewal option on Contract No. 9577-02 originally executed on July 31, 2017. Time period is for July 31, 2021-July 30,2021.

Respectfully,

A handwritten signature in dark ink that reads "Steven J Davis". The signature is written in a cursive style with a prominent initial "S".

Steven J Davis  
President/CEO

Construction & Engineering Services Consultants, Inc.

9432 Baymeadows Road, Ste. 100

Jacksonville, FL 32256

(T) 904 652-1186 (F)904-652-1191

[www.candiconsults.com](http://www.candiconsults.com)

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# City of Jacksonville, Florida

**Lenny Curry, Mayor**

Department of Public Works  
Mowing and Landscape Maintenance Division  
609 St. Johns Bluff Road N  
Jacksonville, FL 32225  
(904) 255-4299  
www.coj.net

ONE CITY, ONE JACKSONVILLE

June 21, 2021

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

**THRU:** John P. Pappas, P.E. *[Signature]*  
Director

**FROM:** Fred Pope *[Signature]*  
Landscape Architect

Jeff Lucovsky *[Signature]*  
Manager Plan Review-Landscape

**SUBJECT:** P-32-20 Landscape Architecture & Support Professional Design Services for  
Landscape Improvements on Roadways and Other Public Facilities

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The subcommittee received Seven (7) proposals for evaluation for the subject project. All were found to be responsive, interested, qualified and available to provide the services required by the RFP.

The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

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

1. Prosser, Inc.
2. CHW Professional Consultants
3. HDR Engineering, Inc.

We recommend that the above list be forwarded to the Mayor for final selection.

FWP/lw

Attachment: Scoring Matrix

cc: Lori West, PW Contract Manager, Engineering and Construction Management Div.  
Dave McDaniel, Chief, Mowing & Landscape Maintenance Div.  
Fred Pope, Landscape Architect, Mowing & Landscape Maintenance Div.  
Jeff Lucovsky, Manager, Plan Review-Landscape

EVALUATION MATRIX

EVALUATION SCALE

20

EXTREMELY QUALIFIED

QUALIFIED

PROJECT NO. P-32-20

AVERAGE SCORE

PROJECT TITLE: LANDSCAPE ARCHITECTURE & SUPPORT PROFESSIONAL DESIGN SERVICES

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROJECT TO PROJECT	PAST & PRESENT DEMONSTRATED COMMITMENT TO SMALL & MARGINAL BUSINESSES & CONTRIBUTIONS TO A DIVERSE MARKET PLACE	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	WILLINGNESS TO MEET TIME & BUDGET	VOLUME OF CURRENT AND PRIOR WORK FOR AGENCIES USING	MAXIMUM POINTS ASSESSED
											10
CHW Professional Services	10.00	7.00	5.00	8.50	2.88	1.00	7.00	18.50	9.75	10.00	79.83
CPWG	10.00	5.00	3.00	5.00	1.75	1.00	9.50	13.38	6.00	10.00	63.63
Godard Design Assoc	9.00	7.00	3.50	7.25	2.50	10.00	4.00	14.13	7.00	10.00	74.38
HALFF	10.00	4.25	5.00	5.25	2.25	3.00	7.50	15.38	8.50	10.00	71.13
HDR	8.88	7.50	5.00	7.50	3.25	7.00	8.00	18.50	7.75	5.00	79.38
Mathews Design Group	9.00	6.00	4.00	6.38	3.25	1.00	8.75	13.63	6.00	10.00	68.01
Proseer	10.00	5.50	6.00	5.75	4.00	10.00	9.00	18.25	10.00	8.00	85.50





# 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.

July 21, 2021

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

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

FROM: William J. Joyce, P.E.   
Director of Operations  
Robin G. Smith, P.E.   
Chief, Engineering and Construction Management

SUBJECT: P-02-20 Professional Engineering Services for New Berlin Road from Pulaski Rd/Starratt Rd. to Cedar Point Road

The Engineering Division has negotiated with the consultant selected for Professional Engineering Services for New Berlin Road from Pulaski Rd/Starratt Rd. to Cedar Point Road, resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B. JSEB firms to be utilized to meet the 20% Participation Percentage Plan for this contract are detailed on a separate attachment.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Connelly & Wicker, Inc. for Professional Engineering Services for New Berlin Road from Pulaski Rd/Starratt Rd. to Cedar Point Road that includes the attached Scope of Services, Exhibit A and Fee Schedule Exhibit B, to provide a lump sum amount for Design Services in the amount of \$695,437.21 and not to exceed limits for: Meetings in the amount of \$4,000.00, Survey in the amount of \$386,116.80, Bridge Evaluation in the amount of \$53,676.32, Geotechnical in the amount of \$97,207.67 and Contingency in the amount of \$55,000.00, with a maximum indebtedness to the City in the amount of \$1,291,438.00 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
009015		
PWCP Various Capital Projects, Other Gen. Gov Svcs		
565030		
1		
10105-324005		
\$1,291,438.00		\$1,291,438.00

JPP/lw

Attachment: Exhibits A&B  
JSEB Participation

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

## EXHIBIT A

### SCOPE OF SERVICES PLANNING STUDY AND CONCEPTUAL DESIGN PHASE

NEW BERLIN ROAD,  
FROM PULASKI ROAD TO CEDAR POINT ROAD  
  
CITY OF JACKSONVILLE, FLORIDA

#### I. SCOPE OF PROJECT

- A. The intent of this project is to perform a Planning Study/Conceptual Design for the proposed roadway improvements for New Berlin Road. The purpose of this Phase is to determine the feasibility and ramifications of proposed roadway improvements.
- B. The Project limits along New Berlin Road shall be from Pulaski Road to Cedar Point Road.
- C. These included services will result in all conceptual drawings, sketches, and other documents needed for the City to determine the alignment and feasibility of the project for final design and construction.
- D. Consultant's services on the project may be in three (3) phases: (1) Planning Study/Conceptual Design, (2) Final Design, and (3) Construction, with separate negotiation and fee for each phase. The original agreement for these services shall be for the Planning Study/Conceptual Design phase only. At the City's option, upon completion of the Planning Study/Conceptual Design phase, this contract may be extended to include Final Design and Construction phase services after negotiation of mutually satisfactory terms.

#### II. PROJECT REQUIREMENTS

- A. Planning Study/Conceptual Design Requirements:
  1. **Traffic Study**

The consultant will conduct a traffic study to identify project 5-Year and 20-Year traffic volumes along the corridor and at selected intersections, conduct signal warrant analyses, analyze accident history, and determine the appropriate roadway configuration and typical section for New Berlin Road and any major intersections that may require improvements. The traffic study will include the following tasks:

    - A. COLLECT TRAFFIC DATA. Traffic data will be collected to identify

current traffic and circulation patterns, to identify any hazardous locations, and to provide base data for projecting future traffic volumes. Data collection efforts will include:

1. Three-day Automatic Traffic Recorder (ATR) counts/24 hour counts will be taken the following locations:
  - a. Airport Center Drive east and west of Starratt Road
  - b. New Berlin Road west of Airport Center Drive East
  - c. New Berlin Road east of Airport Center Drive
  - d. New Berlin Road east and west of Dunn Creek Road
  - e. Dunn Creek Road north and south of New Berlin Road
  - f. New Berlin Road east and west of Yellow Bluff Road
  - g. Yellow Bluff Road north and south of New Berlin Road
  - h. New Berlin Road west of Cedar Point Road
  - i. New Berlin Road south of Cedar Point Road
  - j. Cedar Point Road east of New Berlin Road.

2. Turning Movement Counts – Two-hour AM and PM peak hour manual turning movement counts will be conducted at each of the intersections along the corridor that currently have designated turn lanes:

- a. Airport Center Drive East at Starratt Road
- b. New Berlin Road at Starratt Road
- c. New Berlin Road at Daylight Trail
- d. New Berlin Road at Richfield Boulevard
- e. New Berlin Road at Airport Center Drive East
- f. New Berlin Road at Dunns Creek Road
- g. New Berlin Road at Yellow Bluff Road
- h. New Berlin Road at Glenn Hallow Drive
- i. New Berlin Road at Holstein Drive
- j. New Berlin Road at Sheffield Park Drive
- k. New Berlin Road at Cedar Point Road intersections.

These counts will be segregated by 15-minute intervals and will include a separate tabulation for trucks. To ensure data accuracy, all turning movement counts will be cross-checked against the ATR counts for the hours in which they overlap.

3. Pedestrian and Bicycle Counts – The above counts will also include bicycle and pedestrian counts at the above stated intersections.



Pedestrian and Bicycle counts at Five (5) Church and One (1) School location on New Berlin Road will be obtained during the Weekday AM peak and PM peak and Weekend AM peak, Mid-Day and PM peak time periods.

4. COVID Adjustment Factors – Traffic volumes may be lower than normal conditions due to the COVID-19 Pandemic. Adjustment factors will be determined and applied to the existing traffic counts using the City of Jacksonville established procedure to determine adjustment factors to account for low traffic volumes.

5. Crash Analysis – 3-years of traffic crash data will be collected, reviewed and depicted on collision diagrams.

6. Field Inventory – A complete inventory of existing intersection information will be conducted for the intersections listed above and a set of intersection condition diagrams will be prepared.

7. Speed Study – A speed study will be conducted along the corridor for New Berlin Road.

8. Planned Developments and Improvements – Planned developments, including the review of major and minor traffic impact studies in the vicinity of the study area, as well as proposed transportation improvements will be documented.

B. EXISTING CONDITIONS ANALYSIS. Existing Conditions Roadway Link and Intersection Level of Service (LOS) Capacity Analysis will be conducted using the procedures documented in the 2000 Highway Capacity Manual (HCM), 6<sup>th</sup> Edition. The intersections will be analyzed using Synchro Version 10 and Highway Capacity Software (HCS7).

C. FORECAST FUTURE TRAFFIC VOLUMES. Using the traffic count data, current year traffic volumes for the AM peak hour, the PM peak hour, and for daily traffic will be developed. 5-Year and 20-Year traffic volumes will then be developed using the most recent Northeast Regional Planning Model (NERPM\_ABv2.1). The model will be used for traffic forecasting in anticipation of the proposed development expected in the area and potential changes to the regional and local roadway network.

#### D. MULTIMODAL ANALYSIS

Land uses along New Berlin Road have dramatically changed in the past decade and is continuing to change. Hence, access management and planning for widening should consider the multimodal needs when upgrading arterial performance. Access connections to the roadway are a part of the system, and there is increasing recognition that the location and design of access to and from roadways affect all transportation modes. Access management techniques and treatments that will better the interactions between multimodal operations will be implemented. Emphasis will be provided to ensure that the improved

roadway system will accommodate many types of users—bicyclists, passenger cars, pedestrians, transit, and trucks to provide an appropriate balance between the various modes.

#### E. SIDEWALK AND MULTI-USE PATHS ANALYSIS

Sidewalk connectivity is a crucial factor in determining the walkability of communities. A sidewalk gap analysis will be performed to determine gaps in sidewalks to improve walkability along the study corridor. The preliminary design will include a sidewalk plan. Based on the ROW availability, sidewalks on one side or both sides of the street will be recommended. Additionally, a multi-use path along the entire corridor will be provided. Sidewalks and multi-use paths will be provided on all bridges and included in the design traffic analysis.

#### F. BICYCLE LANES

The study segments of New Berlin Road currently do not include bicycle lanes. As part of the design traffic analysis, bike lane evaluation will be performed. Based on the ROW availability, the possibility of providing buffered or wider bike lanes will also be evaluated. Bicycle lanes within the roadway pavement maybe omitted if a multi-use path is provided. The City has a policy to remove bicycle lanes on designated truck routes.

#### G. PEDESTRIAN CROSSINGS

Several land uses such as Churches, Schools and residential developments exists on either side of New Berlin Road (especially at the east end of the corridor). The need for pedestrian crossings will be evaluated along the corridor and locations will be identified.

#### H. SCHOOL ZONES AND SCHOOL BUS STOPS

New Berlin Road provides access to several residential developments and neighborhoods. A field review will be performed to determine the existing school bus stops along the study corridor. Data from the Duval County School District will also be obtained and reviewed as part of the design traffic analysis. An evaluation to improve safety at existing school bus stops will be performed as needed. This review will also include an evaluation to determine the need for new school bus stops at existing residential developments or neighborhoods and any new proposed residential developments along the study corridor. Safety improvements to facilitate students to safely cross the roadway will be identified and included in the recommendations report.

#### I. TRANSIT BUS STOPS

Evaluation of existing and future (based on JTA's plans if any) will be reviewed and safety improvements such as safe access via sidewalks

and appropriate street crossings at locations will be recommended along the corridor. Where possible, the possibility of providing bus pull-outs will be evaluated.

J. TRAFFIC CALMING

Traffic calming strategies such as Lane Narrowing, Corner Radii, Buildings and Trees (Landscaping), Gateway Treatments, Pinchpoints, Chicanes and Lane Shifts, Medians and Refuge Islands, Speed Humps, Speed Cushions, Speed Tables, Pavement Materials and Appearance, Signal Progression, Diversifiers, Shared Streets will be reviewed and appropriate treatment will be recommended.

K. ROADWAY SEGMENT ANALYSIS

A roadway segment analysis under the 5-year and 20-year traffic volumes conditions to determine the required number of travel lanes on each of the New Berlin Road segments. Different roadway cross sections, such as 3-lane and 4-lane sections, may be appropriate depending on the traffic volumes forecasts and context of each roadway segment within the corridor resulting in limited impacts to right-of-way (ROW) and significant savings in construction costs to the City of Jacksonville.

L. SIGNAL WARRANT ANALYSIS

A signal warrant analysis will be conducted based on existing and projected traffic volumes. In conjunction with crash and speed data. It is anticipated that traffic signals may be warranted at the intersection of New Berlin Road at Airport Center Drive East and New Berlin Road at Cedar Point Road intersections. In addition, existing traffic signals at Dunns Creek Road and Yellow Bluff Road to determine any required modifications to the exiting traffic signal.

M. ALTERNATIVE INTERSECTION CONTROL ANALYSIS

An alternative analysis will be conducted to determine if a roundabout would be an effective alternative to a traditional traffic signal on New Berlin Road at Dunns Creek Road, Yellow Bluff Road and Cedar Point Road.

N. INTERSECTION CAPACITY ANALYSIS

Future Conditions (5-Year and 20-Year) Roadway Link and Intersection Level of Service (LOS) Capacity Analysis will be conducted using the procedures documented in the latest Highway Capacity Manual (HCM), 6<sup>th</sup> Edition. The intersections will be analyzed using Synchro Version 10 and Highway Capacity Software (HCS7).

## O. SIM TRAFFIC ANALYSIS

A SimTraffic simulation of the corridor under the opening year and horizon year conditions will be developed to ensure efficient and acceptable operations of all the roadway segments. SimTraffic is a microsimulation tool that can simulate all roadway segments and major intersections along the corridor.

## P. MULTIMODAL MEASURES OF EFFECTIVENESS (MOE)

To measure the effectiveness of the recommended improvements, the multimodal LOS and variables such as Auto LOS, Transit LOS, Pedestrian LOS, and Bicycle LOS will be calculated for the study area roadway segments. The improvements recommended will help address the existing and future multimodal needs along the study corridor. Together, the operational, widening and reconstruction improvements, and corridor wide strategies can be employed to accommodate travel demand in the study area.

## Q. PRELIMINARY DESIGN PARAMETERS

Based on prior tasks, conceptual designs will be prepared for the corridor including consideration of the following:

- Mainline lane configuration
- Sidewalks/Multi-use paths/Bicycle Lanes
- Intersection lane configuration
- Traffic signal locations and phasing
- Turn lane lengths
- Roundabouts/Alternative Intersection Controls
- Proposed access management classification for New Berlin Road and median opening locations.

## R. DOCUMENTATION

A comprehensive Design Traffic Study report summarizing the above tasks and the study findings will be provided as a deliverable to the City of Jacksonville to use as a guide in designing the recommended improvements.

## 2. Pond Siting Report

The CONSULTANT will prepare a *Pond Siting Report* for the project. The *Pond Siting Report* will generally identify up to three (3) possible locations for stormwater management facilities within in each drainage basin.

Drainage basins limits are typically defined by cross drains structures. The existing cross drains along New Berlin Road are:

- a. Sweetwater Creek (MSMP Node No. DN11010S)
- b. Dunn Creek bridge (MSMP Node No. DN10040S)
- c. Dunn Creek Tributary (MSMP Node No. DN10110S)
- d. Caney Branch bridge (MSMP Node No. DN20010S)
- e. Rushing Branch tributary (MSMP Node No. DN21110S)
- f. Rushing Branch (MSMP Node No. DN21020S)

Typically, stormwater ponds are located on either side of cross drains. It is expected that only one stormwater pond will be required in the Sweetwater Creek and Rushing Branch basins. The other cross drains will require two pond locations. It is expected that 10 stormwater ponds will be required for the 3.9 mi. project.

A Drainage map will be developed at 1" = 100' scale. The drainage map will include existing right-of-way and property lines, limits of 100-year flood plain, and approximate location of wetlands. Cross drain pipes will be identified on the drainage map.

The consultant shall coordinate their design effort with the City MSMP. All drainage recommendations and design criteria shall conform to the City Standard Specifications, Details, and Land Development Procedures Manual, and the regulations and policies of jurisdictional permitting agencies.

**3. Existing ROW Maps / Survey**

Provide a centerline alignment for New Berlin Road. From this alignment, existing right-of-way maps will be developed.

Topographic survey will be collected at the following locations along New Berlin Road for alternative intersection design:

- a. New Berlin Road at Dunn Creek Road intersection
- b. New Berlin Road at Yellow Bluff Road intersection
- c. New Berlin Road at Cedar Point Road intersection

Benchmarks will be identified and temporary project benchmarks will be established using NAVD 1988 vertical datum. Existing utilities within the New Berlin Road corridor will be designated and collected where topographic survey is acquired.

**4. Preliminary Plans**

The Consultant shall prepare Conceptual plans on aerial photography showing:

- i. the existing right-of-way
- ii. the new curb & gutter and travel lanes
- iii. the location of turn lanes with deceleration/queue lengths

- iv. the location of median openings
- v. the location of sidewalks and multi-purpose paths
- vi. Right-of-way acquisition
- vii. existing utilities from utility marked plans
- viii. preliminary roadway striping

Based on the alternative intersection analysis, the Consultant will provide a minimum of two design options for following intersections:

- New Berlin Road at Dunn Creek Road
- New Berlin Road at Yellow Bluff Road
- New Berlin Road at Cedar Point Road

The objective is to advance the design so that an accurate assessment of the total project cost can be evaluated. Total project cost is defined as: construction cost, right-of-way cost, utility relocation cost, wetland mitigation cost, tree permitting cost, and professional design fee cost.

#### 5. Wetlands / Endangered Species

The CONSULTANT will conduct a wetland and wildlife assessment of the project area adjacent to New Berlin Road. The wetland assessment shall be provided and shall include a narrative by an environmental consultant to provide an opinion on wetland jurisdiction (pursuant to the U.S. Army Corps of Engineers [(ACOE) 2010 Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region (Version 2.0)], Florida Department of Environmental Protection (FDEP) and St. Johns River Water Management District [(SJRWMD) Florida Unified Wetland Delineation Methodology, Chapter 62-340, F.A.C.), and issues, restrictions, and options related to potential impacts to the wetlands for project development. The CONSULTANT will also evaluate the jurisdictional status of any on-site wetlands under the Waters of the United States (WOTUS) 2020 Navigable Waters Protection Rule (NWPR) that went into effect on June 22, 2020. The CONSULTANT will conduct a full database analysis and aerial mapping with field work to verify wetland/upland signatures and to quickly evaluate potential protected species habitat. A brief report of findings will be prepared with graphics depicting habitat types and approximate wetland boundaries.

#### 6. Existing bridge evaluation

There are two bridges within the project limits:

1. Dunn Creek bridge (No. 724126) constructed in 1962
2. Caney Branch bridge (No. 724329) constructed 1984

The Consultant shall determine the proposed bridge typical section. The latest Bridge Inspection Report shall be obtained and the Consultant shall determine if the bridge is a candidate for widening or replacement. Existing utilities connected to the bridges shall be inventoried. An Estimate of Probable Cost for the recommended bridge widening and/or replacement shall be prepared.

7. **Utilities**

Within the project limits, the Consultant shall coordinate his work with the JEA Electric, JEA Water, JEA Sewer, AT&T of Florida, Comcast, AT&T Long Distance, Gas companies and other private utilities. Required adjustments and utility relocations or upgrades shall be included in the study/conceptual design.

8. **JEA**

Within the project limits, the consultant shall coordinate with JEA to determine the impacts to the JEA existing water and sewer system and to discuss possible JEA plans to add infrastructure within the project limits.

9. **Tree Permit**

A review of the provisions of Landscape and Tree Protection Regulations, Part 12 of the Zoning Code, and the ramifications on the design phase will be included with the planning study/conceptual design.

10. **Environmental Site Assessment (PHASE 1)**

The CONSULTANT shall provide an environmental site screening services for the New Berlin Road corridor in general accordance with ASTM Standard E 1527-13 "Guidelines for Phase 1 Environmental Site Assessments (ESA)". The ESA will include all properties adjoining the existing roadway and drainage right-of-way and easements and proposed pond sites to determine the likelihood that contaminated groundwater and/or soil may exist within the project limits.

11. **Topographical Survey**

Topo survey will be collected along New Berlin Road from the Pulaski Road intersection to Cedar Point Road. Topo survey limits shall extend 100 feet beyond proposed construction limits on side streets. Cross sections shall extend 25 feet beyond the existing right-of-way line and will include any building within 125 feet of the existing right-of-way lines. The topo survey does NOT include survey of the proposed pond sites.

12. **Geotechnical borings**

**Field Exploration** - The proposed exploration will consist of geotechnical studies and the collection of subsurface data as follows:

**Roadway Widening**– Auger borings will be performed to a depth of 5 feet generally at 100 feet spacing with 20-foot deep auger borings every 500 feet. Soil samples for laboratory soil testing will be obtained on a frequency of three samples per stratum per mile. Soil samples for pipe corrosion testing will be obtained on a frequency of one sample per 1,500 feet of alignment. 41 pavement cores will be taken from the existing pavement for determination of the existing pavement system

thickness. Additionally, 11 bulk soil samples will be collected from the existing subgrade soils for determination of the design Limerock Bearing Ratio (LBR). Work will also include review of the encountered ground water levels and estimation of the seasonal high ground water levels. Soil samples will be classified, containerized, and marked in the field and returned to the laboratory for visual inspection and classification by the geotechnical engineer using the AASHTO Soil Classification System.

**13. Public Meetings**

Prepare presentation materials and hold two public information meetings. The first meeting shall be held to inform the project stakeholders of the City's intent to make investment in local infrastructure within the corridor. Public input shall be solicited at this first 1<sup>st</sup> Town meeting which shall be held following Notice to Proceed. A second (2<sup>nd</sup>) meeting shall be held to inform the public of the elements considered during the conceptual design/study phase and the recommended improvements. The 2<sup>nd</sup> Town Meeting shall be held after submittal of the Draft Preliminary Engineering Report. The public's input shall be collected and made part of the Final Preliminary Engineering Report.

The CONSULTANT will assist in the notification of affected property owners for the public information meeting. This includes parcel research to determine those properties within a specified distance of the project, and other notices required prior to the meeting. The City will be responsible for rental of facilities necessary to conduct the meeting.

Public Meeting Tasks if requested:

- a. Create display boards or graphics for presentation.
- b. Send public meeting letter to property owners, elected officials, government personnel
- c. Distribute Public Meeting Flyer
- d. Place advertisement in Times-Union for Public Meeting
- e. Prepare material for Public meeting
- f. Prepare Presentation for Public Meeting
- g. Summarize comments after Public Meeting
- h. Outreach to local broadcast stations

**14. Reports**

Prepare Draft Preliminary and Final Preliminary Engineering Reports which will include as a minimum:

- a. Traffic Study
- b. Pond Siting Report
- c. Geotechnical Report
- d. Concept plans with intersection options
- e. SJRWMD permit criteria
- f. Aerial interpreted wetland maps within corridor
- g. Environmental Site Assessment (Phase 1)



- h. Existing utility report
  - i. Preliminary Construction Cost Estimate
  - j. Town Meeting comments
15. ITEMS NOT included in this Phase:
- a. Topographic survey of pond sites
  - b. Topographic survey for bridge hydraulics
  - c. Topographic survey of wetland lines adjacent to the roadway and stormwater pond
  - d. Final Right-of-way maps for parcel acquisition
  - e. Geotechnical data for drainage, signalization, structural work.
  - f. Structural design for bridges.
  - g. Final design for roadway, drainage, signing & marking, maintenance of traffic, lighting, signalization & utility relocations.
  - h. All permitting

**B. Sequence of Services:**

1. Research City & JEA records and gather information pertinent to the project.
2. Hold 1<sup>st</sup> Town Meeting and inform community of project. (if requested)
3. Prepare Traffic Study.
4. Prepare Preliminary Drainage Study which shall include the Pond Siting Report and Cross Drain Analysis.
5. Determine centerline alignment and prepare Existing Right-of-way maps.
6. Perform Phase 1 Environmental Site Assessment.
7. Prepare wetland and endangered species report.
8. Prepare Conceptual Design plans and coordinate with City Program Manager.
9. Prepare Draft Preliminary Engineering Report
10. If required, Conduct Town Meeting and present conceptual design, respond to inquiries and prepare written report of major elements/comments of the meeting. The City will furnish meeting location.
11. Prepare Final Preliminary Engineering Report which shall identify right-of-way or easement requirements and prepare opinion of probable project cost.

**C. Project Submittal Requirements – submittals shall be in PDF format where possible.**

1. Traffic Study – 5 copies of the Traffic Study will be submitted.
2. Pond Siting Report – 5 copies of the Pond Siting Report along with the SJRWMD permit criteria will be submitted.
3. Existing Right-of-way maps – 3 copies will be submitted.
4. Environmental Site Assessment (Phase 1) – 5 copies will be submitted.
5. Conceptual Design(s) – up to ten (10) sets of 11” x 17” plans of the conceptual design plans shall be furnished to the City Program Manager. Documents shall include the following items:

- (a) Key Sheet
  - (b) Drainage Map(s) (1" = 100' scale on aerial maps) showing existing LIDAR contours, 100-year flood plain limits, estimated locations of wetland lines based on aerial map interpretation, major structures and drainage areas with direction of flow indicated. Include the preliminary placement, type and size of stormwater facilities.
  - (c) Typical Roadway Section(s)
  - (d) Typical Bridge Section(s)
  - (e) Conceptual Plan Sheets (1" = 40') showing existing aerial info, existing utility locations, existing Right-of-way and existing property lines.
6. Draft Preliminary Engineering Report – 5 copies of the DPER will be submitted and shall include an estimate of Total Project Cost.
  7. Final Preliminary Engineering Report - 5 copies of the FPER will be submitted and shall include an estimate of Total Project Cost.

### III. ENGINEERING DIVISION RESPONSIBILITIES

#### A. Documents

The Engineering Division shall provide any available plans, maps and other pertinent information essential to the satisfactory completion of the work indicated herein.

#### B. Reviews

The Program Manager will provide timely reviews of the Consultant's work in accordance with the schedule agreed upon between the Program Manager and the Consultant. Each review period by the City shall be approximately four weeks, at which time all comments will be forwarded to the Consultant.

### IV. TIME SCHEDULE

- A. The Planning Study/Conceptual Design Phase shall follow the time schedule listed below:
  1. Participate in Public Information Meeting held as early as 30 days but no longer than 60 days from Notice to Proceed. (if requested)
  2. Existing Right-of-way Maps Submittal 210 days from date of Notice to Proceed.
  3. Submit Traffic Study 120 days from date of Notice to Proceed.
  4. Submit Environmental Site Assessment (PHASE 1) 90 days from date of Notice to Proceed.
  5. Meet with the SJRWMD 150 days from date of Notice to Proceed.
  6. Submit Drainage Study 180 days from date of Notice to Proceed.
  7. Submit Draft Preliminary Engineering Report 270 days from date of Notice to Proceed.
  8. Participate in 2<sup>nd</sup> Public Information Meeting held 75 days from submittal of Draft Preliminary Engineering Report. (if requested)

9. Submit Final Preliminary Engineering Report 75 days from the date of 2<sup>nd</sup> Public Information Meeting.
10. The total time allowed for the Engineering Study/Conceptual Design shall be 440 days allowing 15 days to mobilize sub-consultants and time for City reviews.

V. PROGRESS REPORTING

The Design Consultant will provide a schedule for all activities anticipated as part of this Study. Microsoft-based scheduling software (Microsoft Project) will be used to build and maintain the design schedule. All significant milestones will be identified. The Design Consultant will submit an updated schedule on a monthly basis to the Program Manager. This schedule will accompany and support the Consultant's Invoice. In those instances where no invoice will be submitted, the updated schedule will still be required. In the event of unforeseen delays, the Consultant will attempt to minimize these delays and report on actions taken to maintain the original schedule. Any changes made to the schedule will be explained. Significant activities for the past month and projected activities for the next month will be highlighted. Any support requests or issues will be identified with recommendations from the Consultant.

VI. NOTICE TO PROCEED

No work on this project shall be performed until a contract has been executed and a Notice to Proceed is issued which specifically authorizes such work.

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

<b>PART I - GENERAL</b>					
<b>1. Project</b> New Berlin Road - Study Phase			<b>2. Proposal Number</b> P-02-20		
<b>3. Name of Consultant</b> Connelly & Wicker Inc.			<b>4. Date of Proposal</b> 7/17/2021		
<b>PART II - LABOR RELATED COSTS</b>					
<b>5. Direct Labor</b>	Hourly Rate	Estimated Hours	Estimated Cost	<b>TOTAL</b>	
Principal Engineer	\$ 84.27	159	\$ 13,398.93		
Project Manager	\$ 72.83	478	\$ 34,812.74		
Engineer 2 (exp 5-10 yrs)	\$ 49.00	637	\$ 31,213.00		
Engineer 1 (exp < 5 yrs)	\$ 39.00	796	\$ 31,044.00		
Engineering Intern	\$ 33.60	1115	\$ 37,464.00		
<b>TOTAL DIRECT LABOR</b>	\$46.45	3185		\$	147,932.67
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>					
Overhead Rate (Office)	179 % x Total Direct Labor			\$	264,799.48
Overhead Rate (Field)	N/A % x Total Direct Labor			\$	-
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				\$	412,732.15
<b>8. PROFIT: Labor Related Costs (Item 7)</b>	x		10%	\$	41,273.22
<b>PART III - OTHER COSTS</b>					
<b>9. Miscellaneous Direct Costs</b>					
Transportation & Shipping			\$ 246.73		
Presentation Boards			\$ 1,008.00		
Reproduction			\$ 315.00		
Newspaper Ad			\$ 0.00		
U.S. Mail			\$ 0.00		
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				\$	1,569.73
<b>10. SUBCONTRACTS (Lump Sum)</b>					
Environmental Site Assessment - Aerostar SES			\$ 17,406.58		
Traffic Studies - Chindalur Traffic Solutions			\$ 190,775.53		
Wetland and Wildlife Assessment - ESI/Terracon			\$ 5,500.00		
Traffic Counts - Peggy Malone & Associates, Inc.			\$ 26,180.00		
<b>SUB-CONTRACT SUB-TOTAL</b>				\$	239,862.11
<b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>				\$	695,437.21
<b>11. REIMBURSABLE COSTS (Limiting Amount)</b>					
Wetland and Wildlife Assessment meetings- ESI/Terracon			\$ 4,000.00		
Existing Right-of-way maps - Clary & Associates			\$ 216,945.10		
Topographic Survey (Segment 1) - Clary & Associates			\$ 26,818.66		
Topographic Survey (Segment 2, 3, 4) - Ghiotto & Associates			\$ 142,353.04		
Existing Bridge Evaluation - Civil Services, Inc.			\$ 53,676.32		
Contingency For Unanticipated Services - (Can only be used with prior approval of Project Manager)			\$ 55,000.00		
Geotechnical Auger Borings - CSI Geo, Inc.			\$ 97,207.67		
			\$ 0.00		
<b>SUB-TOTAL REIMBURSABLES</b>				\$	596,000.79
<b>PART IV - SUMMARY</b>					
<b>TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)</b>				\$	1,291,438.00
<b>(Items 5, 6, 8, 9, 10 and 11)</b>					
<b>12. PRIOR CONTRACT AMOUNT</b>				\$	-
<b>AMENDED AMOUNT OF CONTRACT</b>					N/A

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

<b>PART I - GENERAL</b>					
<b>1. Project</b> New Berlin Road - Study Phase			<b>2. Proposal Number</b> P-02-20		
<b>3. Name of Consultant</b> Connelly & Wicker Inc.			<b>4. Date of Proposal</b> 7/17/2021		
<b>PART II - LABOR RELATED COSTS</b>					
<b>5. Direct Labor</b>	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL	
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<b>TOTAL DIRECT LABOR</b>	\$46.45	3185		\$	147,932.67
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>					
Overhead Rate (Office)	179 % x Total	Direct Labor	\$	264,799.48	
Overhead Rate (Field)	N/A	% x Total	Direct Labor	\$	-
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				\$	412,732.15
<b>8. PROFIT: Labor Related Costs (Item 7)</b>		x	10%	\$	41,273.22
<b>PART III - OTHER COSTS</b>					
<b>9. Miscellaneous Direct Costs</b>					
Transportation & Shipping			\$	246.73	
Presentation Boards			\$	1,008.00	
Reproduction			\$	315.00	
Newspaper Ad			\$	0.00	
U.S. Mail			\$	0.00	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				\$	1,569.73
<b>10. SUBCONTRACTS (Lump Sum)</b>					
Environmental Site Assessment - Aerostar SES			\$	17,406.58	
Traffic Studies - Chindalur Traffic Solutions			\$	190,775.53	
Wetland and Wildlife Assessment - ESI/Terracon			\$	5,500.00	
Traffic Counts - Peggy Malone & Associates, Inc.			\$	26,180.00	
<b>SUB-CONTRACT SUB-TOTAL</b>				\$	239,862.11
<b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>				\$	695,437.21
<b>11. REIMBURSABLE COSTS (Limiting Amount)</b>					
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Geotechnical Auger Borings - CSI Geo, Inc.			\$	97,207.67	
			\$	0.00	
<b>SUB-TOTAL REIMBURSABLES</b>				\$	596,000.79
<b>PART IV - SUMMARY</b>					
<b>TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)</b>				\$	1,291,438.00
(Items 5, 6, 8, 9, 10 and 11)					
<b>12. PRIOR CONTRACT AMOUNT</b>				\$	-
<b>AMENDED AMOUNT OF CONTRACT</b>					N/A



# Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

KEVIN J. THIBAULT, P.E.  
SECRETARY

March 16, 2021

Richard Welch, President  
CONNELLY & WICKER, INC.  
10060 Skinner Lake Drive, Suite 500  
Jacksonville, Florida 32246

Dear Mr. Welch:

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 3 - Highway Design - Roadway
  - 3.1 - Minor Highway Design
  - 3.2 - Major Highway Design
  - 3.3 - Controlled Access Highway Design
- Group 7 - Traffic Operations Design
  - 7.1 - Signing, Pavement Marking and Channelization
  - 7.2 - Lighting

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 March 31, 2022 for contracting purposes.

Approved Rates

Home/ Branch Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimbursed	Reimburse Actual Expenses	Home Direct Expense
178.87%	0.098%		Reimbursed	No	2.75%

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 or by phone at 850-414-4597.

Sincerely,

Carliayn Kell  
Professional Services  
Qualification Administrator

CBHK/kw

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

**PART I - GENERAL**

<b>1. Project</b> New Berlin Road Widening (Pulaski/Starratt to Cedar Point) Original Contract	<b>2. Proposal No. / Contract No.</b> P-02-20 / TBD
<b>3. Name of Consultant or Subconsultant:</b> Aerostar SES LLC	<b>4. Date of Proposal</b> March 13, 2021

**PART II - LABOR RELATED COSTS**

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal Scientist	\$ 58.22	16	\$ 931.52	
Professional Engineer	\$ 44.24		\$ 0.00	
Professional Geologist	\$ 35.10	8	\$ 280.80	
QA/QC Manager	\$ 50.00	8	\$ 400.00	
Project Manager	\$ 35.28	60	\$ 2,116.80	
Staff Scientist	\$ 24.04	40	\$ 961.60	
Senior Industrial Hygienist	\$ 53.34		\$ 0.00	
Industrial Hygienist	\$ 34.12		\$ 0.00	
CADD	\$ 45.00	12	\$ 540.00	
Clerical	\$ 22.00	2	\$ 44.00	
<b>TOTAL DIRECT LABOR</b>	\$ 36.13	146	\$ 5,274.72	

**6. Overhead (Combined Fringe Benefit & Administrative)**  
 Overhead Rate **200 % x Total Direct Labor**      \$ 10,549.44

**7. SUBTOTAL: Labor + Overhead (Items 5 & 6)**      \$ 15,824.16

**8. PROFIT: Labor Related Costs (Item 7)**      x      10%      \$ 1,582.42

**PART III - OTHER COSTS**

**9. Miscellaneous Direct Costs (Lump Sum)**

Printing	\$ 0.00
Transportation & Shipping	\$ 0.00
	\$

**MISCELLANEOUS DIRECT COSTS SUB-TOTAL**      \$ -

**10. SUBCONSULTANTS (Lump Sum)**      \$ -

**SUB-CONTRACT SUB-TOTAL (Reimb/NTE)**      \$ -

**11. SUBCONTRACTS (Reimbursable/Not to Exceed)**

\$	\$	\$	\$	\$	\$	\$
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**SUB-TOTAL REIMBURSABLES**      \$ -

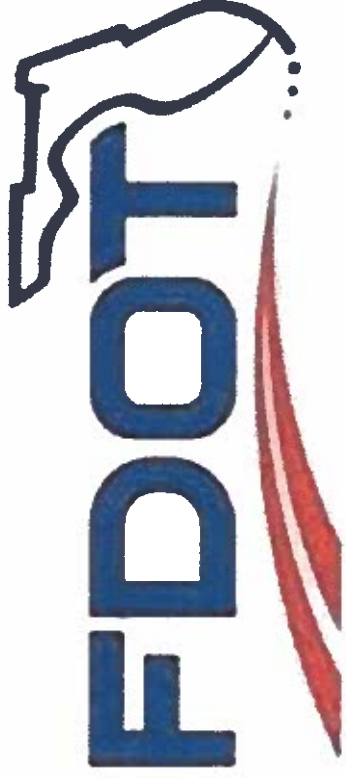
**PART IV - SUMMARY**

**TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)**      \$ 17,406.58

(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

This Office has completed the review of the Rate Audit Report submitted by Aerostar SES LLC for the period ending March 31, 2020. The rates we have accepted are listed below. The accepted rates allow the Consultant to exceed contract fees of \$500,000 per contract.

### REVIEW OF AUDIT REPORT

<b>CONSULTANT NAME</b>	Aerostar SES LLC	<b>F/Y Ended</b>	3/31/20	<b>Rate Expiration Date</b>	10/1/21
<b>CPA'S NAME</b>	Howard & Company, CPAs, P.A.	<b>DATE of RECEIPT</b>	9/30/20	<b>AUDIT DATE</b>	9/10/20

#### REPORT STATUS

<b>ACCEPTED</b>	<input checked="" type="checkbox"/>	<b>REJECTED</b>	<input type="checkbox"/>	<b>OT PREMIUM</b>	<input type="checkbox"/> Excluded (Excl or Reimb)	<b>Reimb. Actual Expenses</b>	<input type="checkbox"/> NO
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#### COST BASED RATES

<b>OVERHEAD</b>		<b>DIRECT EXPENSE</b>		<b>Published Fee Schedule</b>
<b>Home</b>	<b>Field</b>	<b>Home</b>	<b>* Field</b>	<input type="checkbox"/> NO
235.41%	<input type="checkbox"/>	30.59%	<input type="checkbox"/>	
		FCCM	0.463%	

Jeffrey B. Owens  
Procurement Office  
Florida Department of Transportation  
850-414-4539  
[jeffrey.owens@dot.state.fl.us](mailto:jeffrey.owens@dot.state.fl.us)

Please note that Florida has a broad public records law and that all correspondence, including e-mail, may be subject to disclosure. However, indirect Cost Rate information is protected by Title 23 U.S. Code 112.



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

**PART I - GENERAL**

<b>1. Project</b> New Berlin Road Widening (Pulaski/Starratt to Cedar Point) Original Contract	<b>2. Proposal No. / Contract No.</b> P-02-20 / TBD
<b>3. Name of Consultant or Subconsultant:</b> Chindalur Traffic Solutions, Inc.	<b>4. Date of Proposal</b> July 16, 2021

**PART II - LABOR RELATED COSTS**

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principle Engineer	\$ 81.82	108	\$ 8,836.56	
Traffic Engineer/Project Manager	\$ 67.27	288	\$ 19,373.76	
Senior Design Engineer	\$ 60.00	225	\$ 13,500.00	
Design Engineer	\$ 57.00	225	\$ 12,825.00	
Designer or Technician	\$ 54.55	272	\$ 14,837.60	
Drafter			\$ 0.00	
Field Inspector			\$ 0.00	
Clerical			\$ 0.00	
<b>TOTAL DIRECT LABOR</b>	<b>\$ 62.05</b>	<b>1,118</b>		<b>\$ 69,372.92</b>

<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b> Overhead Rate				
	<b>150 % x Total Direct Labor</b>			
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				<b>\$ 104,059.38</b>
<b>8. PROFIT: Labor Related Costs (Item 7)</b>	<b>x</b>		<b>10%</b>	<b>\$ 173,432.30</b>
				<b>\$ 17,343.23</b>

**PART III - OTHER COSTS**

<b>9. Miscellaneous Direct Costs (Lump Sum)</b> Printing				
Transportation & Shipping			\$ 0.00	
			\$ 0.00	
			\$	

<b>10. MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				
<b>10. SUBCONSULTANTS (Lump Sum)</b>				\$ -

<b>11. SUB-CONTRACT SUB-TOTAL (Reimb/NTE)</b>				
<b>11. SUBCONTRACTS (Reimbursable/Not to Exceed)</b> Traffic Counts				\$ -

<b>12. SUB-CONTRACTS (Reimbursable/Not to Exceed)</b> Traffic Counts				
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

<b>SUB-TOTAL REIMBURSABLES</b>				
				\$ -

**PART IV - SUMMARY**

<b>TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)</b> (Items 5, 6, 8, 9, 10, and 11)				
				\$ 190,775.53

<b>12. TOTAL PRIOR CONTRACT AMOUNT</b>				
				N.A.

<b>TOTAL AMENDED CONTRACT AMOUNT</b>				
				N.A.

**SURVEY & RIGHT OF WAY MAPS**

CONSULTANT: Connelly & Wicker      NAME OF PROJECT: New Berlin Road  
 Right of Way Mapping

SUBCONSULTANT: Clary and Associates      FROM: PULASKI RD  
 TO: CEDAR POINT

3 MAN SURVEY RATE = \$1,240.00      SURVEYOR = \$177.17  
 CADD TECHNICIAN = \$101.91      CLERICAL = \$59.29

ITEM	3-MAN DAYS	4 MAN DAYS	3-MAN COST	4-MAN COST	TOTAL COST	COMMENTS
Design Survey						
Baseline Control	3.5		\$1,240.00		\$4,340.00	Set Horizontal Control 4.3 Miles
			\$1,240.00		\$0.00	
Bench Levels	4		\$1,240.00		\$4,960.00	Set Vertical Control 4.3 Miles
			\$1,240.00		\$0.00	
Right of way lines	15		\$1,240.00		\$18,600.00	Find Right of Way Monumentation
			\$1,240.00		\$0.00	
Subdivisions	34		\$1,240.00		\$42,160.00	Locate Subdivision Corners
			\$1,240.00		\$0.00	
Alignment	2.5		\$1,240.00		\$3,100.00	Recover Existing Centerline info
			\$1,240.00		\$0.00	
Reference Points	5.5		\$1,240.00		\$6,820.00	Set References along Route
			\$1,240.00		\$0.00	
			\$1,240.00		\$0.00	
			\$1,240.00		\$0.00	
			\$1,240.00		\$0.00	
			\$1,240.00		\$0.00	
Total					\$79,980.00	Total
OFFICE SUPPORT	UNIT	NO. OF UNITS	COST/ UNIT	COST	TOTAL COST	
Surveyor & Mapper	Hour	10	\$177.19		\$1,771.90	Supervise
Cadd Technician	Hour	600	\$101.97		\$61,182.00	Calc Sub, ROW, Refs
Clerical	Hour	10	\$59.28		\$592.80	Clerical
TOTAL					\$63,546.70	
RIGHTS-OF-WAY	UNIT	NO. OF UNITS	COST/ UNIT	COST	TOTAL COST	
Key Sheets	Hour	48	\$101.97		\$4,894.56	2 Sheets
Detail Sheets	Hour	640	\$101.97		\$65,260.80	20 Sheets
Reference Sheets	Hour	32	\$101.97		\$3,263.04	2 Sheets
	Hour		\$101.97		\$0.00	
TOTAL		720			\$73,418.40	

TOTAL COST \$ \$216,945.10      PREPARED: March 17, 2021

LIMITING AMOUNT	UNIT	NO. OF UNITS	COST/ UNIT	COST	TOTAL COST
	Each				\$0.00



CLARY & ASSOCIATES

RE: NEW BERLIN ROAD P-02-20

3- MAN CREW RATE CALCULATION

Crew Chief = \$ 27.50

Survey Tech 2 = \$ 17.00

Survey Tech 1 = \$ 11.86

TOTAL LABOR = \$ 56.36

OH (150%) = \$ 84.54

Salary + OH = \$ 140.90

OM (10%) = \$ 14.10

**Total Rate = \$ 155.00      3-man Crew Rate**

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

<b>PART I - GENERAL</b>				
<b>1. Project</b> New Berlin Road Widening (Pulaski / Starratt to Cedar Point)	<b>2. Proposal Number / Contract No.</b> P-02-20 / TBD			
<b>3. Name of Consultant</b> Civil Services, Inc.	<b>4. Date of Proposal</b> 08-Mar-21			
<b>PART II - LABOR RELATED COSTS</b>				
<b>5. Direct Labor</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>	<b>Estimated Cost</b>	<b>TOTAL</b>
Principal	\$ 72.00	21	\$ 1,512.00	
Project Manager	\$ 72.00	63	\$ 4,536.00	
Design Engineer	\$ 55.66	126	\$ 7,013.16	
Designer or Technician	\$ 33.50	105	\$ 3,517.50	
Drafter	\$ 28.00	105	\$ 2,940.00	
Field inspector	\$ -	0	\$ -	
Clerical	\$ 22.00	0	\$ -	
<b>TOTAL DIRECT LABOR</b>		420	Hours	\$ 19,518.66
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>				
				150.00% \$ 29,277.99
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				\$ 48,796.65
<b>8. PROFIT: Labor Related Costs (Item 7)</b>				\$ 4,879.67
				x 10%
<b>PART III - OTHER COSTS</b>				
<b>9. Miscellaneous Direct Costs</b>			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				\$ -
<b>10. SUBCONTRACTS (Lump Sum)</b>				
			\$ -	
			\$ -	
			\$ -	
<b>SUB-CONTRACT SUB-TOTAL</b>				\$ -
<b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>				\$ 53,676.32
<b>11. REIMBURSABLE COSTS (Limiting Amount)</b>				
			\$ -	
			\$ -	
			\$ -	
<b>SUB-TOTAL REIMBURSABLES</b>				\$ -
<b>PART IV - SUMMARY</b>				
<b>TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)</b> (Items 5, 6, 8, 9, 10 and 11)				<b>\$53,676.32</b>



8001 Baymeadows Way, Suite 1  
Jacksonville, Florida 32256  
P (904) 470 2200  
F (904) 470 2112  
environmentalservicesinc.com

15 June 2021

Mr. Andy Cummings  
Connelly & Wicker, Inc.  
10060 Skinner Lake Drive, Suite 500  
Jacksonville, Florida 32246

Dear Mr. Cummings:

Environmental Services, Inc., A Terracon Company ("ESI") appreciates the opportunity to present Connelly & Wicker, Inc. with this proposal. An outline of our proposed scope of services and compensation are provided below.

**Project Name:** New Berlin Road Widening (PHK207456)  
**Project Location:** Duval County, Florida

#### SCOPE OF SERVICES

**Task 1: Wetland and Wildlife Assessment and Report** **\$5,500.00**

ESI will conduct a wetland and wildlife assessment of the project area adjacent to New Berlin Road from Pulaski Road to Cedar Point Road. The wetland assessment will be provided and will include a narrative by ESI to provide an opinion on wetland jurisdiction (pursuant to the U.S. Army Corps of Engineers [(ACOE) 2010 Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region (Version 2.0)], Florida Department of Environmental Protection (FDEP) and St. Johns River Water Management District [(SJRWMD) Florida Unified Wetland Delineation Methodology, Chapter 62-340, F.A.C.], and issues, restrictions, and options related to potential impacts to the wetlands for project development. ESI will also evaluate the jurisdictional status of any on-site wetlands under the Waters of the United States (WOTUS) 2020 Navigable Waters Protection Rule (NWPR) that went into effect on June 22, 2020. ESI will conduct a full database analysis and aerial mapping with field work to verify wetland/upland signatures and to quickly



evaluate potential protected species habitat. A report of findings will be prepared with graphics depicting habitat types and approximate wetland boundaries.

*Note: If protected species habitat is identified in the project area, additional species-specific surveys may be required. Species-specific surveys are not included in the scope of this task.*

**Task 2: Project Coordination and Meetings** **\$4,000.00 estimate (not to exceed)**

ESI will coordinate with the project team, participate in project progress meetings and meetings with regulatory agency staff as requested.

**TERMS:**

- ESI will complete the work described above in a timely manner unless delayed by Client's request, lack of information, or intervening factors beyond our control.
- Client assures ESI that it has permission to work on the subject property and will advise ESI of proper procedures for accessing subject property.
- **In addition, Consultant retains the right to stop work without penalty at any time**
- **Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to the coronavirus. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes. Client acknowledges its exposure to the coronavirus or individuals who have tested positive for COVID-19 or are self-quarantining due to exhibiting symptoms associated with the coronavirus.**
- Outside services and expenses such as subcontractors and special purchases will be invoiced with a handling fee of 15 percent.
- **A retainer of \$0.00 is required; the retainer will be subtracted from the last invoice and is required by ESI to initiate work.**
- Client will provide ESI with any special billing formats or considerations with the signed contract.
- ESI rates change on March 1 of each year.

We are pleased to submit this proposal and appreciate your consideration of our services. If the scope of services and budget as described herein are acceptable, work may be initiated by returning an original copy of the Agreement for Services to our Jacksonville office. This proposal and the Agreement for Services shall constitute the exclusive terms and conditions for the services to be performed for this project. **This proposal is valid for a period of 60 days following the date of issuance.** We appreciate the opportunity to provide this proposal and look forward to working with you on this project.



If you should have any questions or comments regarding this proposal, please do not hesitate to contact me.

Sincerely yours,

ENVIRONMENTAL SERVICES, INC.  
A TERRACON COMPANY

Brett Anderson  
Senior Project Manager

Gary K. Howalt, PWS  
Sr. Principal/Environmental Department Manager

Attachments:  
Agreement for Services



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

**PART I - GENERAL**

<b>1. Project</b> New Berlin Road Widening (Pulaski/Starratt to Cedar Point) Original Contract	<b>2. Proposal No. / Contract No.</b> P-02-20 / TBD
<b>3. Name of Consultant or Subconsultant:</b> Environmental Services, Inc. A Terracon Company	<b>4. Date of Proposal</b> September 13, 2020

**PART II - LABOR RELATED COSTS**

<b>5. Direct Labor (Reimbursable)</b>	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principle/Department Manager	\$ 62.98		\$ 0.00	
Project/Group Manager	\$ 41.20		\$ 0.00	
Senior Scientist	\$ 32.27		\$ 0.00	
Project Scientist	\$ 17.82		\$ 0.00	
Designer or Technician	\$ 20.46		\$ 0.00	
Archaeologist	\$ 44.90		\$ 0.00	
Drafter/CADD Operator	\$ 35.35		\$ 0.00	
Clerical	\$ 20.75		\$ 0.00	

<b>TOTAL DIRECT LABOR</b>	#DIV/0!	0	\$ -	-	
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>					
Overhead Rate	150 % x Total Direct Labor				
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>					
<b>8. PROFIT: Labor Related Costs (Item 7)</b>				10% x	\$ -

**PART III - OTHER COSTS**

<b>9. Miscellaneous Direct Costs (Lump Sum)</b>				
Printing	\$	0.00		
Transportation & Shipping	\$	0.00		
	\$			
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				\$ -
<b>10. SUBCONSULTANTS (Lump Sum)</b>				\$ -
	\$			
	\$			

<b>SUB-CONTRACT SUB-TOTAL (Reimb/NTE)</b>				\$ -
<b>11. SUBCONTRACTS (Reimbursable/Not to Exceed)</b>				\$ -
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
<b>SUB-TOTAL REIMBURSABLES</b>				\$ -

**PART IV - SUMMARY**

<b>TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)</b> (Items 5, 6, 8, 9, 10, and 11)	\$ -
<b>12. TOTAL PRIOR CONTRACT AMOUNT</b>	N.A.
<b>TOTAL AMENDED CONTRACT AMOUNT</b>	N.A.

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

<b>PART I - GENERAL</b>			
1. Project New Berlin Road, From Intersection with Airport Center Drive E. to Ceder Point Road.	2. Proposal Number COJ RFP P-02-20		
3. Name of Consultant Ghiotto & Associates, Inc.	4. Date of Proposal 3/16/2021		
<b>PART II - LABOR RELATED COSTS</b>			
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost
Chief Surveyor	\$88.22	17	\$1,499.74
Principal Surveyor	\$52.36	83	\$4,345.88
Survey Analyst 3	\$32.50	216	\$7,020.00
Contract Coordinator	\$30.00	17	\$510.00
Design Engineer	\$0.00	0	\$0.00
Designer	\$0.00	0	\$0.00
CADD/Computer Tech	\$0.00	0	\$0.00
Engineering Intern	\$0.00	0	\$0.00
Clerical	\$0.00	0	\$0.00
<b>TOTAL DIRECT LABOR</b>		<b>333</b> Hours	<b>\$13,375.62</b>
6. Overhead (Combined Fringe Benefit & Administrative)			
			150.00%
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>			<b>\$20,063.43</b>
<b>8. PROFIT: Labor Related Costs (Item 7)</b>			<b>\$33,439.05</b>
			x 10%
<b>PART III - OTHER COSTS</b>			
9. Miscellaneous Direct Costs			
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>			<b>\$0.00</b>
10. SUBCONTRACTS (Lump Sum)			
<b>SUB-CONTRACT SUB-TOTAL</b>			<b>\$0.00</b>
<b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>			<b>\$36,782.96</b>
11. REIMBURSABLE COSTS (Limiting Amount)			
Survey (Ghiotto & Assoc.)		\$1287.44/day x 82 days =	\$105,570.08
<b>SUB-TOTAL REIMBURSABLES</b>			<b>\$105,570.08</b>
<b>PART IV - SUMMARY</b>			
<b>TOTAL AMOUNT OF AMENDMENT #6 (Lump Sum Plus Reimbursables)</b> (Items 5, 6, 8, 9, 10 and 11)			<b>\$142,353.04</b>
12. PRIOR CONTRACT AMOUNT (Through Amendment # 1)			\$0.00
<b>AMENDED AMOUNT OF CONTRACT</b>			<b>\$142,353.04</b>



**TRAFFIC DATA COLLECTION**

DBE Certified In: FL, GA, and VA

## PRICE QUOTE

Quote #: Q21-299 Revised  
Date: June 16, 2021  
Expiration Date: December 16, 2021  
Client: Chindalur Traffic Solutions, Inc.  
Contact: Rajesh Chindalur  
E-mail: chindalur@ctrfficsolutions.com  
State: FL

Client Phone # (904) 619-3368  
Job Description:

New Berlin Rd  
Jacksonville, FL  
COJ Contract

Type of count	Unit Price	# Units	Total
4 Hour Turning Movement (cars, trucks, peds & bikes, 2 Hr AM & 2 Hr PM)	\$390.00	15	\$5,850.00
4 Hour Turning Movement Multi Unit (cars, trucks, peds & bikes, 2 Hr AM & 2 Hr PM)	\$467.00	3	\$1,401.00
6 Hour Turning Movement - Weekend (cars, trucks, peds & bikes, 2 Hr AM, 2 Hr Mid, 2 Hr PM)	\$524.00	6	\$3,144.00
72 Hour Class Hose Counts By Lane	\$385.00	41	\$15,785.00
See Attached Individual Count Locations in Scope			

**GRAND TOTAL \$26,180.00**

Janette Simpson, Project Manager  
ms

6/16/2021

Date

Important Notice: Pricing valid for quantities shown until expiration date.

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

**PART I - GENERAL**

<b>1. Project</b> New Berlin Road Widening (Pulaski/Starratt to Cedar Point)	<b>2. Proposal No. / Contract No.</b> P-02-20 / TBD
<b>3. Name of Consultant or Subconsultant:</b> CSI Geo. Inc.	<b>4. Date of Proposal</b> June 30, 2021

**PART II - LABOR RELATED COSTS**

<b>5. Direct Labor (Reimbursable)</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>	<b>Estimated Cost</b>	<b>TOTAL</b>
Project Manager	\$ 69.25	18	\$ 1,246.50	
Senior Geotechnical Engineer	\$ 51.00	26	\$ 1,326.00	
Geotechnical Engineer	\$ 46.90	84	\$ 3,939.60	
CADD/Computer Technician	\$ 33.83	79	\$ 2,672.57	
Geotechnical Technician	\$ 28.25	37	\$ 1,045.25	
Secretary/Clerical	\$ 17.00	19	\$ 323.00	
<b>TOTAL DIRECT LABOR</b>	<b>\$ 40.13</b>	<b>263</b>		<b>\$ 10,552.92</b>

**6. Overhead (Combined Fringe Benefit & Administrative)**  
 Overhead Rate **199.72 % x Total Direct Labor**

**7. SUBTOTAL: Labor + Overhead (Items 5 & 6)**      **\$ 31,629.21**

**8. PROFIT: Labor Related Costs (Item 7)**      **\$ 3,162.92**      **10%**

**PART III - OTHER COSTS**

**9. Miscellaneous Direct Costs (Lump Sum)**

Printing	\$ 0.00
Transportation & Shipping	\$ 0.00
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>	<b>\$ -</b>

**10. SUBCONSULTANTS (Lump Sum)**

<b>SUB-CONTRACT SUB-TOTAL (Reimb/NTE)</b>	<b>\$ -</b>
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**11. SUBCONTRACTS (Reimbursable/Not to Exceed)**

Roadway Geotechnical Investigations	\$ 62,415.54
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
<b>SUB-TOTAL REIMBURSABLES</b>	<b>\$ 62,415.54</b>

**PART IV - SUMMARY**

<b>TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)</b> (Items 5, 6, 8, 9, 10, and 11)	<b>\$ 97,207.67</b>
<b>12. TOTAL PRIOR CONTRACT AMOUNT</b>	<b>N.A.</b>
<b>TOTAL AMENDED CONTRACT AMOUNT</b>	<b>N.A.</b>



**Geotechnical Cost Estimate**  
 New Berlin Road  
 From The Intersection at Pulaski Rd/Starratt Rd to Cedar Point Rd  
 P-02-20  
 Duval County, Florida

2394 St. Johns Bluff Road, Ste  
 200  
 Jacksonville, Florida 32206  
 Tel (904) 641-1993

Geotechnical Item	Unit	Number of Units	Cost / Unit	Estimated Cost
<b>Field Investigation</b>				
<b>Crew &amp; Equipment Mobilization / Demobilization:</b>				
Mobilization - Truck Rig	ea.	1	\$550.00 /ea.	\$550.00
Mobilization - ATV Rig	ea.	1	\$650.00 /ea.	\$650.00
Pavement Coring Equipment Mobilization	ea.	1	\$400.00 /ea.	\$400.00
<b>Roadway (Truck/ATV):</b>				
172 Auger Borings @ 5' ea.	lin. ft.	860	\$11.00 /lin. ft.	\$9,460.00
41 Auger Borings @ 20' ea.	lin. ft.	820	\$11.00 /lin. ft.	\$9,020.00
41 Asphalt Cores	ea.	41	\$87.00 /ea.	\$3,567.00
41 Patching	ea.	41	\$45.00 /ea.	\$1,845.00
LBR Sample Pickup	ea.	11	\$90.00 /ea.	\$990.00
Boring Layout/Utility Coordination	hr.	17	\$154.62 /hr.	\$2,628.54
MOT	day	17	\$1,200.00 /day	\$20,400.00
<b>Laboratory Testing</b>				
Moisture Content of Soils	ea.	23	\$21.00 /ea.	\$483.00
Organic Content in Soils	ea.	23	\$50.00 /ea.	\$1,150.00
Material Finer Than No. 200 Sieve	ea.	23	\$45.00 /ea.	\$1,035.00
Grain Size Analysis	ea.	12	\$67.00 /ea.	\$804.00
Plastic limit of soil	ea.	12	\$49.00 /ea.	\$588.00
Liquid limit of soil	ea.	12	\$55.00 /ea.	\$660.00
Corrosion Series Test - (Environmental Corrosion)	ea.	20	\$225.00 /ea.	\$4,500.00
LBR	ea.	11	\$335.00 /ea.	\$3,685.00
<b>Subtotal:</b>				<b>\$62,415.54</b>

**Geotechnical Investigation Total (Field Investigation & Laboratory Testing):** **\$62,415.54**

**Engineering/Support Services**

Project Manager	hr.	18	\$69.25 /hr.	\$1,246.50
Sr. Geotechnical Engineer	hr.	26	\$51.00 /hr.	\$1,326.00
Geotechnical Engineer	hr.	84	\$46.90 /hr.	\$3,939.60
CADD/Computer Technician	hr.	79	\$33.83 /hr.	\$2,672.57
Geotechnical Technician	hr.	37	\$28.25 /hr.	\$1,045.25
Clerical	hr.	19	\$17.00 /hr.	\$323.00
TOTAL DIRECT LABOR:				\$10,552.92
OVERHEAD:				190.72% \$21,076.29
SUBTOTAL Labor + Overhead				\$31,629.21
PROFIT Labor Related Costs				10% \$3,162.92

**Engineering/Support Services (Labor + Overhead + Profit):** **\$34,792.13**

**GRAND TOTAL ESTIMATED FEE:**

**\$97,207.67**

\* See Project Activity 35 for detailed man hours



# Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.  
SECRETARY

June 5, 2020

William Price, President  
CSI GEO, INC.  
2394 St. Johns Bluff Road South, Suite 200  
Jacksonville, Florida 32246

Dear Mr. Price:

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
  - 9.4.2 - Non-Redundant Drilled Shaft Bridge Foundation Studies
  - 9.5 - Geotechnical Specialty Laboratory Testing
- Group 10 - Construction Engineering Inspection
  - 10.1 - Roadway Construction Engineering Inspection
  - 10.3 - Construction Materials Inspection
  - 10.4 - Minor Bridge & Miscellaneous Structures CEI

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	Reimburse Actual Expenses	Home Direct Expense	Field Direct Expense	Published Fee Schedule
199.72%	110.52%	1.338%	Excluded	No	7.87%	0.38%*	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,

A handwritten signature in blue ink that reads "Carliayn Kell". The signature is written in a cursive, flowing style.

Carliayn Kell  
Professional Services  
Qualification Administrator

CBHK/kw

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

Name of Proposer: Connelly & Wicker, Inc.

Project Title: New Berlin Road Widening from Pulaski/Starratt Roads to Cedar Point Road

Proposal Number: P-02-20 Total Base Proposal Amount (if applicable): \$ 1,291,438

\*Please list all JSEBs first

JSEB Category  
 (African-American,  
 Women, Asian,  
 Native American,  
 Non-MBE or  
 Hispanic)

Full Company Name	JSEB Category	Type of Work to be Performed	Total Contract Value or Percentage
Chindalur Traffic Solutions, Inc.	JSEB -Asian	Traffic Engineer	14.8%
Civil Services, Inc.	JSEB -African-American	Structural Engineer	4.2%
Aerostar SES, LLC	Native American	Contamination Assessment	1.4%
Clary & Associates, Inc.	Non-MBE	Surveyor, Mapper	18.9%
Ghioito & Associates, Inc.	Non-MBE	Surveyor	11.0%
Environmental Services, Inc.	Non-MBE	Environmental Science	0.7%
Peggy Malone & Associates, Inc.	Women	Traffic Data Collection	2.0%
CSI Geo, Inc	JSEB - African-American	Geotechnical Engineer	7.5%

Attach additional list of subcontractors/sub-consultants as needed

CONSULTANT/SUBCONTRACTOR/SUPPLIER TOTAL VALUES	
African-American Participation Total	\$ 150,884
Hispanic-American Participation Total	\$
Native-American Participation Total	\$ 17,407
Asian-American Participation Total	\$ 190,776
Woman Participation Total	\$ 26,180
Non-MBE Participation Total	\$ 906,191

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

Signature of Andrew Cummings

Digitally signed by Andrew Cummings  
 Date: 2021.07.17 12:18:48 -0400

Proposer:

Title: Vice - President

Date: July 17, 2021

Print Name: Andrew Cummings, PE







# Downtown Investment Authority

## MEMORANDUM

**To:** Greg Pease, Chief of Procurement Division

**CC:** Dustin Freeman, Manager of Purchasing Services  
Alex Baker, Professional Services Professional  
Steve Kelley, Director of Downtown Real Estate and Development

**From:** Guy Parola, Operations Manager

**RE:** Services Contract between COJ and Willdan Financial Services, Inc.  
Downtown Market Feasibility Analysis  
Contract 70430-20

*P-06-20*

The DIA desires to extend the above referenced contract for professional service through September 30, 2021. The agreement entered into on September 23, 2020, had a term through April 2, 2021, with one 45 day extension, the provision of which may be found in section 4 in the attached contract.

In order to extend the contract through September 30, 20201, DIA is requesting that the Professional Services Evaluation Committee ("PSEC") grant the following:

1. Retroactively reinstate the contract through the later of July 29, 2021 or the date on which this request is scheduled for PSEC action; and
2. Extend the contract from the above date extension through September 30, 2021.

Please note that there is no increase in maximum indebtedness on the City's part sought by these requests. Please further note that we have not been provided nor are aware of any work performed by or on behalf of Willdan Financial Services, Inc. post the 45-day extension date.

Attachments:

Services Contract / Downtown Market Feasibility Analysis

SERVICES CONTRACT  
BETWEEN  
THE CITY OF JACKSONVILLE  
AND  
WILLDAN FINANCIAL SERVICES, INC.  
FOR  
DOWNTOWN MARKET FEASIBILITY ANALYSIS

THIS CONTRACT is made and entered into this \_\_\_\_ day of September, 2020 (the "Effective Date"), by and between the DOWNTOWN INVESTMENT AUTHORITY (the "DIA"), a community redevelopment agency on behalf of the City of Jacksonville, and WILLDAN FINANCIAL SERVICES, INC. (the "Consultant"), a California corporation with offices at 200 South Orange Avenue, Suite 1550, Orlando, Florida 32801.

WHEREAS, the City (as the "Buyer") issued a Request for Proposal No. P-06-20 (the "RFP") for certain services described in the RFP (the "Services"); and

WHEREAS, based on Consultant's response to the RFP dated December 18, 2019, consisting of 81 pages (the "Response"), the City has negotiated and awarded this Contract to Consultant;

NOW THEREFORE, in consideration of the premises and the mutual covenants contained below, the parties agree as follows:

1. Performance of Services. The Services will be performed by Consultant as specified in the RFP and the Response, and as set forth on Exhibit A attached hereto and incorporated herein by this reference.
2. Compensation. Consultant will be paid by the DIA for the Services on a fixed-fee basis in accordance with the Scope of Work/Rates set forth in Exhibit A attached hereto, billed monthly based on the percentage of the Services completed.
3. Maximum Indebtedness. As required by Section 106.431, *Ordinance Code*, the DIA's maximum indebtedness, for all products and services under this Contract shall be a fixed monetary amount not-to-exceed NINETY-FOUR THOUSAND NINE HUNDRED FIFTY AND NO/100 DOLLARS (\$94,950.00).
4. Term. The initial term of this Contract shall commence on the Effective Date and shall expire on April 2, 2021, unless sooner terminated by either party in accordance with the terms of the RFP. This Contract may be renewed for up to forty-five additional days by (i) the DIA, at its sole discretion, upon written notice to Consultant at least sixty (60) days prior to end of the then-current term, or (ii) upon the mutual agreement of the parties. This Contract may be terminated for convenience by the DIA in accordance with the RFP.

5. Contract Documents. This Contract consists of the following documents which are hereby incorporated as if fully set forth herein and which, in case of conflict, shall have priority in the order listed:

- This document, as modified by any subsequent signed amendments
- Any amendments to the RFP
- Specific Information Regarding the RFP (Section 1 of the RFP)
- Description of Services and Deliverables (Section 4 of the RFP)
- General Instructions to Respondents (Section 2 of the RFP)
- General Terms and Conditions of Contract (Section 3 of the RFP)
- Any Purchase Order under the Contract
- The Response, provided that any terms in the Response that are prohibited under or conflict with the RFP shall not be included in this Contract.

6. Notices. All notices under this Agreement shall be in writing and shall be delivered by certified mail, return receipt requested, or by other delivery with receipt to the following:

As to the DLA:

Downtown Investment Authority  
117 W. Duval Street, Suite 330  
Jacksonville, Florida 32202  
Attn: CEO

With a copy to:

City of Jacksonville  
Office of General Counsel  
117 W. Duval Street, Suite 480  
Jacksonville, Florida 32202  
Attn: Corporation Secretary

As to the Consultant:

Willdan Financial Services, Inc.  
200 South Orange Avenue, Suite 1550  
Orlando, Florida 32801  
Attn: Molly McKay

7. Contract Managers. Each Party will designate a Contract Manager during the term of this Contract whose responsibility shall be to oversee the Party's performance of its duties and obligations pursuant to the terms of this Contract. As of the Effective Date, DIA's Contract Manager is Steve Kelley, (904) 255-5304, SKelley@coj.net, and the Consultant's Contract Manager is Molly McKay, (202) 510-0511, [MMcKay@Willdan.com](mailto:MMcKay@Willdan.com). Each Party shall provide prompt written notice to the other Party of any changes to the Party's Contract Manager or his or her contact information; provided, such changes shall not be deemed Contract amendments and may be provided via email.

8. Entire Agreement. This Contract constitutes the entire agreement between the parties hereto for the Services to be performed and furnished by the Consultant. No statement, representation, writing, understanding, agreement, course of action or course of conduct, made by either party or any representative of either party, which is not expressed herein shall be binding. Consultant may not unilaterally modify the terms of this Contract by affixing additional terms to materials delivered to the DIA (e.g., "shrink wrap" terms accompanying or affixed to a deliverable) or by including such terms on a purchase order or payment document. Consultant acknowledges that it is entering into this Contract for its own purposes and not for the benefit of any third party.

9. Amendments. All changes to, additions to, modifications of, or amendments to this Contract, or any of the terms, provisions and conditions hereof, shall be binding only when in writing and signed by the authorized officer, agent or representative of each of the parties hereto.

10. Counterparts. This Contract, and all amendments thereto, may be executed in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument. Delivery of a signed counterpart by electronic means shall be valid for all purposes.

[Remainder of page left blank intentionally. Signature page follows immediately.]

IN WITNESS WHEREOF, the parties have executed this Contract as of the day and year first above written.

DOWNTOWN INVESTMENT AUTHORITY

By: Lori Boyer  
Lori N. Boyer  
Chief Executive Officer

PCA-70430-20

In accordance with the *Ordinance Code*, of the City of Jacksonville, I do hereby certify that there is an unexpended, unencumbered, and un-impounded balance in the appropriation sufficient to cover the foregoing agreement; and that provision has been made for the payment of monies provided therein to be paid.

[Signature]  
Director of Finance  
City Contract Number: 70430-20

Form Approved:

[Signature]  
Office of General Counsel

ATTEST:

WILLDAN FINANCIALSERVICES, INC.,  
California corporation

By: Rebekah Smith  
Signature  
Rebekah Smith  
Type/Print Name  
Assistant Secretary

By: [Signature]  
Signature  
Mark Risco  
Type/Print Name

President & CEO  
Title

**Exhibit A**  
**Scope of Work/Rates**  
**Clarifications of Scope:**

1. The Downtown Investment Authority (the "DIA") will be the contract manager and is the party for whom this contract for completion of a Feasibility Study is performed. The Feasibility Study is limited in scope to the DIA boundaries except where comparisons to the overall City of Jacksonville market or other comparison cities are required.

2. It is expected that data collection and analysis will be performed at the District level within the DIA boundaries within Downtown Jacksonville to include the eight geographic Districts as illustrated in Figure 1 on the following page. The market and feasibility study will include: Market supply and demand trends and projections, anticipated rental rates or revenue, and gaps shall be identified by sector (Retail, Food and Beverage, Office, Residential, and Hospitality) for each of the Downtown Districts identified in the Downtown Zoning overlay. The study will also identify gaps in supply and demand within each District and the opportunity to stimulate development activity through incentives within each District as an instrumental element of this assignment.

3. Input/feedback from stakeholders is warranted to properly assess market conditions, demand, impediments, and related factors, however, the contract emphasizes on data collection and analysis, not consensus building, program development, or marketing. This contract work product will be incorporated into the pending Business Investment and Development Plan for the community redevelopment areas, as well as the recommendations and formal adoption of incentive programs, as part of that process.

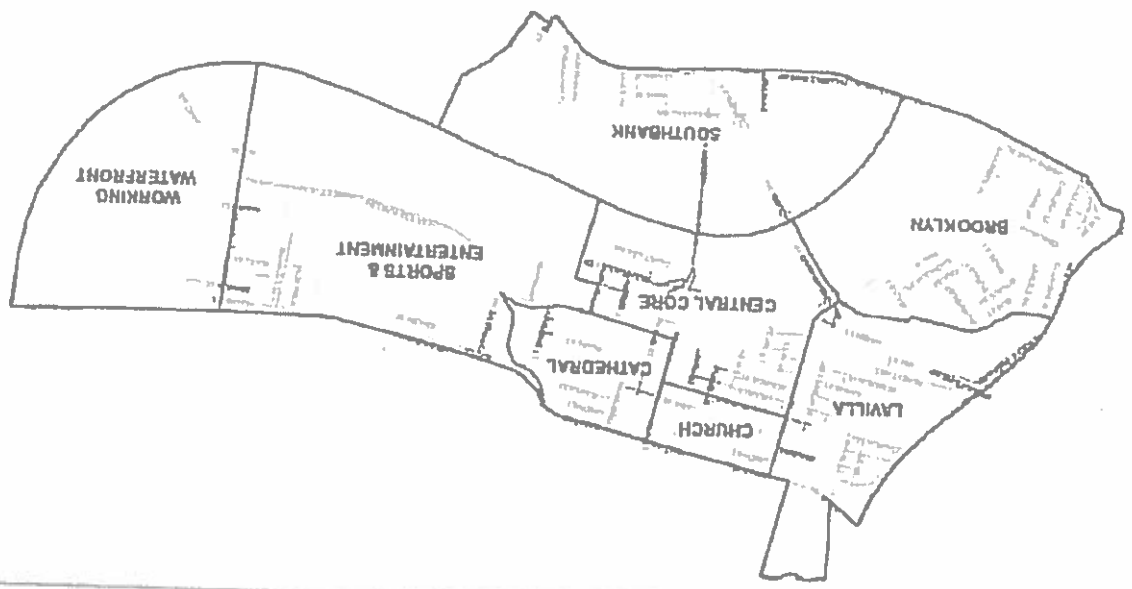
4. Recognizing the impact of Covid-19 on the market, it is acknowledged that pre-Covid-19 data will be collected and analyzed to establish a baseline. The baseline will then be adjusted to incorporate data capturing shifts in demand related to impacts brought on by the Covid-19 pandemic informed by the most current data available through January 2021 to capture the most current market conditions by sector in Downtown along with estimated recovery time frames and recommendations. The projections of supportable demand within each District will be provided in a range of scenarios (best case, worst case and most likely).

5. In summary, the outcome of this feasibility study assignment is centered on identifying the needs, impediments, and opportunities for development by sector within each individual District of Downtown Jacksonville utilizing an objective, data driven approach. Information presented in the final report is integral to establish the baseline data for completion of the ensuing Business Investment and Development Plan assignment yet to be awarded.

6. The consultant acknowledges that invoice payments will be limited to one invoice and payment per month for work completed as established by this Exhibit A.



# DOWNTOWN OVERLAY DISTRICTS



- Northbank & Southside CRA Boundary & Districts:**
1. Brooklyn;
  2. Cathedral;
  3. Central Core;
  4. Church;
  5. Lavilla;
  6. Sports & Entertainment;
  7. Working Waterfront
  8. Southbank

Figure 1: Northbank & Southside CRA Districts:



Jacksonville, FL Downtown Investment Authority (DIA) - Downtown Market Feasibility Analysis:  
 Scope of Work, Target Deliverable Deadlines & Fees by Task/Subtask

Task 1: Project Kick-off, Coordination & Management		7.5%				
Phase / Tasks	DIA Scope of Services Reference	Deliverables / Principal Questions to be Addressed	Deliverable Content Details	Target Delivery	Duration	Fees
1.1: Project kick off/remote team meeting	Required ongoing project management, client team communications, and stakeholder outreach as necessary.	Project Management Plan (PMP) to define how the Project Team organizes our time over the life of the engagement (identification and prioritization of internal/external stakeholder interviews for data collection and identification of key data sources).	Project Management Plan	Draft Final Report	10/01/2020	\$1,780
1.2: Project Management Plan (PMP) & Info request memo			Draft Internal/ External Stakeholder Interview Tracker	10/16/2020		
1.3: Identify and conduct necessary site visits & communications, and stakeholder outreach as required ongoing project management, client team communications, and stakeholder outreach as necessary.	Required ongoing project management, client team communications, and stakeholder outreach as necessary.	Agreement on scope of stakeholders to be included and focus of research questions.	Summary of interview results and schedule for site visits	10/01/2020	10/16/2020	\$1,780
1.4: Identify core external stakeholder interviews			Summary of stakeholder interviews.	10/23/2020	10/23/2020	
Task 1 Fee - Subtotal						\$7,121
						\$5,341

Task 2: Economic Profile Report

Phase / Tasks	DIA Scope of Services Reference	Deliverables / Principal Questions to be Addressed	Deliverable Content Details	Target Delivery	Duration	Fee
2.1: Existing document and background review	Collect and analyze key data on existing demographic, real estate economics, and physical conditions to identify areas of unrealized market potential and formulate a baseline for the Downtown Jacksonville Market Feasibility Analysis		<ol style="list-style-type: none"> <li>1) Baseline Data and Analysis report</li> <li>2) Economic dashboard of benchmarking metrics to measure the success of strategies and initiatives</li> </ol>	10/23/2021	10/01/2020 - 10/23/2020	\$8,323
2.2: Incentive Analysis	Analyze incentives available for real estate development or redevelopment in Downtown, as well as identify potential incentives proven effective in other markets.	Evaluation of real estate market and economic conditions, measures the public costs and benefits of innovative financing and Selection of cities to be agreed upon.	<ol style="list-style-type: none"> <li>1) Identification of structural inefficiencies in current incentive offerings.</li> </ol>	11/30/2020	10/01/2020 - 11/30/2020	
2.3: Peer market comparison	Profile up to 5 comparable downtowns and discuss their redevelopment efforts. This is envisioned as a higher-level profile and would likely include both in-state and out-of-state cities with similar characteristics, but also including cities who's downtowns have advanced beyond Jacksonville's to evaluate the tools that were instrumental to that success.	How do the local incentives for real estate development in Downtown Jacksonville compare with other Downtowns in peer markets? What best practices can be effectively incorporated in Downtown Jacksonville?	<ol style="list-style-type: none"> <li>1) Matrix of data gathered from each city for comparison.</li> <li>2) Subjective insights drawn from research of comparable downtown areas.</li> </ol>	11/30/2020	10/01/2020 - 11/30/2020	\$19,940

Task 2: Economic Profile Report (Continued)	
Phase / Tasks	2.4: Conduct market research and analysis
DIA Scope of Services Reference	<ul style="list-style-type: none"> <li>Real estate market rent studies and trend projections that help determine the competitive landscape for income-producing properties and assess the impact of current economic conditions on pro-forma or actual asset performance. (pre-Covid baseline compared to January 2021)</li> <li>Survey Downtown business and residential developers to identify strategies to bring more business and residents Downtown.</li> <li>Interview residential and commercial brokers, managers, and stakeholders. Capture relevant data that identifies the unique characteristics of each district and will allow further analysis of programs that maximize the opportunities from these findings.</li> </ul>
Deliverables / Principal Questions to be Addressed	<p>What are the market conditions for each retail, office, hospitality, and residential development each District of Downtown Jacksonville?</p> <p>1) Real estate market and financial feasibility analysis.</p> <p>2) Data driven insights as to the make-up of each district within Downtown Jacksonville that will be used in the completion of a separate CRA Plan and BID Plan for development of programs and implementation plan to achieve the overarching goals of growth in businesses, residents, amenities, and the tax base.</p> <p>3) Survey and interview results.</p>
Deliverable Content Details	
Target Delivery	01/29/2021
Duration	10/01/2020 - 01/29/2021
Fee	\$9,970

Task 2: Economic Profile Report (Continued)

Phase / Task	DIA Scope of Services References	Deliverables / Principals Addressed	Deliverable Content Details	Target Delivery	Duration	Fee
2.5: Real Estate market supply overview	<ul style="list-style-type: none"> <li>Analyze local and Downtown-specific retail, hospitality, office/industrial and residential market supply.</li> <li>Analyze local and Downtown-specific economic and demographic conditions impacting revitalization opportunities within Downtown.</li> <li>Develop projections for future supportable demands and strategies, including public participation incentives, to create a supply that achieves that demand.</li> </ul>	<p>What are the market conditions for each retail, office, hospitality, and residential development and redevelopment within each District of Downtown Jacksonville? What is the optimal mix of uses or types of uses that the Downtown Investment Authority should encourage?</p>	<ol style="list-style-type: none"> <li>Product sector trend and condition analysis by District.</li> <li>Analysis of real estate market conditions and mapping complex shifts in demographic and economic trends. 3) Gap assessment by District to identify greatest potential for development activity within each.</li> </ol>	02/10/2021	10/01/2020 - 02/10/2021	\$33,232
2.6: Real Estate market demand overview		<p>What are key Labor Market trends influencing demand for office and Industrial product?</p>		02/10/2021	10/01/2020 - 02/10/2021	

Task 2: Economic Profile Report (Continued)

Phase / Tasks	DMA Scope of Services Reference	Deliverables / Principal Questions to be Addressed	Deliverable Content Details	Target Delivery	Duration	Fee
2.7: Analysis of drivers influencing supply and demand'	<ul style="list-style-type: none"> <li>Analyze national, state, regional, and local economic factors influencing retail, hospitality, office and residential real estate development.</li> <li>Identify best estimates of pandemic influence in the immediate term (0-12 months), short term (1-5 months), and long term (5+ years).</li> <li>The projections of supportable demand will be provided in a range of scenarios (best case, worst case and most likely).</li> </ul>	<p>What do the market conditions imply for future development?</p> <p>How does the labor availability in proximity to Downtown Jacksonville, and related considerations such as parking, etc., influence demand?</p>	<ol style="list-style-type: none"> <li>1) Analysis of underlying economic drivers that are related to the built environment and how those impact the feasibility of implementing plans and projects</li> <li>2) Identify factors that depress demand by sector in each District</li> <li>3) EMSI Labor Analytics</li> </ol>	02/10/2021	10/01/2020 - 02/10/2021	Included with 2.5 and 2.6 above.
<b>Subtotal - Task 2 Fee \$66,465</b>						

Task 3: Draft Market Feasibility Analysis (7.5% of Total Fee)

Phase / Tasks	DIA Scope of Services Reference	Deliverables / Principal Questions to be Addressed	Deliverable Content Details	Target Delivery	Duration	Fee
3.1: Draft Market Feasibility Report Findings	<p>DIA Staff and select DIA Board members.</p> <p>Presentation of rough draft outline of findings to select DIA Staff and select DIA Board members.</p>	<ul style="list-style-type: none"> <li>• What conclusions and data driven insights have been identified for each District in Downtown Jacksonville by Real Estate sector in the near-term, mid-term and five years out?</li> <li>• Supply and factors influencing drivers of demand.</li> <li>• Constraints and opportunities related to attracting target product types.</li> <li>• Weaknesses of current incentives.</li> </ul>	<p>1) Feasibility Analysis Report:                      • Retail/Dining/Entertainment                      • Housing                      • Office/Industrial                      • Hospitality</p> <p>2) Economic Benefits Assessment</p>	02/19/2021	01/29/2021 - 02/19/2021	\$7,121
<b>Subtotal - Task 3 Fee</b>						<b>\$7,121</b>

Task 4: Final Report & Presentation (15% of Total Fee)

Phase / Tasks	DIA Scope of Services Reference	Deliverables / Principal Questions to be Addressed	Deliverable Content Details	Target Delivery	Duration	Fee
4.1: Final Work Session & PowerPoint Presentation	Present, document, and address methodologies and findings during a final project presentation and capstone Work Session with the appropriate DIA Staff, DIA Board and other internal and/or public stakeholders to be identified.	Develop projections for future supportable demands and strategies, including public participation incentives, to create a supply that achieves that demand.	PowerPoint Presentation	03/17/2021	02/26/2021 - 03/17/2021	\$14,243
4.2: Submit Draft Report for Final Review/Edits	Update and revise the final document per direction from the Work Session.			03/24/2021	03/17/2021 - 03/24/2021	
4.3: Submit Final Report	Submit final approved document including an ADA reader compatible PDF version to DIA at the conclusion of these meetings and upon acceptance of the final deliverable by DIA.	Final Report encompassing findings from preceding scope of work in a substantive manner including an Executive Summary and each corresponding deliverable.	Electronic copy of the report on flash drive (3) Hard copy of the final report, bound and delivered to the DIA office (5)	03/31/2021	03/24/2021 - 03/31/2021	
Subtotal - Task 4 Fee						\$14,243
Total Fixed Price Fee (Task 1, Task 2, Task 3 & Task 4)						\$94,950

Fee by Subtask		% of Subtask	Fee
<b>Task 1: Project Kick-off, Coordination &amp; Management</b>			
1.1: Project kick off/Intro team meeting			
1.2: Project Management Plan (PMP) & Info request memo			
1.3: Identify necessary site visits & conduct initial DIA staff interviews		25.0%	\$ 1,780
1.4: Identify and interview core stakeholders		75.0%	\$ 5,341
Subtotal - Task 1		75%	\$ 7,121
<b>Task 2: Economic Profile Report (70% of Total Fee)</b>			
2.1: Existing document and background review			
2.2: Incentive Analysis		5.0%	\$ 3,323
2.3: Peer market comparison			
2.4: Conduct market research and analysis		30.0%	\$ 19,940
2.5: Real Estate market supply overview			
2.6: Real Estate market demand overview			
2.7: Analysis of drivers influencing supply and demand		50.0%	\$ 33,232
Subtotal - Task 2		70.0%	\$ 66,465
<b>Task 3: Draft Market Feasibility Analysis (7.5% of Total Fee)</b>			
3.1: Draft Market Feasibility Report Findings			
		7.5%	\$ 7,121
<b>Task 4: Final Report &amp; Presentation (15% of Total Fee)</b>			
4.1: Final Work Session & Powerpoint Presentation			
4.2: Submit Draft Report for Final Review/Edits			
4.3: Submit Final Report & Draft Powerpoint Presentation			
Subtotal - Task 4		15.0%	\$ 14,243
<b>Total Fixed Price Fee</b>		<b>100.0%</b>	<b>\$94,950</b>



**Draft & Final Deliverables Review & Comment Schedule**

Target Delivery Dates are dependent upon the following Draft and Final Review Schedule

Review	Target Delivery Date	Period (days)	Deliverable Review & Comment
	Thursday, February 18, 2021	7	Willdan/RMA submits compiled DRAFT report to DIA
	Thursday, February 25, 2021	4	DIA submits consolidated electronic comments to Willdan/RMA
	Monday, March 1, 2021	7	Willdan/RMA submits revised Draft Report to DIA for presentation at DIA Board Meeting
	Monday, March 8, 2021	2	DIA submits final edits and Executive Briefing highlights to Willdan/RMA
	Wednesday, March 10, 2021	5	Willdan/RMA submits final Draft Report, Executive Briefing and PowerPoint Presentation to DIA for presentation at DIA Board Meeting
	Monday, March 15, 2021	2	DIA submits PowerPoint Presentation comments to Willdan/RMA
	Wednesday, March 17, 2021	7	DIA Board Meeting presentation
	Wednesday, March 24, 2021	7	DIA Board comments provided by DIA to Willdan/RMA
	Wednesday, March 31, 2021	2	Willdan/RMA submits Final Report to DIA
	Friday, April 2, 2021	7	DIA Accepts Final Report

All deliverables are due by Close of Business (5:00 PM EST)



**JASON R. GABRIEL\***  
GENERAL COUNSEL

**OFFICE OF GENERAL COUNSEL  
CITY OF JACKSONVILLE**



LAURA J. BOECKMAN  
TRISHA DAWOOD BOWLES  
KARIN M. CHASTAIN  
DERRYL Q. CHATMON  
ARIEL P. COOK  
JULIA B. DAVIS  
JHELLE J. DILLARD  
SHANNON K. EIJER  
CRAIG D. FEISEN  
CHRISTOPHER GARRETT  
KYLE GAVIN  
SEAN B. GRANAT  
SUSAN C. GRANDIN  
SONYA HARRELL  
KATTY A. HARRIS  
LAWRENJA J. HODGES  
PAIGE HOBBS JOHNSTON  
RITA M. MAIRS  
JAMES R. MCCAIN, JR.

BRETT G. MERENESS  
DAVID M. MOUT  
WENDY L. MUDMAN  
KELLY H. PAPA  
JON R. PHILLIPS  
TIFFNY DOUGLAS PINKSTAFF  
CHERRY SHAW POLLOCK  
STEPHEN J. POWELL  
HELEN P. ROBELSON  
LEIGH F. ROSENBLUM  
ASHLEY B. RUTHERFORD  
JOHN C. SAWYER, JR.  
MARGARET M. SIDMAN  
MARY E. STAFFOROULOS  
JASON R. TEAL  
ADINA TEBBODRESCU  
KEALEY WEST  
STANLEY M. WESTON  
HARRY M. WALSON, IV  
GABY YOUNG

\*BOARD CERTIFIED CITY, COUNTY  
AND LOCAL GOVERNMENT LAW

CITY HALL, ST. JAMES BUILDING  
117 WEST DUVAL STREET, SUITE 480  
JACKSONVILLE, FLORIDA 32202

July 13, 2021

Alex Baker  
Professional Services Specialist  
Finance and Administration Department, Procurement Division  
214 North Hogan Street, Suite 800  
Jacksonville, Florida 32202

Re: Glenn A. Taylor  
Dear Ms. Baker:

I have completed my review of the information provided by Glenn A. Taylor and concluded that he is a qualified, interested, and available source for the category of Abstract and Title Insurance Services. Accordingly, I recommend that he be added to the list maintained pursuant to Section 176.308(b), *Ordinance Code*.

Please contact me with any questions.

Sincerely,  
  
James McCain  
Assistant General Counsel

cc: Tracy Flynn

---

Office Telephone  
(904) 255-5100

Writer's Direct Line  
(904) 255-5064

Facsimile  
(904) 255-5120

Writer's E-Mail Address  
JMcCain@coj.net

Office Web Site  
GeneralCounsel.coj.com



**ONE CITY. ONE JACKSONVILLE.**

**PSEC MEETING  
PUBLIC NOTICE**

Join Zoom Meeting

<https://us02web.zoom.us/j/86268415008?pwd=UHlBakl6KzRuemYrdHRWSGJ3bkdlZ09>

Meeting ID: 862 6841 5008

Passcode: 657328

**INTERVIEWS AGENDA**

**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**

10:15 a.m., Thursday, July 29, 2021

Ed Ball Building

Eighth Floor conference Room 851

214 N. Hogan Street

Jacksonville, FL 32202

**P-31-20 Professional Architectural Service for Oceanway/New Berlin Library**

(Tim Rogers, Nikita Reed, Jacksonville Public Library/ Department of Public Works)

10:15 a.m.	G.M. Hill Engineering, Inc.
10:50 a.m.	PQH Group, Inc.
11:25 a.m.	TTV Architects, Inc.

Each firm will be allowed twenty (20) minutes for presentation time followed by fifteen (15) minutes for questions and answers.

CC: Council Auditor  
Patrick Greive



# 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](http://www.coj.net)

ONE CITY, ONE JACKSONVILLE

May 18, 2021

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

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

**FROM:** Nikita Reed, P.E. *Nikita Reed*  
Public Works Project Manager

Tim Rogers, Library Director *Tim Rogers*  
Jacksonville Public Library

**SUBJECT:** P-31-20 Professional Architectural Services for Oceanway/New Berlin Library

---

The subcommittee received Seven (7) proposals for evaluation for the subject project. All were found to be responsive, interested, qualified and available to provide the services required by the RFP.

The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

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

3. G. M. Hill Engineering, Inc.
1. PQH Group, Inc.
2. TTV Architects, Inc.

Based on Section 11 of the RFP, the three top-ranked proposals will be provided criteria and scheduling information for Oral Interviews, which will have an additional value of 20 points which will be added to the score from the evaluation of the Contractor's proposal. Final Ranking of the top three firms will be based on the combination of scores from the proposal evaluations and oral interviews. We anticipate needing thirty minutes for each presentation.

Accordingly, we request your approval to schedule the oral interviews for P-31-20 Professional Architectural Services for Oceanway/New Berlin Library.

JPP/iw

Attachment: Scoring Matrix

cc: Lori West, PW Contract Specialist, Engineering and Construction Management

*LD*

Evaluation Matrix

EVALUATION SCALE

1 ————— 20

EXTREMELY QUALIFIED

QUALIFIED

PROJECT NO. P-31-20

Average

PROJECT TITLE:

Professional Architectural Services for the Community Health Library

SPR	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Firm & Partner Commitment to Submit Documents to State & County Boards & Oversee Budget Plans	ABILITY TO DESIGN AND APPROACH AND WORK PLAN	An overall understanding of budget	Volume of current and prior work for using agencies	OVERALL
	10	10	5	10	5	10	20	20	10	10	110
PRAXIS 3	9.50	8.80	1.00	8.00	4.00	1.00	8.00	13.25	5.00	10.00	87.25
VHL ARCHITECTS, INC.	10.00	7.50	2.00	7.25	3.00	10.00	9.00	13.50	3.00	9.00	74.25
AMEL LOGAN & SHAVER	10.00	7.50	2.00	10.80	4.50	10.00	8.50	16.00	6.50	10.00	85.00
TVA ARCHITECTS, INC.	9.50	5.50	2.00	8.25	5.00	10.00	11.00	16.00	10.00	8.00	87.25
ROB DESIGN ASSOC	9.50	10.00	2.00	8.00	3.00	10.00	18.00	15.00	4.00	10.00	82.50
GM HILL	8.50	8.00	2.50	6.00	4.75	10.00	13.00	16.50	6.00	8.00	86.25
POH GROUP	10.00	10.00	2.00	8.50	3.50	10.00	20.00	22.50	10.00	9.00	93.50