

**PUBLIC NOTICE
PSEC AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, October 21, 2021, 10:00 a.m.
Eighth Floor, Conference Room 851
Ed Ball Building, 214 N. Hogan Street
Jacksonville, FL 32202**

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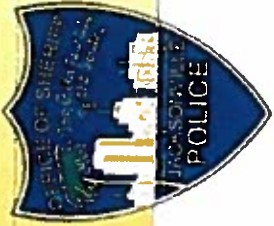
Committee Members: Gregory Pease, Chairman
Paul Barrett, Treasury
Harry Wilson, OGC

<i>Subcommittee Members</i>	<i>ITEM #</i>	<i>TITLE & ACTION</i>	<i>MOTION</i>	<i>CONTRA EXP</i>	<i>OUTCOME</i>
Kevin Goff Bart Laird	P-27-21	Permission to Proceed with Evaluation of Proposals Received Police Lieutenant, Police Sergeant, Corrections Lieutenant, and Correction Sergeant Promotional Process Development and Implementation Jacksonville Sheriff's Office	That the committee approves proceeding with the evaluation of the two (2) proposals received in accordance with Section 126.302 (f) of the Procurement Code.		
Tracy Flynn Magnus Wallen	P-42-19 PB#3	Contract Amendment No. 2 JEA Industrial Performance Program Finance and Administration Department/Risk Management Division	That Contract No. 10668 between the City of Jacksonville and Unify Health Services, LLC for the agreement utilizing JEA Contract No. 177017 for an Industrial Performance Program per Purchasing Code 126.211/126.309 with Unify Health Services, LLC, be amended to ratify the contract from October 1, 2021 to the date of this award and extend the period of service thru September 30, 2022; increase the maximum indebtedness by \$96,200.00 for FY 22 services to a new total maximum indebtedness of \$286,200.00. All other terms and conditions, as previously amended, shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures, and applicable Federal and state laws.	10/01/21	
Tyrlica Young Kenneth Darby	P-22-21	Fee & Contract Negotiations Communications and Branding Consulting Services Kids Hope Alliance(KHA)	That the Kids Hope Alliance enter into a contract with Acuity Design Group, Inc. for the provision of Communications and Branding Consulting Services by incorporating the attached Scope of Services identified as Exhibit 'A' and Fee schedule identified as Exhibit 'B'; the maximum indebtedness is a not-to-exceed amount of \$95,000.00 annually for the services; the period of service is from execution of the contract through September 30, 2022, with two (2) additional one-year renewals remaining at terms mutually agreeable. All other terms and conditions are per the RFP and the City's standard contract language.		
Harrison Conyers Bill Spann	P-10-21	Fee & Contract Negotiation Military Base Advocacy Military Affairs and Veterans Department	That the City of Jacksonville on behalf of the Military Affairs and Veterans Department enter into a contract with RJ Natter and Associates for Military Base Advocacy by incorporating the Scope of Services identified as Exhibit 'A' and Fee Schedule identified as Exhibit 'B'; provide a maximum indebtedness of \$88,000.00; and provide a period of service from execution of the contract to one year with two(2) one-year renewal options at term mutually agreeable. All other terms and conditions are per the RFP and the City's standard contract language.		

<p>Michael Chao Kristin De Han</p>	<p>P-26-21</p>	<p>Subcommittee Report Asbestos Abatement Consulting Services Neighborhoods Department/Municipal Code Compliance</p>	<p>It is the consensus of the committee that of the four (4) 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 firms to perform the required services and alphabetically they are:</p> <ol style="list-style-type: none"> 1) Apex Companies, LLC 2) GLE Associates, Inc. 3) The NDN Companies <p>We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with Apex Companies, LLC, the number one (1) ranked company.</p>		
<p>Thomas Daly Chiquita Moore</p>	<p>P-24-21</p>	<p>Fee & Contract Negotiations Neighborhoods Strategic Consultant Services Neighborhoods Department/Housing and Community Development Division</p>	<p>That the City of Jacksonville enter into a Contract with Civitas, LLC to provide Neighborhoods Strategic Consultant Services that incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B'; provide \$60,000.00 annually for the services; provide a not-to-exceed maximum indebtedness of \$120,000.00; and provide a period of service from execution of the contract through September 30, 2023, with four(4) one-year renewals available at terms mutually agreeable. All other terms and conditions are per the RFP and the City's standard contract language.</p>		
<p>Robin Smith Steven Long</p>	<p>P-16-19</p>	<p>Contract Amendment No. 1 Professional Structural Engineering Services Department of Public Works/Engineering & Construction Management Division</p>	<p>That Contract No. 10425-02, originally executed November 15, 2019, between the City of Jacksonville and STV, Inc. for Professional Structural Engineering Services, be amended to exercise the first of two(2) renewal options extending the period of service from November 16, 2021, thru November 15, 2023, with one (1) renewal remaining; and increase the maximum indebtedness by \$3,000,000.00 to a new maximum of \$6,000,000.00. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures, and applicable Federal and state laws.</p>	<p>11/14/21</p>	
<p>Nikita Reed Tim Rogers</p>	<p>P-31-20</p>	<p>Subcommittee Report Professional Architectural Services for Oceanway/New Berlin Library Department of Public Works/Engineering Division</p>	<p>The PSEC met on Thursday, June 3, 2021, to conclude evaluation of various firms regarding this project. As a result of this meeting, a "Special" PSEC meeting was held on Thursday, September 9, 2021, for the purpose of conducting personal interviews with the top Three(3) firms utilizing Section 126.302(h 3: i, ii, iv) of the Procurement Manual. As a result of the interviews, it is the consensus of the committee that of the three (3) firms/companies interviewed, all were found to be responsive, interested, qualified and available to provide the services required by the RFP. The ranking of first, second and third designates the order of qualifications of these companies to perform the required services and alphabetically they are:</p> <ol style="list-style-type: none"> 2) G.M. Hill Engineering, Inc. 1) PQH Group, Inc. 3) TTV Architects, Inc. <p>We recommend the above list is forwarded to the Mayor for final selection so that fee & contract negotiations may begin with PQH Group, Inc., the number one ranked company.</p>		
<p>Christopher LeDew Lee Durban</p>	<p>P-08-21</p>	<p>Fee & Contract Negotiations Traffic Engineering In-House Services Department of Public Works/Traffic Engineering Division</p>	<p>That the City of Jacksonville enter a contract with Alfred Benesch & Company to provide Traffic Engineering In-House Services to incorporate the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B; the period of service is from execution of the contract through two (2) years with two (2) two-year renewal options available at terms mutually agreeable; The maximum indebtedness is a not-to-exceed amount of \$500,000.00. All other terms and conditions are per the RFP and the City's standard contract language.</p>		

<p>Christopher LeDew Lee Durban</p>	<p>P-16-21</p>	<p>Fee & Contract Negotiations Traffic Studies and Other Engineering Services Department of Public Works/Traffic Engineering Division</p>	<p>That the City of Jacksonville enter a contract with Osiris 9 Consulting, LLC, to provide Traffic Studies and Other Engineering Services to incorporate the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B; the period of service is from execution of the contract through two (2) years with two (2) two-year renewal options available at terms mutually agreeable; The maximum indebtedness is a not-to-exceed amount of \$1,500,000.00. All other terms and conditions are per the RFP and the City's standard contract language.</p>		
<p>Christopher LeDew Carlton Copeland</p>	<p>P-47-20</p>	<p>Fee & Contract Negotiations Traffic Signal Engineering Services Department of Public Works/Traffic Engineering Division</p>	<p>That the City of Jacksonville enter a contract with Peters & Yaffee to provide Traffic Signal Engineering Services to incorporate the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B; the period of service is from execution of the contract through two (2) years with two (2) two-year renewal options available at terms mutually agreeable; The maximum indebtedness is a not-to-exceed amount of \$2,000,000.00. All other terms and conditions are per the RFP and the City's standard contract language.</p>		
<p>Meeting Adjourned: _____</p>					

"The next PSEC meeting is scheduled to be held on Thursday, November 4, 2021."



Jacksonville Sheriff's Office

MIKE WILLIAMS, SHERIFF

Serve • Protect • Community

Date: September 30, 2021

To: Gregory Pease, Chairman
Professional Services Evaluation Committee

From: Kevin Goff, Chief, Human Resources *KG 6537*
Jacksonville Sheriff Office

Bart Laird, Sr. Manager of Human Resources *BL 64910*
Jacksonville Sheriff Office

Subject: Review of RFP Submittals for P-27-21 Police Lieutenant, Police Sergeant, Corrections Lieutenant, and Correction Sergeant Promotional Process Development and Implementation

The Office of the Sheriff received two (2) proposals for the Request for Proposal(s) Police Lieutenant, Police Sergeant, Corrections Lieutenant, and Correction Sergeant Promotional Process Development and Implementation

Per Section 126.302(f) of the Procurement Code if:

If "PSEC receives responses from less than three proposers, it shall resolicit proposals from proposers previously solicited and from additional persons, unless it determines, in writing, that no advantage would be obtained by resoliciting. Notwithstanding the number of responses received, PSEC may proceed to consider those proposers responding to the re-solicitation or to the initial solicitation if it determines, in writing, that no advantage would be obtained by resoliciting."

The Police Lieutenant, Police Sergeant, Corrections Lieutenant, and Correction Sergeant Promotional Process Development and Implementation cannot be performed by the City of Jacksonville (COJ) or the Jacksonville Sheriff's Office (JSO). COJ or JSO does not have an Industrial Psychologist on staff with the requisite experience to develop and implement a promotional assessment center examination for the anticipated number of candidates. Since this is a specialty discipline JSO has, in the past, hired a Consultant to develop the promotional process. The RFP for this project was advertised for over three weeks. We feel this was ample time for consulting firms to become aware of the RFP and to be able to prepare and submit viable responses. Additionally, we believe that we have received proposals from two qualified firms.

Considering the foregoing information, staff request the process that should be followed in order to ensure the continued services by evaluating the proposal received.

jaxsheriff.org

501 E. Bay Street, Jacksonville, FL 32202



City of Jacksonville, Florida

Lenny Curry, Mayor
Department of Finance
Risk Management Division
117 W. Duval Street, Suite 335
Jacksonville, FL 32202
(904) 255-5327
www.coj.net

ONE CITY. ONE JACKSONVILLE.

To: Gregory Pease, Chief of Procurement

From: Tracy Flynn, Chief of Risk Management

Re: One Year Renewal of Industrial Performance Program under JEA contract #10719

Date: 11 Oct 2021

P-42-19 RB#3

The Risk Management Division is requesting approval to procure services from Unify Health Services for an Industrial Performance Program designed to promote prevention of workplace injuries and a more effective Worker's Compensation experience. The proposed renewal contract with the City of Jacksonville for FY22 is for \$96,200.00 for a new total NTE of \$286,200.00.

Pursuant to 126.211(a) and 126.309(a) of the Ordinance Code, and Section XI, Piggybacking of the Procurement manual, please note the following:

1. Unify Health Services currently has a competitively procured contract identified as JEA Contract #10719.
2. This contract period is covered from September 30, 2021 to October 14, 2022.
3. Risk Management has two one-year renewal options in the present Unify contract.
4. Risk Management has reviewed Unify Health's proposed services and terms/conditions.

I respectfully request an award, pursuant to the authority stated above, to exercise the second of two one-year renewals to the contract with Unify Health Services for a period of one year from October 1, 2021, through September 30, 2022 to be executed by formal contract. This contract will be paid out of AFRM561LP – 3109. (56101 112005 531090 00000 000000000 000000)

Please find the attached:

Exhibit A – Interest Letter and Program Price Quote

Exhibit B – Unify Health Services Contract from JEA ITN Solicitation #116-18



Proposal Industrial Performance Program For City of Jacksonville

May 25, 2021

Submitted by: Kelly Ingram Mitchell
Unify Health Services



<i>Partner/Client</i>	City of Jacksonville
<i>Client's administrator</i>	Tracy Flynn James Taylor
<i>Project name</i>	Industrial Performance Program (IPP)-
<i>Engagement duration</i>	Ongoing annually per year with the same fees for the next 3 years
	On or before August 2021

Company Overview and Services

This is intended to provide a company overview and a Statement of Work for an Industrial Performance Program (IPP) for City of Jacksonville. Unify Health Services is a national organization that brings a team with over 70 years' experience collectively in prevention, disability and work injury management. President, Kelly Ingram-Mitchell, MPT, CEAS, CWcHP spearheads all clinical programs developed. Her clinical experience spans her greater than 20+ years of field work, capacity testing, employer consulting, functional training and research. She has developed and managed successful IPP programs with employers in a variety of industrial settings.

Our innovative workforce solutions combat employer's rising healthcare and claims costs and promote a safer environment and healthier lifestyle.

- We partner with employers who understand the importance of investing in the longevity and sustainability of their employees. Creating effective pathways between HR, Safety, Risk is our value proposition.
- We provide the key services needed to mitigate injuries for a multigenerational workforce, allowing employers to obtain their highest return on their human capital.

Differentiator: We are the only organization that focuses on both pre-and post-injury solutions. This allows us to provide our partners with customized and tailored programs that not only meet their current needs but evolve along with their organization.

Unify Health Services, LLC offers a variety of services to our clients and are particularly skilled in the following specialties:

Pre-Injury Services

- Industrial Performance Program
- Ergonomic Assessments and Training
- Physical Demand Analysis
- Post Offer Employment Testing
- Safety Programs
- Wellness & Stretch Programs



Post-Injury Services

- Physical & Occupational Therapy
- Functional Capacity Evaluations
- Return to Work Programs
- Fit for Duty Test

Statement of Work

This is intended to outline the Industrial Performance Program’s (IPP) deliverables, timelines, Pilot start up fees and program benefits for City of Jacksonville and their employees.

Goal: The Industrial Performance Program (IPP) is specifically designed to prevent injury occurrence, promote safety awareness, enhance employee health, reduce recordables and provide quantifiable data to substantiate program impact.

Objective: Our objective is to provide skilled *Industrial Specialist(s) to provide IPP services at select City of Jacksonville worksites. Industrial Specialist(s) provide first aid measures (under OSHA guidelines) that minimize and prevent progressive muscle and joint pain discomfort and focus on proper functional movement techniques and ergonomics.

*Athletic trainers are distinctly qualified for this role as they utilize the same skills in caring for an injured athlete and their recovery to return to sport as used to assist an employee at work who may present with muscle or joint aches or pains. The training, education, medical knowledge and diverse skills of athletic trainers make them ideal health care providers to implement, manage and conduct successful Industrial Performance Programs (IPP).

Benefits:

- Creates and fosters a safety and wellness culture within City of Jacksonville
- Demonstrates management’s commitment to City of Jacksonville employees’ wellbeing
- Prevents long-term absences from the workplace and development of chronic illness
- Provides alternative working techniques/methods that minimize risk of injury
- Alleviates present musculoskeletal pains, discomforts soreness and/or swelling
- Allows for one-on-one coaching with an Industrial Specialist- Certified Athletic Trainer (ATC)

Program Components:

- Job coaching: one-on-one or crew
- Exercise and stretch components
- Workplace and home postural and mechanical training
- Soft tissue management
- Ergonomic adjustments and coaching on the job
- Identification and elimination of risk of injury
- Safety Meeting Presentations
- Physical Demand Analysis
- Mobility Programs
- Program Outreach



Deliverables

Unify Health Services team will spearhead program facilitation and management along with designated City of Jacksonville team.

Phase 1: Focus on Increasing IPP population and Employee engagement by working with supervisors, managers, and risk team to identify how to continue to educate employees and prevent any gaps from preinjury to post injury. Perform quarterly IPP reporting, quarterly review and continued outreach plan.

Phase 2: Continue to grow program and implement custom needs per site specific to IPP. Identify alternative programs such as work simulation and conditioning that may be of benefit to the IPP Program’s continued success and growth. Perform IPP program audits to identify necessary modifications. Discuss YTD claims analysis with City of Jacksonville to identify further program opportunities.

Participating Locations:

- North Yard
- South Yard
- East Yard
- West Yard

Company Name:		Unify Health Services			
Section 1 - IPP services per site as described in Appendix A - Technical Specifications					
Item No.	Description	Monthly Price	1 Year Estimated Quantity	Extended Price	
1	IPP Services - Minimum of 4 hours two (2) days per week at Site 1	\$ 1,760.00	12	\$ 21,020.00	
2	IPP Services - Minimum of 4 hours two (2) days per week at Site 2	\$ 1,760.00	12	\$ 21,020.00	
3	IPP Services - Minimum of 3.5 hours two (2) days per week at Site 3	\$ 1,540.00	12	\$ 18,480.00	
4	IPP Services -- Minimum of .5 up to 1 hr for (2) days virtual and/or Site 4	\$ 873.00	12	\$ 10,480.00	



Section 2 - Additional services and materials as described in Appendix A - Technical Specifications

Item No.	Description	Unit Price	Estimated Quantity	Extended Price
1	PPE Cost as applicable for employee use during IPP sessions UHS will provide our own PPE TBD			
2	Monthly Management Fee – will apply even during Program holds due to pandemic, storm, or other shut down.	\$ 2,000.00	12	\$ 24,000.00
3	Employee Engagement & Clinical Intervention Services	\$ 100.00	12	\$ 1,200.00
Bid Total - Transfer one (1) year total to Appendix B - Response Form				
Annual Response Price (1 Year)*				\$ 96,200.00
Total Response Price for one (1) Year - Transfer this total to Appendix B - Response Form				\$ 96,200.00
*Ongoing Annual Price Per Year at Same Rate for the Next Three Years				
Section 3 - OPTIONAL PRICING - NOT INCLUDED IN TOTAL BID PRICE				
Item No.	Description	Unit Price		
1	Physical Therapy Assessment or Initial Evaluation	\$ 85.00		
2	Physical Therapy Visits	\$ 65.00		
4	Additional ATC hours on weekends or during a storm event	\$ 65.00		
5	These individuals at same fees and hours above can be utilized during pandemic events for temperature checks and or other Pandemic Prevention initiatives required by site in replace of IPP services if company requests.			0.00

Thank you for this opportunity. Please let me know next steps.
Respectfully Submitted,

Kelly Ingram-Mitchell

Kelly Ingram-Mitchell, MPT, CEAS,
President of Unify Health Services LLC.

**AMENDMENT # 1
TO CONTRACT # JEA10719/177014
BETWEEN**

**JEA
AND**

UNIFY HEALTH SERVICES, LLC

THIS AMENDMENT NUMBER 1 (“First Amendment”) is made and entered into this 30th day of September, 2021, (the “Effective Date”), by and between JEA, a body politic and corporate located at 21 W. Church St., Jacksonville, Florida, 32202, and **UNIFY HEALTH SERVICES, LLC**, a Florida corporation authorized to perform work in the State of Florida, with a principal address 12276 San Jose Blvd., Ste. 724, Jacksonville, FL 32223 (the “Company”).

RECITALS:

WHEREAS, on **October 15, 2018**, the parties made and entered into an agreement (the “Original Agreement”) under which Company agreed to provide “**Industrial Performance Program Services**” (the “Work”) for a three (3) years until **October 14, 2021**, (the “Term”), with two (2), one (1) year renewal options, for **Three Hundred Fifty-Seven Thousand One Hundred Twenty and 00/100 Dollars (\$357,120.00)** (the “Maximum Indebtedness”); and

WHEREAS, on **February 19, 2020**, JEA increased the Maximum Indebtedness in the amount of **Sixteen Thousand Seven Hundred Twenty and 00/100 Dollars (\$16,720.00)**, as allowed by the JEA Procurement Code, for a new Maximum Indebtedness of **Three Hundred Seventy-Three Thousand Eight Hundred Forty and 00/100 Dollars (\$373,840.00)**; and

WHEREAS, JEA now desires to increase the Maximum Indebtedness in the amount **One Hundred Twenty-Nine Thousand Six Hundred and 00/100 Dollars (\$129,600.00)**, as approved by the JEA Awards Committee on **September 30, 2021**, for a new Maximum Indebtedness of **Five Hundred Three Thousand Four Hundred Forty and 00/100 Dollars (\$503,440.00)**, and renew the Term of the Original Agreement until **October 14, 2022**.

IN CONSIDERATION of the Original Agreement and for the mutual promises and covenants herein contained, the sufficiency and receipt of which is hereby acknowledged, the parties agree as follows:

AGREEMENT:

- I. Maximum Indebtedness. The Maximum Indebtedness of the Original Agreement shall be increased by **One Hundred Twenty-Nine Thousand Six Hundred and 00/100 Dollars (\$129,600.00)**,

and shall be invoiced to JEA in accordance with the Original Agreement. The Maximum Indebtedness shall now be **Five Hundred Three Thousand Four Hundred Forty and 00/100 Dollars (\$503,440.00)**.

- 2. **Term.** The Term of the Original Agreement shall be renewed until **October 14, 2022**.
- 3. The above recitals are true and correct and, by reference, are incorporated herein and made part hereof.

SAVE AND EXCEPT as hereby specifically amended herein, the terms and conditions of the Original Agreement, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly executed this Amendment the day and year first above written.

SIGNATURES TO FOLLOW

UNIFY HEALTH SERVICES, LLC

Signature:

Kelly Ingram - Mitchell

Signed on Oct 07, 2021 | 11:17:12 (GMT -5:00)

Email: ALLIE@UNIFYHS.COM
 Name: ALLIE ANDREWS CEAS
 Title: CLIENT SOLUTIONS SPECIALIST
 Date: Oct 07, 2021 | 11:17:12 (GMT -5:00)

JEA

Signature:

Jessica Talley

Signed on Oct 08, 2021 | 13:49:12 (GMT -5:00)

JEA-Witness

Signature:

Jessica Talley

Signed on Oct 11, 2021 | 07:32:21 (GMT -5:00)

Email: gleejs@jea.com
 Name: Jenny McCollum
 Title: Director, Procurement Services
 Date: Oct 08, 2021 | 13:49:12 (GMT -5:00)

Email: taljb@jea.com
 Name: Jessica Talley
 Title: Contracts Assistant
 Date: Oct 11, 2021 | 07:32:21 (GMT -5:00)

CERTINAL eSign

Final Audit Report

Amendment number JEA10719, titled Industrial Performance Program Services

Audit Summary for Amendment number JEA10719, titled Industrial Performance Program Services

Report Time	Agreement Name	Document Created Time
10/11/2021 11:32:25 (GMT)	Amendment number JEA10719, titled Industrial Performance Program Services	10/07/2021 14:55:37 (GMT)
Document Created By	Document Sent Time	Transaction ID
Heather Beard (bearhb@jea.com)	10/07/2021 14:55:37 (GMT)	9b199670-e712-4a63-a171-6767672d118c
Documents	Recipients	Document Status
1633618534272.pdf	ALLIE ANDREWS CEAS (ALLIE@UNIFYHS.COM) Kelly Ingram-Mitchell (kelly@unifyhs.com) Jenny McCollum (gleejs@jea.com) Jessica Talley (taljtb@jea.com)	Completed
Document Status Action Time	Number of Signatures	Number of Initials
10/11/2021 11:32:25 (GMT)	3	0
Number of Stamps	Number of Pages in Document	CC Users
0	2	-

Audit Events

- Document Created by Heather Beard (bearhb@jea.com)

Time	IP Address	Geolocation	Browser	OS
10/07/2021 14:55:37 (GMT)	207.211.63.71	-	-	-

- Document emailed by Heather Beard (bearhb@jea.com)
Sent to - ALLIE ANDREWS CEAS (ALLIE@UNIFYHS.COM)

Time	IP Address	Geolocation	Browser	OS
10/07/2021 14:55:41 (GMT)	-	-	-	-

- Email link authenticated by ALLIE ANDREWS CEAS (ALLIE@UNIFYHS.COM)

Time 10/07/2021 14:57:08 (GMT)	IP Address 76.209.89.29	Geolocation -	Browser Chrome 94	OS Windows 10
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- Document viewed by ALLIE ANDREWS CEAS (ALLIE@UNIFYHS.COM)

Time 10/07/2021 14:57:09 (GMT)	IP Address 76.209.89.29	Geolocation -	Browser Chrome 94	OS Windows 10
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- Email link authenticated by ALLIE ANDREWS CEAS (ALLIE@UNIFYHS.COM)

Time 10/07/2021 15:07:38 (GMT)	IP Address 76.209.89.29	Geolocation -	Browser Chrome 94	OS Windows 10
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- Signature Request Delegated by ALLIE ANDREWS CEAS (ALLIE@UNIFYHS.COM)
Delegated to - Kelly Ingram-Mitchell (kelly@unifyhs.com)
Delegation Reason: JEA contract addendum to assign.

Time 10/07/2021 15:08:08 (GMT)	IP Address 76.209.89.29	Geolocation -	Browser Chrome 94	OS Windows 10
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- Document emailed by Heather Beard (bearhb@jea.com)
Sent to - Kelly Ingram-Mitchell (kelly@unifyhs.com)

Time 10/07/2021 15:08:10 (GMT)	IP Address 76.209.89.29	Geolocation -	Browser Chrome 94	OS Windows 10
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- Email link authenticated by Kelly Ingram-Mitchell (kelly@unifyhs.com)

Time 10/07/2021 15:15:22 (GMT)	IP Address 70.130.117.71	Geolocation -	Browser Chrome 94	OS Windows 10
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- Document viewed by Kelly Ingram-Mitchell (kelly@unifyhs.com)

Time 10/07/2021 15:15:23 (GMT)	IP Address 70.130.117.71	Geolocation -	Browser Chrome 94	OS Windows 10
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- Certinal eSign Terms of Use, User Disclosure and Privacy Policy associated with this document have been agreed by Kelly Ingram-Mitchell (kelly@unifyhs.com)

Time 10/07/2021 15:17:12 (GMT)	IP Address 70.130.117.71	Geolocation -	Browser Chrome 94	OS Windows 10
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- Document eSigned by Kelly Ingram-Mitchell (kelly@unifyhs.com)
Signature method - Signature Typed

Time 10/07/2021 15:17:12 (GMT)	IP Address 70.130.117.71	Geolocation -	Browser Chrome 94	OS Windows 10
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- Email link authenticated by Kelly Ingram-Mitchell (kelly@unifyhs.com)

Time 10/07/2021 15:17:17 (GMT)	IP Address 70.130.117.71	Geolocation -	Browser Chrome 94	OS Windows 10
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- Document viewed by Kelly Ingram-Mitchell (kelly@unifyhs.com)

Time 10/07/2021 15:17:17 (GMT)	IP Address 70.130.117.71	Geolocation -	Browser Chrome 94	OS Windows 10
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- Document emailed
Sent to - Jenny McCollum (gleejs@jea.com)

Time 10/07/2021 15:17:20 (GMT)	IP Address -	Geolocation -	Browser -	OS -
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- Email link authenticated by Kelly Ingram-Mitchell (kelly@unifyhs.com)

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- Document viewed by Kelly Ingram-Mitchell (kelly@unifyhs.com)

Time 10/07/2021 15:17:23 (GMT)	IP Address 70.130.117.71	Geolocation -	Browser Chrome 94	OS Windows 10
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- Email link authenticated by ALLIE ANDREWS CEAS (ALLIE@UNIFYHS.COM)

Time 10/07/2021 15:24:42 (GMT)	IP Address 76.209.89.29	Geolocation -	Browser Chrome 94	OS Windows 10
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- Email link authenticated by ALLIE ANDREWS CEAS (ALLIE@UNIFYHS.COM)

Time 10/07/2021 15:24:43 (GMT)	IP Address 76.209.89.29	Geolocation -	Browser Chrome 94	OS Windows 10
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- Document viewed by ALLIE ANDREWS CEAS (ALLIE@UNIFYHS.COM)

Time 10/07/2021 15:24:43 (GMT)	IP Address 76.209.89.29	Geolocation -	Browser Chrome 94	OS Windows 10
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- Email link authenticated by Jenny McCollum (gleejs@jea.com)

Time 10/07/2021 16:05:29 (GMT)	IP Address 67.190.249.60	Geolocation -	Browser Chrome Mobile 94	OS iOS 14
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- Document viewed by Jenny McCollum (gleejs@jea.com)

Time 10/07/2021 16:05:29 (GMT)	IP Address 67.190.249.60	Geolocation -	Browser Chrome Mobile 94	OS iOS 14
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- Email link authenticated by Jenny McCollum (gleejs@jea.com)

Time 10/07/2021 16:05:36 (GMT)	IP Address 52.72.138.134	Geolocation -	Browser Chrome Mobile 94	OS iOS 14
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- Document viewed by Jenny McCollum (gleejs@jea.com)

Time 10/07/2021 16:05:37 (GMT)	IP Address 52.72.138.134	Geolocation -	Browser Chrome Mobile 94	OS iOS 14
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- Email link authenticated by Jenny McCollum (gleejs@jea.com)

Time 10/07/2021 16:07:38 (GMT)	IP Address 142.234.115.207	Geolocation -	Browser Firefox 78	OS Windows 10
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- Document viewed by Jenny McCollum (gleejs@jea.com)

Time 10/07/2021 16:07:49 (GMT)	IP Address 142.234.115.207	Geolocation -	Browser Firefox 78	OS Windows 10
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- Email link authenticated by ALLIE ANDREWS CEAS (ALLIE@UNIFYHS.COM)

Time 10/07/2021 17:30:44 (GMT)	IP Address 76.209.89.29	Geolocation -	Browser Chrome 94	OS Windows 10
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- Email link authenticated by ALLIE ANDREWS CEAS (ALLIE@UNIFYHS.COM)

Time 10/07/2021 17:30:45 (GMT)	IP Address 76.209.89.29	Geolocation -	Browser Chrome 94	OS Windows 10
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- Document viewed by ALLIE ANDREWS CEAS (ALLIE@UNIFYHS.COM)

Time 10/07/2021 17:30:45 (GMT)	IP Address 76.209.89.29	Geolocation -	Browser Chrome 94	OS Windows 10
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- PDF agreement downloaded by ALLIE ANDREWS CEAS (ALLIE@UNIFYHS.COM)

Time 10/07/2021 17:30:59 (GMT)	IP Address 76.209.89.29	Geolocation -	Browser Chrome 94	OS Windows 10
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- Email link authenticated by Jenny McCollum (gleejs@jea.com)

Time 10/08/2021 17:49:03 (GMT)	IP Address 67.190.249.60	Geolocation -	Browser Chrome Mobile 94	OS iOS 14
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- Document viewed by Jenny McCollum (gleejs@jea.com)

Time 10/08/2021 17:49:04 (GMT)	IP Address 67.190.249.60	Geolocation -	Browser Chrome Mobile 94	OS iOS 14
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▪ Email link authenticated by Jenny McCollum (gleejs@jea.com)

Time 10/08/2021 17:49:08 (GMT)	IP Address 35.170.136.220	Geolocation -	Browser Chrome Mobile 94	OS iOS 14
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▪ Document viewed by Jenny McCollum (gleejs@jea.com)

Time 10/08/2021 17:49:08 (GMT)	IP Address 35.170.136.220	Geolocation -	Browser Chrome Mobile 94	OS iOS 14
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▪ Certinal eSign Terms of Use, User Disclosure and Privacy Policy associated with this document have been agreed by Jenny McCollum (gleejs@jea.com)

Time 10/08/2021 17:49:13 (GMT)	IP Address 67.190.249.60	Geolocation -	Browser Chrome Mobile 94	OS iOS 14
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▪ Document eSigned by Jenny McCollum (gleejs@jea.com)
Signature method - Signature Drawn

Time 10/08/2021 17:49:13 (GMT)	IP Address 67.190.249.60	Geolocation -	Browser Chrome Mobile 94	OS iOS 14
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▪ Document emailed
Sent to - Jessica Talley (taljb@jea.com)

Time 10/08/2021 17:49:19 (GMT)	IP Address -	Geolocation -	Browser -	OS -
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▪ Email link authenticated by Jessica Talley (taljb@jea.com)

Time 10/11/2021 11:32:07 (GMT)	IP Address 12.139.123.91	Geolocation -	Browser Chrome 92	OS Windows 10
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▪ Document viewed by Jessica Talley (taljb@jea.com)

Time 10/11/2021 11:32:08 (GMT)	IP Address 12.139.123.91	Geolocation -	Browser Chrome 92	OS Windows 10
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- Email link authenticated by Jessica Talley (taljb@jea.com)

Time 10/11/2021 11:32:13 (GMT)	IP Address 3.227.74.225	Geolocation -	Browser Chrome 92	OS Windows 10
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- Document viewed by Jessica Talley (taljb@jea.com)

Time 10/11/2021 11:32:13 (GMT)	IP Address 3.227.74.225	Geolocation -	Browser Chrome 92	OS Windows 10
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- Certinal eSign Terms of Use, User Disclosure and Privacy Policy associated with this document have been agreed by Jessica Talley (taljb@jea.com)

Time 10/11/2021 11:32:22 (GMT)	IP Address 12.139.123.91	Geolocation -	Browser Chrome 92	OS Windows 10
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- Document eSigned by Jessica Talley (taljb@jea.com)
Signature method - Signature Typed

Time 10/11/2021 11:32:22 (GMT)	IP Address 12.139.123.91	Geolocation -	Browser Chrome 92	OS Windows 10
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Sent to - Jessica Talley (taljb@jea.com)
 ALLIE ANDREWS CEAS (ALLIE@UNIFYHS.COM)
 Kelly Ingram-Mitchell (kelly@unifyhs.com)
 Jenny McCollum (gleejs@jea.com)
 Heather Beard (bearhb@jea.com)

Time 10/11/2021 11:32:25 (GMT)	IP Address -	Geolocation -	Browser -	OS -
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Sender Assigned Fields To Recipients

Recipient	Field Type	Required	PDF Page No	Value	Activity Time
Kelly Ingram-Mitchell (kelly@unityhs.com)	Signature	Yes	Page No.: 2	<i>Kelly Ingram Mitchell</i> Signed on Oct 07, 2021 11:17:12 (GMT -5:00)	10/07/2021 15:17:14 (GMT)
Kelly Ingram-Mitchell (kelly@unityhs.com)	Signed Date	Yes	Page No.: 2	Oct 07, 2021 11:17:14 (GMT -5:00)	10/07/2021 15:17:14 (GMT)
Jenny McCollum (jmc@jea.com)	Signature	Yes	Page No.: 2	<i>Jenny McCollum</i> Signed on Oct 08, 2021 13:49:12 (GMT -5:00)	10/08/2021 17:49:14 (GMT)
Jenny McCollum (jmc@jea.com)	Signed Date	Yes	Page No.: 2	Oct 08, 2021 13:49:14 (GMT -5:00)	10/08/2021 17:49:14 (GMT)
Jessica Talley (taljp@jea.com)	Signature	Yes	Page No.: 2	<i>Jessica Talley</i> Signed on Oct 11, 2021 07:32:21 (GMT -5:00)	10/11/2021 11:32:23 (GMT)
Jessica Talley (taljp@jea.com)	Signed Date	Yes	Page No.: 2	Oct 11, 2021 07:32:23 (GMT -5:00)	10/11/2021 11:32:23 (GMT)

Company and its Users' Disclosure Regarding Conducting Business Electronically, and Signing Documents Electronically

By using Certinal Application, you hereby specifically provide your consent to use Certinal Application for receiving notifications electronically and/or electronically signing e-documents rather than executing those documents through wet signatures. If you do not wish to receive notifications electronically and/or execute e-documents by applying electronic signatures, then you may withdraw your consent in following manner:

- You may notify the sender by writing email to the sender of e-document that you do not wish to execute e-documents by applying electronic signatures.
- You may write email to the sender of e-document and ask the sender to provide print of the document for executing the same by applying wet signatures.
- You yourself may download the document from Certinal Application and print the same for executing it by applying wet signatures.

Any such action of yours by which you do not proceed to electronically sign e-documents shall be construed as withdrawal of your consent to electronically sign e-documents.

You may be required to pay to the sender for executing hard copy of the document through wet signatures needs to be settled between you and the sender. Certinal is not liable in any manner whatsoever related to any such cost if any incurred by you.

After withdrawal of such consent if at any time in future you again use the Certinal Application either to electronically sign the same document for which you had earlier withdrawn your consent or you use the Certinal Application to sign any other new document then by such act of yours you acknowledge that you are consenting to use Certinal Application for electronically signing e-documents.

Following are the system requirements for using Certinal Application.

System Requirements	
RAM Requirements	Minimum: 8GB Recommended: 16GB
Hard Disk Requirements	100GB
Supported Operating system	MAC OS X v11 or later and Windows 8, 10
Supported Browser	<i>*Edge Chromium based browser Recommended</i> Edge Version 81.0.416.58 + Firefox Version 75.0 + Chrome 78.0.3904.97 + Safari 11 +
System Resolution	1920*1080, 1024*768, 1152*864, 1366*768, 1440x900, 2560*1600, 3072*1920
Additional Hardware/Software Requirements	4 Cores (CPU)

Please note that Edge Chromium based browser, Firefox, and Chrome are evergreen browsers with automatic updates. Support is provided for two of their latest stable releases. The supported versions will change as and when they release a new version.

Following are the document formats supported for electronic signature.

- PDF (.pdf)
- Word (.doc and .docx)
- Graphics (.tif, .jpg, .jpeg, .gif, .bmp, and .png)

You are required to have Acrobat® or similar software applications to view electronically signed document.



MEMORANDUM

TO: Gregory Pease, Chief of Procurement

FROM: Saralyn Grass, Chief Administrative Officer,
Kids Hope Alliance (KHA)

Michael Weinstein, Chief Executive Officer
Kids Hope Alliance (KHA)

Kenneth Darity, Chief Programs Officer,
Kids Hope Alliance (KHA)

SUBJECT: Award Recommendation for BID # P-22-21 Kids Hope Alliance, Communications and Branding

DATE: October 11, 2021

The Kids Hope Alliance (KHA) has completed preliminary evaluations of BID # P-22-21 and is recommending that the Professionals Services Evaluation Committee (PSEC) make a final recommendation to the Mayor for funding to be awarded to Acuity Design Group, Inc. (ADG) in the amount of \$95,000.

The terms of agreements will commence November 1, 2021 and continue through September 30, 2022. KHA will have the option, in its sole discretion, to renew such contracts for up to two (2) additional one (1) year terms upon satisfactory performance by Contractor. Contracts are subject to early termination as set forth elsewhere in this RFP.

The following documentation is accompanying this memo:
 Exhibit 1 – Summary of the Award(s)
 Exhibit 2 – Evaluators’ Scores
 Exhibit 2 – Price Sheet

In addition:

- (i) The scope of services for the recommended awards is included in the RFP and in the narrative response submitted as part of the evaluation.
- (ii) Other terms and conditions (i.e. duration, service period, etc.) have been included in the responses to the RFP and will be incorporated by reference into the final contract.

The funding of this project will be from the following Accounting Codes:

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

Kids Hope Alliance

1095 A. Phillip Randolph Blvd. | Jacksonville, Florida 32206 | T-(904) 255-4400 | F-(904) 255-4500



Total Funding

\$95,000

Upon approval of this request, the contract will be executed by the City of Jacksonville Office of General Counsel.

If you desire additional information, please contact Tyrca Young at 904-255-4423 or e-mail me at tyricay@coj.net

Cc: Alex Baker, Buyer
April Hart, Director, Finance, KHA
Joyce Watson, Director, Administration, Contracts, and Purchasing
Tyrca Young, Director, Research and Grants

**Kids Hope Alliance
1095 A. Philip Randolph Blvd. Jacksonville, Florida 32206 | T-(904) 255-4400 | F-(904) 255-4500**

Section 4
Description of Services and Deliverables

4.1 Introduction

The ideal Communications and Branding Services plan will include components that can be implemented at a reasonable cost by leveraging existing resources and can easily be adapted to fit broad messaging strategies. The successful proposal shall detail a working collaboration with the KHA staff, and a description of how the Communications and Branding services Plan will provide the desired services.

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

Our Vision

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

Our Mission

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

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

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

Exhibit A

Additional Program Types: curriculum package grants, technology/internet access grants, scholarships for the workforce, health kids for classrooms,

- 5. Essential Service Category: Teens and Pre-Teens
 KHA Funded Program Types: scholarships, test prep, teen centers, academic support, case management, mentoring, apprenticeships, internships, teen leadership programming, expressive arts, career/college readiness
- Additional Program Types: Life skill development, Technical Skill development (teen coding/STEM), soft skills, entrepreneurship

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

4.2 Funding Availability

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

4.3 Deliverables

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

Deliverables	Description	Activities
Create three (3) max broadcast quality :30 sec video ads during the contract period for specific Kids Hope Alliance (KHA) campaigns	Campaigns to include <ul style="list-style-type: none"> • Read Jax Initiative • Summer Camp/Afterschool program kick off • To Be Determined 	Each video will include <ul style="list-style-type: none"> • Pre-Production • Production management • Production Shoot with Producer on site (one day) • Editing (minimum 1 round of revisions) • Needed Graphics (up to 4 hours of work) Voice Over
Branding support <ul style="list-style-type: none"> • Creation of Communications Plan and Public 	Support KHA in its branding and marketing strategy and efforts. Communications Plan and PR Strategy should include:	Review KHA's current goals, media outlets and communication processes, in order to

Exhibit 'A'

<p>Relations (PR) Strategic Plan</p> <p>PR outreach as needed based on media strategy recommendations</p>	<ul style="list-style-type: none"> • Analysis of current strategies/materials/content • Assessment of social media strategy with recommendations for improvement • Review of branding guidelines for Providers • Recommendations of expanding media outreach 	<p>assist in the development of a Communications Plan and PR Strategy.</p>
<p>Design up to ten (10) Print Ads Templates or Digital Templates</p>	<p>Design of ADA Compliant templates that can be used for marketing, email blast, Public Service Announcements, printed materials etc. This will provide brand consistency across all communications and outreaches.</p>	<ul style="list-style-type: none"> • Brand strategy Incorporation • Digital Design • Revisions (minimum 2 rounds) • Project Management
<p>Design three (3) Billboards for branding and marketing of KHA</p>	<p>Billboards will be used for marketing and branding KHA, campaigns etc.</p>	<ul style="list-style-type: none"> • Brand strategy Incorporation • Design • Revisions (minimum 2 rounds)
<p>Publications</p> <ul style="list-style-type: none"> • Annual Report • Essential Services Plan update • Annual Program Snap Shot 	<p>Design and Layout of publications. KHA Annual Report must meet the requirements specified in the KHA Ordinance.</p>	<p>Project Management</p> <ul style="list-style-type: none"> • Design • Revisions (minimum 4 rounds) <p>Submit final copy by established deadlines</p>

Examples of Work to Achieve Deliverables:

- Publications for youth/ children services and/or government (local, state) agencies

4.4 Method of Payment

Contractor will be paid on successful completion and acceptance of Deliverables in accordance with Contractor’s budget approved by KHA. No payments will be made until a Deliverables is submitted and accepted by KHA. Acceptance by the City shall occur only when all of the requirements for a

EXHIBIT 'A'

Deliverable have been completed to the City's satisfaction and the City shall have provided written notice thereof to Contractor.

4.5 ACH Clearing House

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

4.6 Termination

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

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

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

EXHIBIT 'A'

Form 1 - Price Sheet

NAME OF CONSULTANT Acuity Design Group, Inc.

Proposal Number P-22-21

SCHEDULE OF PROPOSED PRICES/RATES

1. Total Fee for Services (payable upon completion of project or upon completion of listed deliverables):
\$95,000

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

Principal (Partner or Senior Officer): \$ 140.00 hr.

Project Manager (Responsible Professional): \$ 95.00 hr.

3. Estimated percentage of total fee to be performed by sub-contractors 25-30 %

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

5. Project Costs per Deliverable:

Complete chart on subsequent pages. You may edit or move around information in rows or add rows as needed. Please keep the columns the same.

PROJECT DIRECTOR	\$140
MARKETING MANAGER/BRANDING	\$130
MARKETING ASSISTANT	\$75
MARKETING RESEARCH	\$75
MEDIA PLANNER/BUYER	\$125
GRAPHIC DESIGNER	\$125
TELEVISION PRODUCER	\$125
VIDEOGRAPHER	\$175
WEB DESIGNER & MAINTENANCE	\$125
PRINT COORDINATION (DOES NOT INCLUDE PRINTING COST)	\$50
PHOTOGRAPHER	\$130
PUBLIC RELATIONS	\$125
OUTREACH SPECIALIST (CONDUCT SURVEYS)	\$50
STRATEGY PLANNING	\$125
OUTREACH MANAGER	\$125
COPYWRITING	\$125

ETG B'



City of Jacksonville, Florida

ONE CITY. ONE JACKSONVILLE.

Military Affairs and Veterans Department

City Hall at St. James
117 W. Duval St., Suite 175
Jacksonville, FL 32202
(904) 630-3660
www.coj.net/Military

DATE: October 7, 2021

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Harrison Conyers, Supervisor
Military Affairs and Veterans Department

SUBJECT: P-10-21 Military Affairs and Mission Advocacy

The Military Affairs and Veterans Department have negotiated with the consultant selected for the Military Affairs and Mission Advocacy resulting in the attached Scope of Services and Contract Fee Schedule, Exhibit A.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with RJ Natter and Associates for the Military Affairs and Mission Advocacy Consulting Services, that incorporates the attached Scope of Services and Fee Schedule identified as Exhibit "A" and 'B' respectively; to provide a maximum indebtedness to the City of a not-to-exceed amount of \$88,000.00; and to provide a period of services from date of execution of the contract for a period of 12 months from execution date, with the two options to renew. All other terms and conditions of the Contract shall be as provided in the Request for Proposals and the City's standard contract language attached hereto.

Attachments: Exhibit "A"
Exhibit "B"

cc: Alex Baker
Professional Services Specialist



ONE CITY. ONE JACKSONVILLE.

Military Affairs and Veterans Department

City Hall at St. James
117 W. Duval St., Suite 175
Jacksonville, FL 32202
(904) 630-3680
www.coj.net/Military

Exhibit A

Scope of Services

Consultants Advocacy (\$7,166.67/ month) **\$86,000.00**

Federal Advocacy regarding the full utilization and growth of NAS Jacksonville, Florida Air National Guard 125th Fighter Wing, USMC Blount Island Command and Naval Station Mayport to include the advocacy for additional ships including an amphibious readiness group, future FFG/DDG homeporting and infrastructure investment, LCS growth, aviation maintenance business development, infrastructure funding for F-35 fighter aircraft; unmanned aerial vehicles and advocacy before all appropriate government branches, agencies and commissions. The firm will work to secure the long-term viability of the Jacksonville military complex and maintain and/or grow local DOD employment levels, purchasing and general economic contributions.

Analysis

\$2,000.00

Preparation of analytical report by December 30, 2021, which will provide the information on the DOD and Navy budget changes and their impacts on NE Florida.



ONE CITY. ONE JACKSONVILLE.

Military Affairs and Veterans Department

City Hall at St. James
117 W. Duval St., Suite 175
Jacksonville, FL 32202
(904) 630-3680
www.coj.net/Military

Exhibit B

Contract Fee Summary

Consultants Advocacy- \$86,000 (\$7,166.67/month)

Analysis- \$2,000.00

Total: \$88,000.00



City of Jacksonville, Florida

Lenny Curry, Mayor

Municipal Code Compliance Division
Ed Ball Building
214 N. Hogan Street, 7th Floor
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

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

FROM: Michael Chao, Division Chief
Municipal Code Compliance Division, Neighborhoods Department

Kristin De Han, Contract Compliance Manager
Municipal Code Compliance Division, Neighborhoods Department

RE: P-26-21 Asbestos Abatement Consulting Services

DATE: October 18, 2021

The Neighborhoods Department received four (4) proposals for the **Asbestos Abatement Consulting Services Request for Proposal (RFP)** and found all to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP).

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

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

- 1) Apex Companies, LLC
- 2) GLE Associates, Inc.
- 3) The NDN Companies

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

Attachment(s): Scoring Matrix



City of Jacksonville, Florida

Lenny Curry, Mayor

Housing and Community Development Division
Ed Ball Building
214 North Hogan Street, 7th Floor
Jacksonville, FL 32202
(904) 255-8200
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: October 7, 2021

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

FROM: Chiquita Moore, Director of Operations
Neighborhoods Department
Chiquita D. Moore
Thomas Daly, Chief
Housing and Community Development
Thomas Daly

RE: P-24-21 A Neighborhoods Strategic Consultant Services

The Neighborhoods Department has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide Neighborhoods Strategic Consultant Services for The Neighborhoods Department resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Civitas, LLC to provide Neighborhood Strategic Consultant Services that incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for two years from date of execution of contract thru 9/30/2023, with four (4) one-year renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of \$120,000.00 or \$60,000.00 annually. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachments: Exhibits A & B

cc: Alex Baker, PSEC Specialist

Section 4
Description of Services and Deliverables

- 1) **Grant Application Assistance**
Consultant may assist the Neighborhoods Department (the "Department") in the development of applications for federal, state, private grant applications, , and any other grants related to the business and objectives of the Department.
- 2) **Annual Reporting Assistance**
 - a. Consultant may assist, as needed, in preparing annual financial and programmatic reporting as required for federal and state funding.
 - b. Consultant may assist the Department with creation and periodic updating of required annual housing and community planning documents, such as, the City of Jacksonville's Consolidated Plan; Annual Action Plan; Comprehensive Annual Performance and Evaluation Report, and Analysis of Fair Housing Plan, among others.
- 3) **Contract Compliance Assistance**
 - a. Consultant may assist, as needed, with contract compliance functions as required for federal and state funding.
- 4) **Technical Assistance and Data Analysis**
 - a. Consultant may serve as a technical advisor to the Department by providing assistance in improving Department processes, procedures, and programs, as needed, for the Department to meet its objectives. Consultant may advise on industry best practices, proposed and implemented legal and administrative rule changes, and topics necessary to increase the Department's working knowledge and experience.
 - b. Consultant may advise on industry standards, best practices, and potential opportunities related to data collection and analysis, strategic code enforcement, and housing and community development strategies. Consultant may assist the Department in identifying and implementing processes, procedures, and tools needed for the Department to become more data driven in its decision making.
 - c. Consultant may assist the Department in planning and implementing the deployment of its and the City's financial resources in a more strategic manner so that the City is able to leverage its available financial resources.
 - d. Consultant may assist the Department in creating and implementing innovative finance tools for housing and community development projects.
 - e. Consultant may assist in educating Department staff on industry standards, best practices, and potential funding opportunities.
 - f. Consultant may assist Department staff in document preparation for, participation in, and presenting at meetings with City Councilmembers, the administration, other government agencies, and public meetings for various programs.

(End of Section 4)

Exhibit A

Form 1 - Price Sheet

NAME OF CONSULTANT CIVITAS, LLC

Proposal Number RFP: P-24-21

SCHEDULE OF PROPOSED PRICES/RATES

1. Flat Fee (payable upon completion of project or upon completion of listed deliverables):
HOURLY RATES FOR TECHNICAL ASSISTANCE; FLAT FEE PRICING FOR HUD ENVIRONMENTAL REVIEWS

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

Principal (Partner or Senior Officer): \$ 150 hr.

Project Manager (Responsible Professional): \$ 135 hr.

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

**Please see separate hourly price rates and price sheet for HUD ERs.

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

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

RESEARCH ASSISTANTS - \$95

Exhibit B

Civitas Hourly Rates

Civitas proposes to use the below hourly rates with a not-to-exceed price of \$60,000:

Erich Chatham, Stan Fitterman, Patrick King - \$150/hr.
Spencer Christian, Peter Neiger, Karl Dettmer, Vern Xiong, Kyle Jenkins - \$135/hr.
Pat Phillips, Curtis Chatham, Grace Orr, Chris Hayes - \$95

Should staff request site visits, each site visit will be billed at the following all-inclusive flat rate (no additional travel costs will be charged):

- 1 Day Site Visit — \$3,600
- 2 Day Site Visit — \$5,500

**The below details and cost for environmental reviews should these services be requested.

Exhibit B

Environmental Review: Tim fram and Costs

Our staff always strives to complete the environmental reviews as quickly as possible. The following time estimates assume that the statutorily allowed timelines from SHPO, THPO, and other organizations are used fully. Often, the projects can be returned much sooner.

Level of Review	Estimated Total Cost	Estimated Time to Complete
Exempt	\$200	1-2 days
Categorically Excluded Not Subject To (CENST)	\$200	1-2 days
Categorically Excluded Subject To (CEST)	\$2,500	30-40 days
Additional Site (CEST)	\$200	N/A
Tier I CEST	\$2,500	45-60 days
Tier II CEST	\$800	14 days*
Environmental Assessment (EA)	\$3,500	45-60 days
Additional Site EA	\$400	N/A
Tier I EA	\$3,500	60-90 days
Tier II EA	\$1,200	14 days*
Environmental Impact Statement (EIS)**	Varies	Varies
Additional Steps (When Required)		
Noise Study	\$1,000	Additional steps should not add any additional time to the project.
5-Step Decision Making Process	\$400	
8-Step Decision Making Process	\$1,000	
Additional Costs		
Development of Environmental Review Policies and Procedures Manual	\$1,500	
On-Site Technical Assistance or Training (1-day)	\$2,500	
On-Site Technical Assistance or Training (each additional day)	\$1,000	

*Timelines for Tier II reviews assume that SHPO/THPO concurrence was complete during the Tier I review. If concurrence was not obtained, then the project will require waiting the 30-day statutorily allowed waiting period for concurrence.

**Due to the wide range or projects that can require and Environmental Impact Statement it is not feasible to provide a uniform timeline for this Level of Review. When specific information about the scope of the project is available, we will gladly provide a block quote or negotiate an hourly rate for completing the review.

Exhibit B



City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY ONE JACKSONVILLE

September 23, 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. *R. Smith*
Chief, Engineering & Construction Management

Steven D. Long, Jr., P.E. *Steve D Long*
Chief, Right-of-Way and Stormwater Management

SUBJECT: P-18-19 Professional Structural Engineering Services
STV, Inc. Contract 10425-02 Amendment 1 POA 70009-20

Contract #10425-02 with STV, Inc. is set to expire on November 15, 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 1st of the two year renewals. There is no rate increase associated with this amendment. STV, Inc. is committed to meeting the 20% JSEB goals established for this contract.

Accordingly, this is to recommend that Contract No. 10425-02, originally executed November 15, 2019, between the City and STV, Inc. for Professional Structural Engineering Services, be amended by extending the Period of Service from November 16, 2021 to November 15, 2023 and to increase the maximum indebtedness by \$3,000,000.00, to a new maximum of \$6,000,000.00, with all other terms and conditions of the Agreement remaining unchanged.

RGS/iw

Attachments: Renewal Request

cc: Lori A. West, Engineering and Construction Management
Richard Cooper, Engineering and Construction Management

From: Jackson, J. Keith
To: West, Lori
Cc: Goldsberry, Gary
Subject: Request for First Renewal - STV Professional Structural Engineering Services - P-16-19
Date: Wednesday, September 1, 2021 5:56:55 AM
Attachments: image001.png

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Good morning, Lori.

With our current contract set to expire on November 15, 2021, STV is requesting that COJ exercise the first of the two contract renewals. There will be no change in our rates and STV remains committed to meeting the 20% JSEB goals established for this contract.

Thank you and please let me know if you have any questions or concerns.

Regards,

J. KEITH JACKSON, P.E.

Associate

Engineering Director, Transportation & Infrastructure Florida

STV | 5200 Belfort Road, Suite 400, Jacksonville, FL 32256

(d) 904.265.7724 | (m) 904.445.0106 | (f) 904.730.7766 | (o) 904.730.9777

keith.jackson@stvinc.com | www.stvinc.com



Please consider the environment before printing this e-mail.

Redesigned and rebuilt: visit our new website at www.stvinc.com



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City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY ONE JACKSONVILLE

October 5, 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
Jacksonville Public Library

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

Oral interviews have been completed. Final Ranking of the top three firms will be based on the combination of scores from the proposal, evaluations, and oral interviews.

Based on the averaged score, the following firms are listed alphabetically. The ranking of first, second, and third designates the order of qualification of these firms to perform the required services.

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

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

JPP/lw

Attachment: Scoring Matrix

cc: Lori West, Engineering and Construction Management
Richard Cooper, Engineering and Construction Management

Evaluation Matrix

PROJECT NO. P-31-20

Average

PROJECT TITLE: Professional Architectural Services for the Oceanview

Beth Library

EVALUATION SCALE
 1-----20
 QUALIFIED
 EXTREMELY QUALIFIED

Firm	Competence	Current Workload	Financial Responsibility	Ability to Observe Compliance with Plans	Professional Record	Proximity to Project	Fast & Repeat Document to Build Community Support & Carry Business	Ability to Design an Approach and Work Plan	Time & Budget	Volume of Current and Prior Work for Agencies	Overall	Interviews	Overall
GM Hill	9.50	9.00	2.50	6.00	4.75	10.00	13.00	16.50	6.00	9.00	86.25	19.50	105.75
PQH Group	10.00	10.00	2.00	8.50	3.50	10.00	20.00	12.50	10.00	8.00	95.50	11.00	108.50
TTV Architects	9.50	5.50	2.00	9.25	5.00	10.00	11.00	16.00	10.00	8.00	87.25	8.00	98.25
MAXIMUM POINTS	10	10	5	10	5	10	20	20	10	10	110	20	130





City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY ONE JACKSONVILLE

MEMORANDUM

October 6, 2021

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

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

FROM: Christopher W. LeDew, P.E., Chief
Traffic Engineering Division

Lee Durban, Traffic Studies Engineer
Traffic Engineering Division

SUBJECT: P-08-21 -- Traffic Engineering In-House Services

Traffic Engineering has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide Traffic Engineering In-House Services resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter a contract with Alfred Benesch & Company to provide Traffic Engineering In-House Services which incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for two years from date of execution of contract, with two (2) two-year renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of \$500,000. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachments: Exhibits A & B

SECTION 4
Description of Services and Deliverables

PURPOSE

The City of Jacksonville (COJ) requires the support of engineering and technical services to Perform traffic studies and assist with citizen complaints, maintenance of traffic, Engineering plan review and other miscellaneous traffic engineering needs.

The Consultant shall function as an extension of COJ's Staff by providing qualified technical and personnel to perform the duties and responsibilities assigned under the terms of this Agreement either in City of Jacksonville (COJ) office, remotely, or both. To the maximum extent possible, the General Consultant shall minimize COJ's need to apply its own resources to authorize assignments.

SCOPE OF SERVICES

The consultant shall provide in-house personnel as necessary to perform engineering analyses and coordination of citizen complaints for the COJ. This includes reviewing citizen complaints, performing field reviews, preparing engineering analyses, coordinating with COJ Public Works on possible countermeasures, and responding to the concerned citizens. The review process for each complaint will be documented. The breadth and depth of each complaint is expected to vary. Maintenance of Traffic to be performed as needed for Special Utility permit applications, construction projects, Events, Block Parties, Plans Review, and other related work. Activities to be performed may include the following services.

1. The consultant shall provide in-house personnel as necessary to perform engineering analyses and coordination of citizen complaints for the COJ. This includes reviewing citizen complaints, performing field reviews, preparing engineering analyses, coordinating with COJ Public Works on possible countermeasures, and responding to the concerned citizens. The review process for each complaint will be documented. The breadth and depth of each complaint is expected to vary. Maintenance of Traffic projects, Events, Block Parties, Plans Review, and other related work. Activities to be performed may include the following services.
 - Services to be Provided: Citizen Complaints and Other Needs
 - Customer Complaints
 - Monitor CRM, incoming complaint / requests.
 - Provide information within the system and to the customer.
 - Transfer issues, if needed, to appropriate individual within Division or to appropriate Department, Division, or Agency.
 - Perform Qualitative Assessments (virtual field reviews, crash data, review available data, make recommendation).
 - Make recommendation for short term improvements (pavement markings, signage, signalization modification).
 - Make recommendations for long-term improvements requiring additional study, design, and CIP funding.
 - Coordinate with others in Traffic Engineering, other Divisions, other Agencies, Public, and Elected Officials.
 - Data Collection
 - Collect traffic counts at the location (including pedestrians and bicyclists if needed).
 - Collect the latest five (5) years of crash data utilizing Signal 4 Analytics.
 - Collect existing signal timing information, if at a signalized intersection.
 - Field Reviews

- Conduct a field review to assess the existing safety and operational conditions at the requested location.
- Prepare a condition diagram with approximate placement of existing traffic control devices (i.e., signs, guardrails, pavement markings) using aerial photographs as background.

- Analysis and Coordination

- Perform an engineering analysis utilizing collected data and field review. The analysis will either recommend an action, or explain why no action should be taken.
- Document the original complaint, engineering analysis and summarize findings. Prepare a conceptual design sketch if applicable.
- Present findings and recommendations to the City, and any other coordination as needed.
- Contact citizen and notify him/ her of the findings and any proposed actions if applicable.
- Other appropriate services as needed.
- Services to be Provided: Maintenance of Traffic
 - Minimum Requirements
 - MOT Certification
 - Engineering Intern (EI) or 5 years in Traffic Engineering field
 - MOT Review
 - Review Maintenance of Traffic Plans and verification of adherence to COJ and FDOT criteria.
 - Provide review comments or requests for additional information.
 - Familiarity with Traffic Engineering concepts and Standards. Familiar with MUTCD, AASHTO green book, FDOT Standards. Able to perform standard traffic studies in MUTS manual.
 - Other appropriate services as needed.

2. Capability to deliver any / all drawings, plans, or any other data which includes geolocated or is spatially referenced data, in electronic form. These electronic files will need to be provided as either Shape Files, Layers or Geodatabase file formats, and would need to be in the NAD 1983 StatePlane Florida East FIPS 0901 Feet spatial projection.

3. Final submittal of study, when requested, will include scope, sketch and cost estimate.

A. Performance

A major objective of this contract is for the consultant to provide the requested Traffic Engineering Services as expeditiously as possible while maintaining a high degree of thoroughness and professionalism.

The Consultant shall ensure that all tasks and studies requiring field activities are conducted professionally and in a manner that utilizes accepted safety methods and practices. The safety of the traveling public and the Consultant's field staff shall be an essential goal of each field study activity.

B. General Guidelines

At a minimum, the latest edition of the following reference manuals will apply to the design of traffic operational improvements:

1. Manual on Uniform Traffic Control Devices (MUTCD)
2. Florida Manual on Uniform Traffic Studies (MUTS)
3. FDOT Minimum Standards for Design, Construction and Maintenance of Streets and Highways
4. Florida's Design Criteria for Resurfacing, Restoration and Rehabilitation (RRR) of Streets and Highways
5. FDOT Design Standard Index
6. FDOT Florida Design Manual
7. The City of Jacksonville Land Development Code
8. ITE Trip Generation Manual

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

PART I - GENERAL

1. Project Traffic Engineering In House Services Original Contract	2. Proposal No. / Contract No. P-08-21 / TBD
3. Name of Consultant or Subconsultant: Alfred Benesch & Company	
4. Date of Proposal September 24, 2021	

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principle Engineer	\$ 82.67	1	\$ 82.67	
Project Manager	\$ 71.40	1	\$ 71.40	
Sr. Engineer 2	\$ 73.25	1	\$ 73.25	
Sr. Engineer 1	\$ 64.50	1	\$ 64.50	
Engineer 2	\$ 46.40	1	\$ 46.40	
Engineer 1	\$ 44.50	1	\$ 44.50	
Sr. Designer	\$ 42.60	1	\$ 42.60	
Designer	\$ 40.25	1	\$ 40.25	
EI	\$ 35.46	1	\$ 35.46	
Sr Planner	\$ 51.10	1	\$ 51.10	
Clerical	\$ 26.00	1	\$ 26.00	
TOTAL DIRECT LABOR	\$ 52.56	11	\$ 578.13	

6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	161.07 % x Total Direct Labor			
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 931.19
8. PROFIT: Labor Related Costs (Item 7)		x	10%	\$ 150.93

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) \$ -

SUB-TOTAL REIMBURSABLES	\$	-
PART IV - SUMMARY		
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)	\$	1,660.25
(Items 5, 6, 8, 9, 10, and 11)		
12. TOTAL PRIOR CONTRACT AMOUNT		N.A.
TOTAL AMENDED CONTRACT AMOUNT		N.A.

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

PART I - GENERAL

1. Project Traffic Engineering In-House Services	2. Proposal No. / Contract No. P-08-21
3. Name of Consultant or Subconsultant: Peters and Yaffee	
4. Date of Proposal September 27, 2021	

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Chief Engineer	\$ 74.98	1	\$ 74.98	
Senior Engineer	\$ 63.41	1	\$ 63.41	
Project Engineer	\$ 45.11	1	\$ 45.11	
Senior Designer	\$ 33.09	1	\$ 33.09	
Engineering Intern	\$ 32.27	1	\$ 32.27	
Engineering Technician	\$ 30.08	1	\$ 30.08	
Clerical	\$ 27.15	1	\$ 27.15	
TOTAL DIRECT LABOR	\$ 43.73	7		\$ 306.09

6. Overhead (Combined Fringe Benefit & Administrative)

Overhead Rate				
	170.957 % x Total Direct Labor			\$ 523.28

7. SUBTOTAL: Labor + Overhead (Items 5 & 6)

8. PROFIT: Labor Related Costs (Item 7)

x 10% **\$ 829.37**

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)

	\$		-	
	\$		-	
	\$		-	
	\$		-	
	\$		-	
	\$		-	
	\$		-	

SUB-TOTAL REIMBURSABLES

\$ -

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)

(Items 5, 6, 8, 9, 10, and 11) **\$ 912.31**

12. TOTAL PRIOR CONTRACT AMOUNT

N.A.

TOTAL AMENDED CONTRACT AMOUNT

N.A.

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

PART I - GENERAL

1. Project Traffic Engineering In House Services Original Contract	2. Proposal No. / Contract No. P-08-21 / TBD
3. Name of Consultant or Subconsultant: Arcadis, Inc.	4. Date of Proposal September 28, 2021

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principle Engineer	\$ 82.67	1	\$ 82.67	
Project Manager	\$ 71.40	1	\$ 71.40	
Sr Engineer	\$ 66.12	1	\$ 66.12	
Design Engineer	\$ 48.25	1	\$ 48.25	
Engineering Intern	\$ 32.99	1	\$ 32.99	
Designer	\$ 40.25	1	\$ 40.25	
Clerical	\$ 26.00	1	\$ 26.00	
TOTAL DIRECT LABOR	\$ 52.53	7	\$ 367.66	\$ 367.66

6. Overhead (Combined Fringe Benefit & Administrative) Overhead Rate	155.68 % x Total Direct Labor	\$ 572.40
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)		\$ 940.08
8. PROFIT: Labor Related Costs (Item 7)	x 10%	\$ 94.01

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)		\$ -

SUB-TOTAL REIMBURSABLES

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)	\$ 1,034.09
12. TOTAL PRIOR CONTRACT AMOUNT	N.A.
TOTAL AMENDED CONTRACT AMOUNT	N.A.



City of Jacksonville, Florida

Lenny Curry, Mayor


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


ONE CITY ONE JACKSONVILLE.


MEMORANDUM

October 13, 2021

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

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

FROM: Christopher W. LeDew, P.E., Chief 
Traffic Engineering Division

Lee Durban, Traffic Studies Engineer 
Traffic Engineering Division

SUBJECT: P-16-21 – Traffic Studies and Other Engineering Services

Traffic Engineering has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide Traffic Studies and Other Engineering Services resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter a contract with Osiris 9 Consulting, LLC, to provide Traffic Studies and Other Engineering Services which incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for two years from date of execution of contract, with two (2) two-year renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of \$1,500,000. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachments: Exhibits A & B

28

EXHIBIT A

SECTION 4 Description of Services and Deliverables

These various Traffic Engineering services that may be requested under this contract include, but are not limited to the following:

- Conduct Standard Traffic Studies from Manual on Uniform Traffic Control Devices (MUTCD) and Manual on Uniform Traffic Studies (MUTS)
- Roadway Design
- Intersection Design
- Traffic Control Warrant Analysis
- Related CEI work as related to Traffic Engineering
- Crash Analysis with Mitigation Plans
- Speed Studies
- Signing and Pavement Marking Schematics
- Access Management Plans
- Traffic Safety Studies with Mitigation Plans
- Traffic Impact Studies
- Evaluating and/or conducting traffic operational/safety studies
- Travel Time and Delay Studies
- Bicycle and Pedestrian Improvements
- ADA / PROWAG Improvements
- Parking Studies
- Cost Estimates
- Traffic Capacity Analysis Software (not limited to: HCS, Synchro, SIDRA, CAD, MicroStation, etc.)
- Field Reviews
- Condition Diagrams
- Traffic Calming Studies/Plans
- Traffic Impact Studies for large scale development
- Traffic Circulation or Routing Plans (Airports, Truck Route Study, Multi-route Transit Network)
- Development, review and revision of Engineering and Planning Documents
- Public Notifications and/ or Public Information Meetings
- All other related engineering tasks as needed

A. Performance

A major objective of this contract is for the consultant to provide the requested Traffic Engineering Services as expeditiously as possible while maintaining a high degree of thoroughness and professionalism. The Consultant shall be aware that multiple Purchase Orders can be open concurrently.

The Consultant shall ensure that all tasks and studies requiring field activities are conducted professionally and in a manner that utilizes accepted safety methods and practices. The safety of the traveling public and the Consultant's field staff shall be an essential goal of each field study activity.

B. General Guidelines

At a minimum, the latest edition of the following reference manuals will apply to the design of traffic operational improvements:

1. Manual on Uniform Traffic Control Devices (MUTCD)
2. Florida Manual on Uniform Traffic Studies (MUTS)
3. FDOT Minimum Standards for Design, Construction and Maintenance of Streets and Highways
4. Florida's Design Criteria for Resurfacing, Restoration and Rehabilitation (RRR) of Streets and Highways
5. FDOT Design Standard Index
6. FDOT Florida Design Manual
7. The City of Jacksonville Land Development Code
8. ITE Trip Generation Manual

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

PART I - GENERAL

1. Project Traffic Studies & Other Traffic Engineering Services	2. Proposal No. / Contract No. P-16-21 / TBD
3. Name of Consultant or Subconsultant: Osiris 9 Consulting, LLC	4. Date of Proposal October 5, 2021

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principle Engineer or QA/QC Manager	\$ 85.00		\$ 0.00	
Project Manager	\$ 75.00		\$ 0.00	
Senior Engineer	\$ 65.00		\$ 0.00	
Engineer	\$ 48.00		\$ 0.00	
Engineering Intern	\$ 33.00		\$ 0.00	
Engineering Technician	\$ 31.00		\$ 0.00	
Chief Designer	\$ 55.00		\$ 0.00	
Drafter / Designer	\$ 45.00		\$ 0.00	
Design Intern	\$ 18.00		\$ 0.00	
Senior Planner	\$ 45.00		\$ 0.00	
Secretary/Clerical	\$ 25.00		\$ 0.00	

TOTAL DIRECT LABOR	#DIV/0!	0	\$ -
6. Overhead (Combined Fringe Benefit & Administrative)			
Overhead Rate	160.00 % x Total Direct Labor		\$ -
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)			\$ -
8. PROFIT: Labor Related Costs (Item 7)	x	10.00%	\$ -

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Lump Sum)	\$	\$
MISCELLANEOUS DIRECT COSTS SUB-TOTAL	\$	
10. SUBCONSULTANTS (Lump Sum)	\$	\$
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)	\$	
11. SUBCONTRACTS (Reimbursable/Not to Exceed)	\$	\$

SUB-TOTAL REIMBURSABLES

PART IV - SUMMARY

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

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

PART I - GENERAL

1. Project Traffic Studies & Other Traffic Engineering Services	2. Proposal No. / Contract No. P-16-21 / TBD
3. Name of Consultant or Subconsultant: England-Thims & Miller, Inc.	
4. Date of Proposal October 5, 2021	

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Senior Engineer	\$ 69.71		\$ 0.00	
Engineer	\$ 42.34		\$ 0.00	
Senior Planner	\$ 61.80		\$ 0.00	
Planner	\$ 37.11		\$ 0.00	
Senior Designer	\$ 40.97		\$ 0.00	
Designer	\$ 30.10		\$ 0.00	
Senior Traffic Technician	\$ 41.73		\$ 0.00	

TOTAL DIRECT LABOR	#DIV/0!	0	\$	-
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	200.00 %	x Total Direct Labor	\$	-
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)			\$	-
8. PROFIT: Labor Related Costs (Item 7)		x	10.00%	\$

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Lump Sum)			\$	
			\$	

10. MISCELLANEOUS DIRECT COSTS SUB-TOTAL			\$	
10. SUBCONSULTANTS (Lump Sum)			\$	

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

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

PART IV - SUMMARY

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

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

PART I - GENERAL

1. Project Traffic Studies & Other Traffic Engineering Services	2. Proposal No. / Contract No. P-16-21 / TBD
4. Date of Proposal October 5, 2021	
3. Name of Consultant or Subconsultant: Peters and Yafee	

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Chief Engineer	\$ 74.98		\$ 0.00	
Senior Engineer	\$ 63.41		\$ 0.00	
Project Engineer	\$ 45.11		\$ 0.00	
Senior Designer	\$ 33.09		\$ 0.00	
Engineering Intern	\$ 32.27		\$ 0.00	
Engineering Technician	\$ 30.08		\$ 0.00	
Secretary/Clerical	\$ 27.15		\$ 0.00	
TOTAL DIRECT LABOR	#DIV/0!	0	\$ -	\$ -
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	170.957 % x Total Direct Labor			\$ -
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ -
8. PROFIT: Labor Related Costs (Item 7)	x			\$ -
	10.00%			\$ -

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Lump Sum)	\$	\$
MISCELLANEOUS DIRECT COSTS SUB-TOTAL	\$	\$
10. SUBCONSULTANTS (Lump Sum)	\$	\$
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)	\$	\$
11. SUBCONTRACTS (Reimbursable/Not to Exceed)	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

SUB-TOTAL REIMBURSABLES

SUB-TOTAL REIMBURSABLES	\$	\$
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PART IV - SUMMARY

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

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

PART I - GENERAL

1. Project Traffic Studies & Other Traffic Engineering Services	2. Proposal No. / Contract No. P-16-21 / TBD
3. Name of Consultant or Subconsultant: Chindalur Traffic Solutions, Inc.	4. Date of Proposal October 5, 2021

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principle Engineer	\$ 86.65		\$ 0.00	
Traffic Engineer/Project Manager	\$ 67.55		\$ 0.00	
Chief Designer	\$ 60.00		\$ 0.00	
Senior Designer	\$ 50.00		\$ 0.00	
Contract Coordinator	\$ 35.00		\$ 0.00	
TOTAL DIRECT LABOR		#DIV/0! 0		\$ -
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate 150.00 % x Total Direct Labor				\$ -
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ -
8. PROFIT: Labor Related Costs (Item 7)				\$ -
				x 10.00%
				\$ -

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Lump Sum)	\$
	\$

MISCELLANEOUS DIRECT COSTS SUB-TOTAL

\$

10. SUBCONSULTANTS (Lump Sum)

\$

SUB-CONTRACT SUB-TOTAL (Reimb/NTE)

\$

11. SUBCONTRACTS (Reimbursable/Not to Exceed)

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

SUB-TOTAL REIMBURSABLES

\$

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)
 (Items 5, 6, 8, 9, 10, and 11)

\$

12. TOTAL PRIOR CONTRACT AMOUNT

N.A.

TOTAL AMENDED CONTRACT AMOUNT

N.A.

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

PART I - GENERAL

1. Project Traffic Studies & Other Traffic Engineering Services	2. Proposal No. / Contract No. P-16-21 / TBD
3. Name of Consultant or Subconsultant: AE Engineering, Inc.	
4. Date of Proposal October 5, 2021	

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
CEI Senior Project Engineer	\$ 82.50		\$ 0.00	
Senior Planner	\$ 42.50		\$ 0.00	
Planner	\$ 32.50		\$ 0.00	
Project Administrator	\$ 48.50		\$ 0.00	
CEI Senior Inspector	\$ 39.25		\$ 0.00	
CEI Inspector	\$ 28.00		\$ 0.00	
TOTAL DIRECT LABOR #DIV/0! 0 \$ -				
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	153.371 % x Total Direct Labor \$ -			
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				
8. PROFIT: Labor Related Costs (Item 7)	x 10.00% \$ -			

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Lump Sum)	\$
	\$

MISCELLANEOUS DIRECT COSTS SUB-TOTAL

10. SUBCONSULTANTS (Lump Sum)	\$
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SUB-CONTRACT SUB-TOTAL (Reimb/NTE)

11. SUBCONTRACTS (Reimbursable/Not to Exceed)	\$
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SUB-TOTAL REIMBURSABLES

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

PART IV - SUMMARY

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

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

PART I - GENERAL

1. Project Traffic Studies & Other Traffic Engineering Services	2. Proposal No. / Contract No. P-16-21 / TBD
3. Name of Consultant or Subconsultant: HNTB Corporation	
4. Date of Proposal October 5, 2021	

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Chief Engineer 1	\$ 97.00		\$ 0.00	
Senior Engineer 2	\$ 85.00		\$ 0.00	
Engineer 2	\$ 62.00		\$ 0.00	
Engineer 1	\$ 44.00		\$ 0.00	
Engineering Intern	\$ 40.00		\$ 0.00	
Engineering Technician	\$ 36.00		\$ 0.00	
Transportation Data Scientist (Systems Eng)	\$ 74.00		\$ 0.00	
Secretary/Clerical	\$ 25.00		\$ 0.00	
TOTAL DIRECT LABOR	#DIV/0!	0	\$	

6. Overhead (Combined Fringe Benefit & Administrative)
 Overhead Rate 150.00 % x Total Direct Labor \$ -

7. SUBTOTAL: Labor + Overhead (Items 5 & 6) \$ -

8. PROFIT: Labor Related Costs (Item 7) x 10.00% \$ -

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Lump Sum) \$ \$

10. MISCELLANEOUS DIRECT COSTS SUB-TOTAL \$ -

10. SUBCONSULTANTS (Lump Sum) \$ \$

11. SUB-CONTRACT SUB-TOTAL (Reimb/NTE) \$ -

11. SUBCONTRACTS (Reimbursable/Not to Exceed) \$ \$ \$ \$ \$ \$ \$ \$

SUB-TOTAL REIMBURSABLES \$ -

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) \$ -

12. TOTAL PRIOR CONTRACT AMOUNT N.A.

TOTAL AMENDED CONTRACT AMOUNT N.A.

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

PART I - GENERAL

1. Project Traffic Studies & Other Traffic Engineering Services	2. Proposal No. / Contract No. P-16-21 / TBD
3. Name of Consultant or Subconsultant: Alfred Benesch & Company	
4. Date of Proposal October 5, 2021	

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principle Engineer	\$ 82.67		\$ 0.00	
Project Manager	\$ 71.40		\$ 0.00	
Sr. Engineer 2	\$ 73.25		\$ 0.00	
Sr. Engineer 1	\$ 64.50		\$ 0.00	
Engineer 2	\$ 46.40		\$ 0.00	
Engineer 1	\$ 44.50		\$ 0.00	
Sr. Designer	\$ 42.60		\$ 0.00	
Designer	\$ 40.25		\$ 0.00	
Engineering Intern	\$ 35.46		\$ 0.00	
Sr. Planner	\$ 51.10		\$ 0.00	
Secretary/Clerical	\$ 26.00		\$ 0.00	
TOTAL DIRECT LABOR	#DIV/0!	0	\$ -	\$ -

6. Overhead (Combined Fringe Benefit & Administrative)
 Overhead Rate **161.07 % x Total Direct Labor**

7. SUBTOTAL: Labor + Overhead (Items 5 & 6)

8. PROFIT: Labor Related Costs (Item 7) x **10.00%**

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Lump Sum)

10. MISCELLANEOUS DIRECT COSTS SUB-TOTAL
SUBCONSULTANTS (Lump Sum)

11. SUB-CONTRACT SUB-TOTAL (Reimb/NTE)
Mileage

SUB-TOTAL REIMBURSABLES	\$ -
PART IV - SUMMARY	
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)	\$ -
12. TOTAL PRIOR CONTRACT AMOUNT	N.A.
TOTAL AMENDED CONTRACT AMOUNT	N.A.

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

PART I - GENERAL

1. Project Traffic Studies & Other Traffic Engineering Services	2. Proposal No. / Contract No. P-16-21 / TBD
3. Name of Consultant or Subconsultant: Smith Surveying Group, LLC	
4. Date of Proposal October 5, 2021	

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal Engineer	\$ 65.46		\$ 0.00	
Project Manager	\$ 60.00		\$ 0.00	
SUR Project Surveyor	\$ 54.55		\$ 0.00	
Three Man Survey Crew	\$ 63.64		\$ 0.00	
Two Man Survey Crew	\$ 60.00		\$ 0.00	
CADD Technician	\$ 40.00		\$ 0.00	
SUR Secretary/Clerical	\$ 16.37		\$ 0.00	

TOTAL DIRECT LABOR	#DIV/0!	0	\$ -
6. Overhead (Combined Fringe Benefit & Administrative)			
Overhead Rate	150.00 % x Total Direct Labor		
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)	\$ -		
8. PROFIT: Labor Related Costs (Item 7)	x	10.00%	\$ -

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Lump Sum)	\$	\$
MISCELLANEOUS DIRECT COSTS SUB-TOTAL	\$	-
10. SUBCONSULTANTS (Lump Sum)	\$	\$
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)	\$	-
11. SUBCONTRACTS (Reimbursable/Not to Exceed)	\$	\$

SUB-TOTAL REIMBURSABLES

	\$	-
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PART IV - SUMMARY

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

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

PART I - GENERAL

1. Project Traffic Studies & Other Traffic Engineering Services	2. Proposal No. / Contract No. P-16-21 / TBD
3. Name of Consultant or Subconsultant: Peggy Malone & Associates	4. Date of Proposal October 5, 2021

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Project Manager	\$ 56.85		\$ 0.00	
Field Crew Supervisor / Manager	\$ 39.66		\$ 0.00	
Field Technician	\$ 23.88		\$ 0.00	
Office Processor-Clerical	\$ 20.19		\$ 0.00	

TOTAL DIRECT LABOR	#DIV/0!	0	\$	\$
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	203.84 % x Total Direct Labor			\$
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$
8. PROFIT: Labor Related Costs (Item 7)		x	10.00%	\$

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Lump Sum)	Estimated Hours	Estimated Cost
1-24 hr Class and/or Speed (per lane)		\$ 195.00
1-24 hr Loop Class or Volume Count		\$ 390.00
1-24 hr Volume Count 1 Direction		\$ 175.00
1-24 hr Volume Count 2 Directions		\$ 195.00
1-4 hr Intersection Delay Count (Per Approach)		\$ 390.00
1-4 hr Queue Study (Per Person)		\$ 625.00
1-4 hr Turning Movement		\$ 390.00
1-4 hr Turning Movement - Multi Unit		\$ 467.00
25-48 hr Class and/or Speed (per lane)		\$ 600.00
25-48 hr Loop Class or Volume Count		\$ 285.00
25-48 hr Volume Count 1 Direction		\$ 545.00
25-48 hr Volume Count 2 Directions		\$ 250.00
49-72 hr Class and/or Speed (per lane)		\$ 285.00
49-72 hr Loop Class or Volume Count		\$ 593.00
49-72 hr Volume Count 1 Direction		\$ 330.00
49-72 hr Volume Count 2 Directions		\$ 385.00
5-8 hr Intersection Delay Count (Per Approach)		\$ 555.00
5-8 hr Queue Study (Per Person)		\$ 1,005.00
5-8 hr Turning Movement		\$ 524.00
5-8 Turning Movement - Round-About - Multi Unit		\$ 565.00
5-8 Turning Movement - Round-About - Double		\$ 638.00
73-168 hr Class and/or Speed		\$ 500.00
73-168 hr Loop Class or Volume		\$ 620.00
73-168 hr Volume Count 1 Direction		\$ 500.00
73-168 hr Volume Count 2 Directions		\$ 570.00
9-12 hr Turning Movement		\$ 612.00
9-12 hr Turning Movement - Multi Unit		\$ 665.00
9-12 hr Turning Movement - Round-About - Double		\$ 710.00
9-12 hr Turning Movement - Round-About - Double Speed & Delay (Travel Time Study 4-8 hrs) Approach Picture		\$ 995.00
		\$ 15.00

MISCELLANEOUS DIRECT COSTS SUB-TOTAL	\$
10. SUBCONSULTANTS (Lump Sum)	\$

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

SUB-TOTAL REIMBURSABLES	\$
PART IV - SUMMARY	\$
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)	\$
12. TOTAL PRIOR CONTRACT AMOUNT	N.A.
TOTAL AMENDED CONTRACT AMOUNT	N.A.



City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY, ONE JACKSONVILLE

MEMORANDUM

October 13, 2021

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

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

FROM: Christopher W. LeDew, P.E., Chief Traffic
Engineering Division

Carlton Copeland, Traffic Signal Supervisor
Traffic Engineering Division

SUBJECT: P-47-20 – Traffic Signal Engineering Services

Traffic Engineering has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide Traffic Signal Engineering Services resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter a contract with Peters and Yaffee to provide Traffic Signal Engineering Services which incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for two years from date of execution of contract, with two (2) two-year renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of \$2,000,000. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachments: Exhibits A & B

EXHIBIT A

SECTION 4 Description of Services and Deliverables

These various Traffic Signal Engineering services that may be requested under this contract include, but are not limited to the following:

- Signal Design
- Related Construction Engineering Inspection (CEI) work as related to Traffic Engineering
- Signing and Pavement Marking Schematics
- Intersection Capacity Analysis using Highway Capacity Software (HCS)
- Development of Balanced Roadway Network Volumes
- Corridor and Roadway Network Analysis and Forecasting using Quadstone Paramic Microsimulation, Synchro, and/or Sim Traffic
- Develop, complete, or update CUBE transportation models
- Implementation of approved traffic signal timing plans and related items into controllers, cabinets, and network
- Development of Traffic Signal Timing and Coordination Plans for arterials and roadway networks
- Report preparation
- Assist with Public Notifications and/or Public Information Meetings
- Cost Estimates
- Traffic Capacity Analysis Software (not limited to: HCS, Synchro, SIDRA, CAD, Microstation, etc.)
- Field Reviews
- Condition Diagrams
- Traffic Control Warrant Analysis
- Travel Time and Delay Studies
- Intersection Design
- Structural Analysis
- MOT Review
- Development Plan Review
- Conceptual Design
- Utility coordination
- Supplemental work tasks associated with the above activities.

A. Performance

A major objective of this contract is for the consultant to provide the requested Traffic Engineering Services as expeditiously as possible while maintaining a high degree of thoroughness and professionalism. The Consultant shall be aware that multiple Purchase Orders can be open concurrently.

The Consultant shall ensure that all tasks requiring field activities are conducted professionally and in a manner that utilizes accepted safety methods and practices. The safety of the traveling public and the Consultant's field staff shall be an essential goal of each field study activity.

B. General Guidelines

At a minimum, the latest edition of the following reference manuals will apply to the design of traffic operational improvements:

1. Manual on Uniform Traffic Control Devices (MUTCD)
2. FDOT Florida Design Manual

3. Florida Manual on Uniform Traffic Studies (MUTS)
4. FDOT Minimum Standards for Design, Construction and Maintenance of Streets and Highways
5. Florida's Design Criteria for Resurfacing, Restoration and Rehabilitation (RRR) of Streets and Highways
6. FDOT Design Standard Index
7. FDOT Florida Design Manual
8. The City of Jacksonville Land Development Code
9. ITE Trip Generation Manual

A. Traffic Signal Design - General

Traffic signal design services will include survey, geotechnical investigation, turning movement counts, pedestrian volume and group size counts, signalization plan, foundation, and mast arm design, signing and striping plan, interconnect, fiber optics, detail sheet, construction cost estimate, and other items described in the Purchase Order. Inspection and geotechnical testing services will be required during construction of drill shaft and mast arm foundations. Traffic movements shall follow NEMA phasing designation and convention unless otherwise noted in the Purchase Order.

Design of intersection may include modification of existing traffic signals, removal of existing traffic signals, Intelligent Transportation System (ITS) devices, signalized pedestrian crosswalks, mid-block crosswalks, and other traffic controls on the roadways. Designer must provide qualitative assessments of the specific site or roadway limits identified in the Purchase Order.

Each qualitative assessment will include a list of applicable study methodologies, technical references, applicable standards, and analysis software and data collection equipment to be used in the assigned traffic study.

B. Intersection, Corridor, and Roadway Network Operations and Capacity Analysis

Vehicular counts, queue lengths, models calibrated with queue lengths. This will include the development of safety and traffic operations studies plus composite studies, miscellaneous, and public involvement. All reports/studies are to be signed and sealed by a professional engineer registered in Florida whose area of specialty is traffic engineering. The City must approve the studies to fulfill the requirements of the contract. As part of this approval process, a preliminary or draft report is to be submitted for City review before submitting the final signed and sealed document. The City's Traffic Operations Manager will determine the submittal dates for the draft and final reports.

The professional service categories shown below are not intended to be all inclusive, and the City may require traffic engineering services not listed in this index. For traffic engineering services not listed, the City will provide a specific scope of services and project schedule. General traffic categories and tasks associated with each are shown below.

The Consultant will recommend the appropriate microsimulation model to evaluate traffic operations at existing roadways and roadways with planned traffic signal improvements and other intersection geometric design for applicable traffic studies including the selection of data collection equipment, computer software and personnel requirements necessary to conduct each analysis.

1. Isolated Intersection Analysis for Signalized Intersection

This study involves the operational analysis of selected existing signalized intersections to develop recommendations relative to signal operating plans, signal timing and/or geometric improvements as needed to increase capacity and operational efficiency. The following tasks will be included in the analysis of signalized intersections.

- a. Qualitative Assessment
- b. Field Intersection Inventory (Condition Diagram)
- c. Collision Analysis
- d. Twelve-Hour TMC, Vehicles and Pedestrians
- e. Signal Timing Optimization Analysis (Synchro) or (HCS)
- f. Conclusion/Recommendations Report

2. Roadway Study - Travel Time and Delay

Travel time and delay information shall be conducted in each direction of travel during the morning and afternoon peak traffic periods as determined from 24-hour traffic counts, and also during a daytime off-peak period. The number of runs to be made for each direction and time shall be determined by the procedure in Chapter XIV of the MUTS Manual. From the travel time and delay data, a Traffic System Performance Evaluation, Link Performance Profile, and a Speed Profile shall be generated by computer for each period and direction. These printouts shall be supplemented with a written analysis of the route location giving possible causes of the measured stops, delays, and contained travel speeds.

A "basic" analysis consists of three (3) 2-hour study periods: AM Peak, Off Peak, and PM Peak. The number of runs required for statistical significance will be determined based on travel during these specific periods.

If the statistical sample requires more runs than can be accomplished during the basic analysis, one (1) or more additive periods will be authorized by the City to permit accomplishing the required analysis.

3. Signalized Arterial Analysis

This analysis will involve arterial and signalized intersection operational analysis for peak hour periods to establish existing traffic patterns and identify and reduce operational deficiencies. This analysis will be divided into two phases. An operational analysis with pre-approved simulation modeling along with a technical report with recommendations will constitute Phase I. Phase II will involve design and implementation plan for the improvements recommended in Phase I.

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

PART I - GENERAL

1. Project Traffic Signal Engineering Services	2. Proposal No. / Contract No. P-47-20
3. Name of Consultant or Subconsultant: Peters and Yaffee	
4. Date of Proposal April 7, 2021	

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal Engineer	\$ 95.24		\$ 0.00	
Chief Engineer	\$ 74.98		\$ 0.00	
Senior Engineer	\$ 63.41		\$ 0.00	
Project Engineer	\$ 45.11		\$ 0.00	
Senior Designer	\$ 33.09		\$ 0.00	
Engineering Intern	\$ 32.27		\$ 0.00	
Engineering Technician	\$ 30.08		\$ 0.00	
Clerical	\$ 27.15		\$ 0.00	

TOTAL DIRECT LABOR	#DIV/0!	0	\$ -
6. Overhead (Combined Fringe Benefit & Administrative)			
Overhead Rate	170.957 % x Total Direct Labor		
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)	\$ -		
8. PROFIT:	Labor Related Costs (Item 7)	x	10%
			\$ -

PART III - OTHER COSTS

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

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

SUB-TOTAL REIMBURSABLES	\$ -
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PART IV - SUMMARY

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

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

PART I - GENERAL

1. Project		2. Proposal No. / Contract No.	
3. Name of Consultant or Subconsultant: Acuity Design Group, Inc.	4. Date of Proposal		

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Public Involvement Officer	\$ 65.00	1	\$ 65.00	65
PIO Assistant	\$ 35.00	1	\$ 35.00	35
TOTAL DIRECT LABOR	\$ 50.00	2	\$ 100.00	
6. Overhead (Combined Fringe Benefit & Administrative) Overhead Rate	150 % x Total Direct Labor			
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 150.00
8. PROFIT: Labor Related Costs (Item 7)	x			\$ 250.00
	10%			\$ 25.00

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)	\$ -

SUB-TOTAL REIMBURSABLES	\$
PART IV - SUMMARY	
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)	\$ 275.00
12. TOTAL PRIOR CONTRACT AMOUNT	N.A.
TOTAL AMENDED CONTRACT AMOUNT	N.A.

<p style="text-align: center;">Exhibit B CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION CITY OF JACKSONVILLE, FLORIDA</p>				
PART I - GENERAL				
1. Project COJ Signals Original Contract		2. Proposal No. / Contract No. P-20-20 / TBD		
3. Name of Consultant or Subconsultant: All Traffic Data (ATD)		4. Date of Proposal April 20, 2021		
PART II - LABOR RELATED COSTS				
5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Project Manager	\$ 75.00		\$ 0.00	
Technician	\$ 62.50		\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
TOTAL DIRECT LABOR #DIV/0! 0 \$ -				
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate		150 % x Total Direct Labor		
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				
8. PROFIT:		Labor Related Costs (Item 7) x		10% \$ -
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs (Lump Sum)				
Printing			\$ 0.00	
Transportation & Shipping			\$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				
10. SUBCONSULTANTS (Lump Sum)				
4 Hour Turning Movement Count \$ 325.00 6 Hour Turning Movement Count \$ 450.00 8 Hour Turning Movement Count \$ 600.00 12 Hour Turning Movement Count \$ 900.00 24 Hour Tube Count \$ 200.00 48 Hour Tube Count \$ 250.00 72 Hour Tube Count \$ 300.00 7 Day Tube Count \$ 500.00 24 Hour Tube Count (w/classification) \$ 250.00 48 Hour Tube Count (w/classification) \$ 350.00 72 Hour Tube Count (w/classification) \$ 450.00 7 Day Tube Count (w/classification) \$ 600.00 Speed Count per location \$ 300.00 Delay Study \$ 300.00				
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)				
11. SUBCONTRACTS (Reimbursable/Not to Exceed)				\$ 5,775.00
SUB-TOTAL REIMBURSABLES				
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)				\$ 5,775.00
12. TOTAL PRIOR CONTRACT AMOUNT				N.A.
TOTAL AMENDED CONTRACT AMOUNT				N.A.

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

PART I - GENERAL

1. Project Traffic Signal Engineering Services Original Contract	2. Proposal No. / Contract No. P-47-20 / TBD
3. Name of Consultant or Subconsultant: England-Thims & Miller, Inc.	
4. Date of Proposal September 28, 2021	

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Senior Engineer	\$ 69.71		0.00	
Engineer	\$ 42.34		0.00	
Senior Planner	\$ 61.80		0.00	
Planner	\$ 37.11		0.00	
Senior Designer	\$ 40.97		0.00	
Designer	\$ 30.10		0.00	
Senior Traffic Technician	\$ 41.73		0.00	

TOTAL DIRECT LABOR #DIV/0! 0 \$ -

6. Overhead (Combined Fringe Benefit & Administrative)
Overhead Rate 200 % x Total Direct Labor \$ -

7. SUBTOTAL: Labor + Overhead (Items 5 & 6) \$ -

8. PROFIT: Labor Related Costs (Item 7) x 10% \$ -

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (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) \$ -

SUB-TOTAL REIMBURSABLES

\$ -

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)
(Items 5, 6, 8, 9, 10, and 11) \$ -

12. TOTAL PRIOR CONTRACT AMOUNT N.A.

TOTAL AMENDED CONTRACT AMOUNT N.A.

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

PART I - GENERAL

1. Project COJ Signal Engineering Services	2. Proposal No. / Contract No. P-47-20 / TBD
3. Name of Consultant or Subconsultant: elm Surveying & Mapping, Inc.	4. Date of Proposal April 20, 2021

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
SUR Chief Surveyor	\$ 67.50		\$ 0.00	
SUR Project Surveyor	\$ 43.56		\$ 0.00	
SUR Survey Analyst 3 (Senior)	\$ 36.03		\$ 0.00	
SUR SUE Analyst 3 (Senior)	\$ 47.54		\$ 0.00	
SUR Survey Analyst 2 (Junior)	\$ 24.59		\$ 0.00	
SUR SUE Analyst 2 (Junior)	\$ 21.73		\$ 0.00	
SUR Clerical	\$ 22.07		\$ 0.00	
SUR Party Chief	\$ 28.65		\$ 0.00	
SUR Survey Technician 2 (Junior)	\$ 19.60		\$ 0.00	
SUR Survey Technician 1 (Entry)	\$ 16.26		\$ 0.00	
SUR SUE Technician 3 (Senior)	\$ 35.89		\$ 0.00	
SUR SUE Technician 2 (Junior)	\$ 21.56		\$ 0.00	
SUR SUE Technician 1 (Entry)	\$ 15.79		\$ 0.00	

TOTAL DIRECT LABOR	#DIV/0!	0	\$ -
6. Overhead (Combined Fringe Benefit & Administrative).			
Overhead Rate		148.18 % x Total Direct Labor	\$ -
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)			\$ -
8. PROFIT: Labor Related Costs (Item 7)		x	\$ -
		10%	\$ -

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (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)	\$ -

SUB-TOTAL REIMBURSABLES	\$ -
PART IV - SUMMARY	
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)	\$ -
12. TOTAL PRIOR CONTRACT AMOUNT	N.A.
TOTAL AMENDED CONTRACT AMOUNT	N.A.

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

PART I - GENERAL

1. Project Broward Road Widening Original Contract	2. Proposal No. / Contract No. P-20-20 / TBD
3. Name of Consultant or Subconsultant: Keville	
4. Date of Proposal April 20, 2021	

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
CEI Sr. Project Engineer	\$ 71.99		\$ 0.00	
CEI Project Administrator	\$ 48.50		\$ 0.00	
CEI Contract Support Specialist	\$ 36.40		\$ 0.00	
CEI Sr. Roadway and Bridge Inspector	\$ 35.36		\$ 0.00	
CEI Roadway and Bridge Inspector	\$ 29.24		\$ 0.00	
CEI Inspector's Aide	\$ 20.00		\$ 0.00	
CEI Clerical	\$ 30.09		\$ 0.00	

TOTAL DIRECT LABOR	#DIV/0!	0		\$ -
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate				127.82 % x Total Direct Labor
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ -
8. PROFIT: Labor Related Costs (Item 7)	x		10%	\$ -

PART III - OTHER COSTS

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

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

SUB-TOTAL REIMBURSABLES				\$ -
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)				\$ -
12. TOTAL PRIOR CONTRACT AMOUNT				N.A.
TOTAL AMENDED CONTRACT AMOUNT				N.A.

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

PART I - GENERAL

1. Project Traffic Signal Engineering Services Original Contract	2. Proposal No. / Contract No. P-47-20 / TBD
3. Name of Consultant or Subconsultant: Kimley-Horn and Associates, Inc.	4. Date of Proposal September 1, 2021

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Chief Engineer	\$ 89.19		\$ 0.00	
Senior Engineer	\$ 73.49		\$ 0.00	
Project Engineer	\$ 59.14		\$ 0.00	
Engineer	\$ 50.13		\$ 0.00	
Engineering Intern	\$ 40.80		\$ 0.00	
Chief Designer	\$ 58.06		\$ 0.00	
Analyst/Designer	\$ 34.14		\$ 0.00	
Clerical	\$ 27.81		\$ 0.00	

TOTAL DIRECT LABOR	#DIV/0!	0	\$ -	
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	198.259 % x Total Direct Labor			\$ -
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ -
8. PROFIT: Labor Related Costs (Item 7)		x	10%	\$ -

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (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)	

SUB-TOTAL REIMBURSABLES	\$ -
PART IV - SUMMARY	
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)	\$ -
12. TOTAL PRIOR CONTRACT AMOUNT	N.A.
TOTAL AMENDED CONTRACT AMOUNT	N.A.

<p style="text-align: center;">Exhibit B CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION CITY OF JACKSONVILLE, FLORIDA</p>					
PART I - GENERAL			2. Proposal No. / Contract No.		
1. Project			P-47 20 / TBD		
Traffic Signal Engineering Services					
PART II - LABOR RELATED COSTS			4. Date of Proposal		
3. Name of Consultant or Subconsultant:			September 1, 2021		
Mestek & Associates Engineering, PLLC					
PART II - LABOR RELATED COSTS					
5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL	
Principal	\$ 68.25		\$ 0.00		
Chief Engineer	\$ 63.00		\$ 0.00		
Project Manager/Senior Engineer	\$ 55.65		\$ 0.00		
Project Engineer, PE	\$ 37.50		\$ 0.00		
Staff Engineer, EI	\$ 25.50		\$ 0.00		
Draftsperson/CADD Operator	\$ 26.50		\$ 0.00		
Senior Field Technician	\$ 26.00		\$ 0.00		
Clerical	\$ 18.75		\$ 0.00		
TOTAL DIRECT LABOR			#DIV/0!	0	\$ -
6. Overhead (Combined Fringe Benefit & Administrative)			200 % x Total Direct Labor		
Overhead Rate					
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)			\$ -		
8. PROFIT: Labor Related Costs (Item 7)			\$ -		
			10% \$ -		
PART III - OTHER COSTS					
9. Miscellaneous Direct Costs (Lump Sum)					
Field Exploration					
Mobilization of Crew & Eq. - Truck Mounted Rig		\$550.00	\$ 0.00		
Movement of Crew & Eq. Between Boreholes		\$165.00	\$ 0.00		
Mobilization of Crew & Eq. - Coring Rig		\$375.00	\$ 0.00		
Pavement Cores, ea		\$150.00	\$ 0.00		
SPT Boring : 0 to 30 feet, per LF		\$13.50	\$ 0.00		
SPT Boring 30 to 50 feet, per LF		\$14.50	\$ 0.00		
SPT Boring: 50 to 100 feet, per LF		\$17.50	\$ 0.00		
SPT Boring - Extra Samples: 0 to 50 feet, ea.		\$34.00	\$ 0.00		
SPT Boring - Extra Samples: 50 to 100 feet, ea.		\$39.00	\$ 0.00		
Auger Borings, per LF		\$11.00	\$ 0.00		
Grouting Borings, per foot		\$6.50	\$ 0.00		
Temporary Casing, 4-inch, per foot		\$10.50	\$ 0.00		
Laboratory Testing					
Natural Moisture Content, ea.		\$18.00	\$ 0.00		
Percent Passing No. 200 Sieve, ea		\$50.00	\$ 0.00		
Soil Gradation, ea		\$75.00	\$ 0.00		
Organic Content, ea		\$45.00	\$ 0.00		
Atterberg Limits, ea		\$95.00	\$ 0.00		
Corrosion Series, ea		\$200.00	\$ 0.00		
MISCELLANEOUS DIRECT COSTS SUB-TOTAL			\$ -		
10. SUBCONSULTANTS (Lump Sum)			\$ -		
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)			\$ -		
11. SUBCONTRACTS (Reimbursable/Not to Exceed)			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
SUB-TOTAL REIMBURSABLES			\$ -		
PART IV - SUMMARY					
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)			\$ -		
(Items 5, 6, 9, 10, and 11)					
12. TOTAL PRIOR CONTRACT AMOUNT			N/A		
TOTAL AMENDED CONTRACT AMOUNT			N/A		

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

PART I - GENERAL

1. Project Traffic Signal Engineering Services	2. Proposal No. / Contract No. P-47-20
3. Name of Consultant or Subconsultant: RS&H, Inc.	4. Date of Proposal April 7, 2021

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Chief Engineer	\$ 77.24		\$ 0.00	
Senior Engineer	\$ 70.17		\$ 0.00	
Project Engineer	\$ 49.98		\$ 0.00	
Senior Designer	\$ 36.51		\$ 0.00	
Engineering Intern	\$ 36.54		\$ 0.00	
Design Intern	\$ 20.00		\$ 0.00	
Clerical	\$ 29.06		\$ 0.00	

TOTAL DIRECT LABOR #DIV/0! 0 \$

6. Overhead (Combined Fringe Benefit & Administrative)
 Overhead Rate 167.89 % x Total Direct Labor

7. SUBTOTAL: Labor + Overhead (Items 5 & 6) \$

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

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (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) \$

SUB-TOTAL REIMBURSABLES \$

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) \$

12. TOTAL PRIOR CONTRACT AMOUNT N.A.

TOTAL AMENDED CONTRACT AMOUNT N.A.