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 18, 2019

10/24/19 14:14:06
Procurement Division

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

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

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

Robert Skalitzky
Chief, Natural and Marine Resources

SUBJECT: P-54-17 Professional Services for Huguenot Park Access Road
Contract 6576-25 Prosser, Inc. Amendment 1
RPWF165-06505---AFA017-01

Limited construction administration services are needed during construction of the Huguenot Memorial Park Access Road Replacement. The Engineering Division has negotiated with the consultant selected for Professional Services for Huguenot Park Access Road, resulting in the Scope of Services, Exhibit C and Contract Fee Schedule, Exhibit D. The City's JSEB program is not applicable to this project. Instructions were provided for required Federal Affirmative Steps were included in the RFP.

Accordingly, this is to recommend that Contract No. 6576-25 between the City of Jacksonville and Prosser, Inc. for Professional Services for Huguenot Park Access Road, be amended to incorporate the attached Scope of Services identified as Exhibit "C" and Fee Schedule identified as Exhibit "D", to provide a new not to exceed limit for Construction Administration in the amount of $97,196.54, thereby increasing the maximum indebtedness to the city by $97,196.54 to a new maximum of $374,721.12. All other terms and conditions are as provided in the RFP and the City's standard contract language.

RGS/lw

Attachment: Exhibits C & D

cc: Lori West, Contract Specialist, Engineering and Construction Management
Robert Scott, P.E., Project Manager, Engineering and Construction Management

ab

EXHIBIT C

October 11, 2019

Contract #P-54-17

SCOPE OF SERVICES, FEE AND SCHEDULE

CLIENT: City of Jacksonville, Florida
Department of Parks and Recreation

PROJECT: **Huguenot Memorial Park - Access Road Replacement (Hurricane Matthew)**

CONSULTANT: Prosser, Inc.
13901 Sutton Park Drive South, Suite 200
Jacksonville Florida 32224

ITEM 1 - DESCRIPTION OF PROJECT

Provide limited construction administration services for Huguenot Memorial Park Access Road Replacement Project.

ITEM 2 - CLIENT'S OBJECTIVES/PROGRAM

The City desires Prosser to provide limited construction administration services for the park improvements during construction.

Based on the project scope, the construction administrative services are expected to include:

- Attend pre-construction meeting, and additional meetings as requested
- Perform field reviews as required to support revetment installation
- Review and respond to contractor's request for information (RFI)
- Shop Drawing and Submittals review and comment
- Perform site inspections to review project status and address contractor requests and substantial inspection
- Final Inspection and as-built drawing review

ITEM 3 - SCOPE OF SERVICES

Prosser and its consultants will provide the following services:

A. Meetings

Attend meetings and provide written documentation as may be required.

B. Request for Information (RFI's)

Prosser will review and respond to RFI's to determine design intent of the construction documents.

C. Shop Drawings Review

Prosser will review and respond to shop drawing submittals in reference to the roadway engineering and landscape architectural plans.

ITEM 4 - FEE

The fee will be on an hourly basis, in accordance to rates established within agreement. See attached fee summary, fee will not be exceeded without prior written approval.

ITEM 5 - RESPONSIBILITIES OF THE CLIENT

- Provide overall Construction Representation and Administration services
- Provide access to all the property, in accordance with construction activities

ITEM 6– ITEMS NOT INCLUDED IN SCOPE

- Plans production and revisions
- Full construction administration services to monitor and document contractor's day to day progress
- Construction Engineering and Inspection Services
- Permitting

Sincerely,

PROSSER, INC.

Shawn Bliss, RLA, LEED-AP
Principal

Accepted by:

_____
Signature

_____
Typed Name and Title

_____
Date

EXHIBIT C

Post-Design Coastal Engineering Support

Huguenot Memorial Park Access Road Emergency Repairs – Limited Construction Phase Services

PREPARED FOR:

PROSSER™

REV. 9 OCTOBER 2019

WWW.APPLIEDTM.COM

Important Notice: The information contained in this proposal is proprietary to Applied Technology & Management, Inc. and is intended solely for the lawful use of the persons named above; it must not be used for any other purpose other than its evaluation; and it must not be divulged to any other third party, in whole or in part, without the prior written permission of ATM.

INTRODUCTION

Applied Technology & Management (ATM) is pleased to submit this proposal to **Prosser, Inc. (Client)** for post-design services associated with limited construction phase coastal engineering support for the repairs to the Huguenot Memorial Park access road revetment and dune breach, which were damaged by Hurricane Matthew in October 2016. Subsequent damage occurred during Hurricane Irma in September 2017.

ATM previously completed permitting and design services associated with a rock revetment along ~ 2,415 LF of the park shoreline along the St. Johns River to replace the Matthew damage. In addition, a sand filled geotextile tube and dune restoration will be constructed over ~ 140 LF of shoreline to help reinforce a low breach area on the Ft. George inlet side of the park area. The project limits are shown in Figure 1 below.

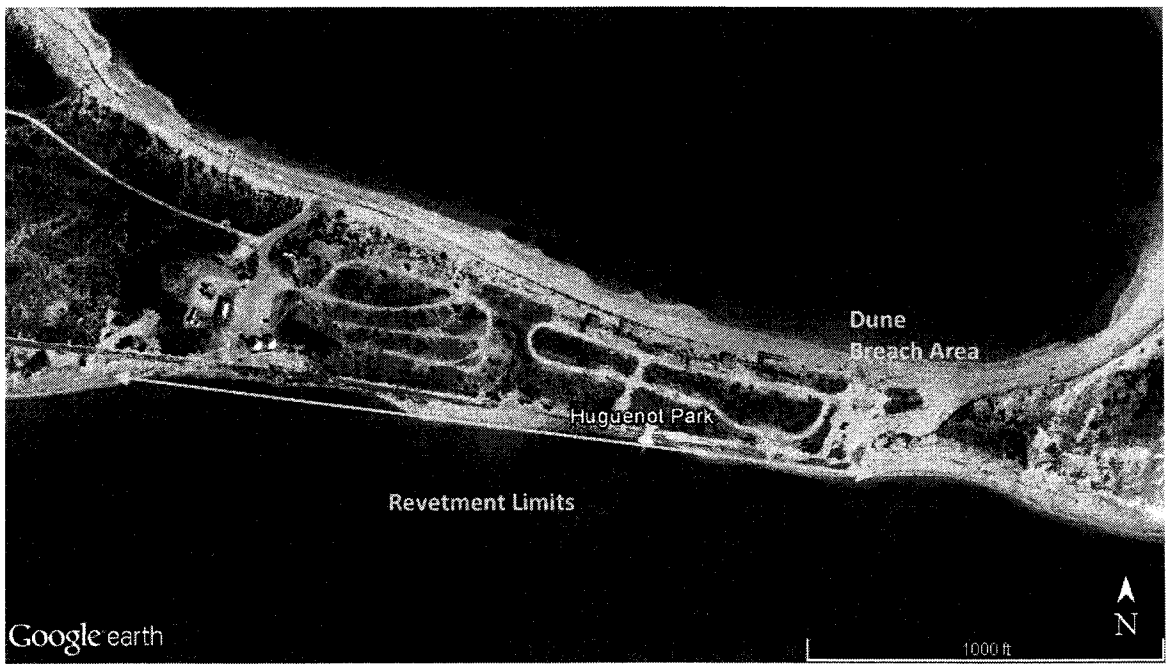

Figure 1. Huguenot Park Revetment Project Limits

At the request of the City of Jacksonville (COJ), Prosser has been asked to provide limited post-design services, during construction. Prosser has requested ATM's limited technical support during construction phase of the project, as defined in the tasks below.

This design scope is predicated on a series of necessary, early assumptions which are described herein. This scope and associated fees in the detailed design phase may need to be revisited as the project progresses, if the agreed concept plan approved by the Client differs significantly from that described herein.

PROPOSED SCOPE OF SERVICES

TASK 1 – CONSTRUCTION PHASE SUPPORT

ATM will provide limited construction phase support to Prosser. Our technical input will be related to the coastal engineering elements of the project only, as defined in ATM's Huguenot Memorial Park Access Road & Revetment Rehabilitation design plan sheets M-1 through M-12 and Technical Specifications dated 2/22/19, and include the following items with hourly budgets indicated:

- Review and respond to miscellaneous requests for information (12 hours each of principal engineer, and EI, plus administrative time assumed)
- Conduct technical review of initial contractor submittal package of proposed means and methods, materials, shop drawings, testing plan(s), and regulatory submittals; provide comments; and review a finalized submittal (16 hours of principal engineer, 32 hours of EI, plus administrative support time included, assuming 1 comprehensive submittal is made). Additional submittal reviews would require additional services.
- 2 ATM staff will attend a pre-construction meeting with Prosser.
- Complete site visits (1 principal engineer or 1 EI based on staff availability, a half day duration including travel) during coastal elements construction as per the following schedule:

Month 1	Month 2	Months 3-9
2 visits/week for 3 weeks	1 visit/week	As requested by Prosser/COJ but not more than 2 visits per month

Purpose of the site visits by ATM will be to observe work in progress, interface with the COJ construction inspector(s), address any technical project items, and issue any comments in email or PDF memo format to Prosser following the visit. One of the visits identified in the above table each month will include 1 principal and 1 EI together.

- Review contractor compliance submittals (rock and QA/QC testing, surveys, etc.) and payment application backup on a monthly basis for Prosser – review will be on a technical basis only related to the coastal engineering elements and does not include calculation of payment quantities. All compliance, survey and related testing data shall be provided to ATM in a format acceptable to ATM from the contractor or COJ.
- 1 principal engineer and EI will participate in final/punch list site visit with Prosser. Comments will be provided to Prosser via email or PDF memo format.

For the purposes of this proposal, it is assumed that the coastal engineering elements of the construction will not take more than 9 months to complete. We have assumed a maximum duration of 9 months from contractor NTP to final completion for the coastal engineering elements.

ATM will not provide construction management services or resident inspection to check the quality of work, and will not be responsible for the means, methods, techniques, sequences or procedures of the construction selected by the contractor(s) or the safety precautions and programs incidental to the work

of the contractor(s). ATM understands that construction management, resident inspection, surveying, coordination, testing, recordkeeping, as-builts, and related services will be provided by the COJ or others. The involvement of ATM during construction will not excuse the contractor from deficiencies discovered in their work and Prosser and the COJ should advise the contractor(s) accordingly. ATM shall not be responsible for project safety such as required by OSHA or other regulatory compliance requirements.

All deliverables will be in electronic PDF format unless otherwise noted. This includes construction phase submittals and reviews.

FEE

See attached spreadsheet

EXCLUSIONS/CONDITIONS

The following are not included in ATM's scope, in addition to anything listed above:

- Construction contract negotiations and preparation.
- Meetings and/or presentations other than those identified
- Plan revisions due to changes in field conditions or contractor requests.
- Field-required check surveys, quantity calculations, testing, and environmental compliance evaluations/monitoring.
- The City of Jacksonville will be handling all FEMA coordination and processing associated with this project.
- Daily construction contract administration duties and daily site observations of work in progress (resident inspection services), including processing of pay requests and change orders.
- Compilation and submittal of as-built documentation and permit compliance/monitoring information to the permitting agencies.

Should additional construction related services be requested by Prosser, ATM would require a change order. Such services could include: assistance with resolution of field problems, additional interpretation of plans/RFIs, more than 1 review of submittals (re-submittals), review of change orders, review of applications for payment, revisions based on field conditions, and additional site visits.

EXHIBIT D

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

PART I - GENERAL

1. Project Huguenot Memorial Park - Park Access Road Replacement (Hurrican Matthew)	**2. Proposal No. / Contract No.** **P-54-17**
3. Name of Consultant Prosser, Inc	**4. Date of Proposal** 09/13/19

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Project Manager (Res. Prof.)	$ 61.00	96	$ 5,856.00	5,856.00
Design Engineer	$ 43.00	68	$ 2,924.00	2,924.00
Designer or Technician	$ 36.00	20	$ 720.00	720.00
Drafter of CADD Operator	$ 27.50	0	$ 0.00	0.00
Clerical	$ 21.63	0	$ 0.00	0.00
	$ -	0	$ 0.00	0.00
	$ -	0	$ 0.00	0.00
	$ -	0	$ 0.00	0.00
TOTAL DIRECT LABOR	$51.63	184		$ 9,500.00

6. Overhead (Combined Fringe Benefit & Administrative)		
Overhead Rate	175 % x Total Direct Labor	$ 16,625.00
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)		$ 26,125.00
8. PROFIT: Labor Related Costs (Item 7)	x 10%	$ 2,612.50

PART III - OTHER COSTS

9. Miscellaneous Direct Costs		
Transportation & Shipping	$ 0.00	
Original Reproducibles	$ 0.00	
Reproduction	$ 0.00	
Other	$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL		$ -
10. SUBCONTRACTS (Lump Sum)		
	$ 0.00	
	$ 0.00	
	$ 0.00	
	$ 0.00	
SUB-CONTRACT SUB-TOTAL		$ -
TOTAL AMOUNT (Items 5, 6, 8, 9 and 10)		$ 28,737.50
11. REIMBURSABLE COSTS (Limiting Amount)		
ATM (Revetment)	$ 68,459.04	
	$ 0.00	
	$ 0.00	
	$ 0.00	
	$ 0.00	
	$ 0.00	
	$ 0.00	
SUB-TOTAL REIMBURSABLES		$ 68,459.04

PART IV - SUMMARY

12. TOTAL AMOUNT AMENDMENT NO. 1 (Reimbursable/Not to Exceed) (Items 5, 6, 8, 9, 10 and 11)	**$ 97,196.54**
13. CURRENT CONTRACT AMOUNT	$ 277,524.58
14. AMENDED CONTRACT AMOUNT	**$ 374,721.12**

EXHIBIT D

Prosser

DATE: 11-Oct-19
CLIENT: City of Jacksonville
PROJECT: Huguenot Memorial Park Access Road Replacement
Road Improvements - Construction Administration

	Proj. Mgr. HRS	Design Eng. HRS	Designer\Tech HRS	Drafter\CADD HRS	CLERICAL HRS	Intern field work	TOTAL HRS
a. Project Management							
Project Management	12	0	0	0	0	0	12
QA/QC	0	4	0	0	0	0	4
Meetings with team	0	8	0	0	0	0	8
Meetings with City	6	6	0	0	0	0	12
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
Subtotal Hours	**18**	**18**	**0**	**0**	**0**	**0**	**36**
b. Construction Administration Services							
Attend Pre-Con Meeting	4	4	0	0	0	0	8
Shop drawings review	4	12	0	0	0	0	16
Site Inspection	12	12	0	0	0	0	24
Review and Respond to RFI's & Submittals	2	10	8	0	0	0	20
Revetment Construction Administration	52	0	0	0	0	0	52
	0	0	0	0	0	0	0
Subtotal Hours	**74**	**38**	**8**	**0**	**0**	**0**	**120**
c. Project Submittals							
Comments and Responses	4	12	12	0	0	0	28
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
Subtotal Hours	**4**	**12**	**12**	**0**	**0**	**0**	**28**
Total Hours	**96**	**68**	**20**	**0**	**0**	**0**	**184**

Electrical Engineer - OHMEGA (Plan Revisions)
Electrical Engineer - OHMEGA (Const. Admin.)

d. Other Costs	**Unit**	**$/Unit**	**Quantity**	**Cost**
24" x 36" Black/White plans	ea.	$0.60	0	$0.00
11 X 17 Copies	ea.	$0.50	0	$0.00
8.5" x 11" Copies	ea.	$0.25	0	$0.00
Mileage (10 trips x 54 miles ea)	mi.	$0.58	0	$0.00
Postage (courier)	mo.	$10.00	0	$0.00
	ea.	$40.00	0	$0.00
				$0.00

Total Prosser Amount **$0.00**

EXHIBIT D

CONTRACT FEE SUMMARY FOR DEPARTMENT OF PARKS & REC.
CITY OF JACKSONVILLE, FLORIDA

PART I - GENERAL	
1. Project: Architectural/Engineering Services for the Huguenot Mem. Park - Access Road Emergency Repair	2. Project Number
3. Name of Consultant APPLIED TECHNOLOGY & MANAGEMENT, INC.	4. Date of Proposal 10/09/19

PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Project Officer	$75.76	124.00	$9,394.24	
Principal	$62.25		$0.00	
Professional IV	$51.05		$0.00	
Professional III	$46.84		$0.00	
Professional II	$41.27		$0.00	
Professional I	$37.41	9.00	$336.69	
EIT/Senior Designer	$32.97	274.00	$9,033.78	
CADD Designer	$26.48	67.00	$1,774.16	
Administrative	$20.74	69.00	$1,431.06	
TOTAL DIRECT LABOR		543.00		$21,969.93
6. Overhead (Combined Fringe Benefit & Administrative) Overhead Rate 175% x Total Direct Labor				$38,447.38
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				$60,417.31
8. PROFIT: Labor Related Costs (Item 7) x 10%				$6,041.73

PART III - OTHER COSTS			
9. Miscellaneous Direct Costs			
Reproduction	$	200.00	
Other (Postage, Courier, Phone)	$	0.00	
Travel/Transportation	$	1,800.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL			$2,000.00
10. SUBCONTRACTS (Lump Sum)			
SUB-CONTRACT SUB-TOTAL			$0.00
TOTAL AMOUNT (Items 5, 6, 8, 9 and 10)			$68,459.04
11. REIMBURSABLE COSTS (Limiting Amount)			
SUB-TOTAL REIMBURSABLES			$0.00

PART IV - SUMMARY	
TOTAL AMOUNT OF CONTRACT (Reimbursables/Not to Exceed) (Items 5, 6, 8, 9, 10 and 11)	$68,459.04

Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

KEVIN J. THIBAULT, P.E.
SECRETARY

June 15, 2019

Donald Fullerton, Principal
PROSSER, INC. d/b/a PROSSER HALLOCK, INC.
13901 Sutton Park Drive, Suite 200
Jacksonville, Florida 32224

Dear Mr. Davis:

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

Group 2 - Project Development and Environmental (PD&E) Studies

Group 3 - Highway Design - Roadway

3.1 - Minor Highway Design
3.2 - Major Highway Design

Group 6 - Traffic Engineering and Operations Studies

6.1 - Traffic Engineering Studies
6.2 - Traffic Signal Timing

Group 7 - Traffic Operations Design

7.1 - Signing, Pavement Marking and Channelization
7.2 - Lighting
7.3 - Signalization

Group 13 - Planning

13.6 - Land Planning/Engineering

Group 14 - Architect

Group 15 - Landscape Architect

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2020 for contracting purposes.

Approved Rates

Home/ Branch Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimburse Actual Expenses	Home Direct Expense
175.79%	0.342%	Reimbursed	No	12.08%

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

Should you have any questions, please feel free to contact me by email at carliayn.kell@dot.state.fl.us or by phone at 850-414-4597.

Sincerely,

Carliayn Kell

Carliayn Kell
Professional Services
Qualification Administrator