City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
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ONE CITY. ONE JACKSONVILLE.

August 19, 2020

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

Jill Enz,
Chief, Natural and Marine Resources

SUBJECT: P-28-18 Professional Services for Dock Inspections and Designs
Applied Technology Management, Inc. Contract 8174-04 Amendment 1

Permitting assistance is needed to procure required permits or letters of "permit not required" for 13 waterfront boat launch and docking facilities previously damaged by Hurricane Irma. This documentation is needed to satisfy FEMA review and approval for funding reimbursements. The Engineering Division has negotiated with the consultant resulting in the attached Scope of Services, Exhibit C and Contract Fee Schedule, Exhibit D. The City's JSEB program is not applicable to this project.

Accordingly, this is to recommend that Contract 8174-04 between the City and Applied Technology and Management, Inc., originally executed July 25, 2019, for Professional Services for Dock Inspections and Designs, be amended to incorporate the attached Scope of Services, Exhibit C and Fee Schedule, Exhibit D to increase the not to exceed limit for Dock Inspections and Design by $81,793.86 to a new limit of $395,698.06, thereby increasing the maximum indebtedness by $81,793.86 to a new maximum indebtedness of $395,698.06. All other terms and conditions are as provided in the RFP and the City's standard contract language.

Funding for this project should be as follows:

ACCOUNTS:	TOTAL
001411	PO 600839-20
PRNM Natural & Marine Resources-Emergency & Disaster Relief Svcs	
534100	
1	
10602-381910-AFA01702	
$81,793.86	$81,793.86

RGS/lw

Attachment: Exhibits C & D

cc: Lori West, Engineering and Construction Management
Robert Scott, P.E., Engineering and Construction Management

ATM | DESIGN ENGINEERING CONSULTING

SCOPE OF SERVICES, FEE, AND SCHEDULE

DATE: February 12, 2020

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

PROJECT: **RFP No. P-28-18, Professional Design Services for Dock Inspections and Designs; Additional Project Site Federal Permitting, Post-Irma FEMA Repairs**

CONSULTANT: Applied Technology & Management, Inc.
100 Southpark Blvd, Suite 407, St Augustine, FL 32086

OVERALL DESCRIPTION OF PROJECT

Many City of Jacksonville (City) public waterfront park facilities experienced damage during the passage of Hurricane Irma in September 2017. Damages were largely to boat launch and facility floating docks, gangways and transition plates, decking, fendering, pile guides, and related items. The City bid and awarded the repair work to qualified contractors, with FEMA reimbursement in process. It is our understanding that the City requires ATM's assistance with procuring USACE permits or letters of "permit not required" for 13 waterfront boat launch and docking facilities. This USACE documentation is required to satisfy FEMA review and approval of requested funding reimbursements.

Table 1 includes 13 sites, as outlined by the City to ATM. The status of known USACE permits is indicated. Initial discussions with the USACE suggest that letter of permit not required (LPNR) may be provided by them where permits exist, even if expired, for the elements being repaired. The sites with no known permits will be pursued via a new Individual Permit application. Survey fees are included where no current/recent digital survey is available. If a more expedient permit method becomes apparent during USACE review, the simplest path forward will be followed.

This project scope includes only preparation of USACE regulatory permit applications and limited follow up coordination. State (FDEP/SJRWMD) permitting is not included. The scope for each site is independent of the others, in the event the City elects to proceed with only one or more sites, or if timing of them is staggered. It is assumed the City will provide details and sketches, if required, of the repair scope for each site; ownership/deed documents (or related easements and usage documentation); and signatures. No permit fees are included since the USACE currently does not include permit application fees.

The scope developed herein is based on preliminary discussions with USACE staff and available information at present time.

Table 1. Project Site List

Site	Existing USACE Permit?	Survey Required?	Assumed Approach
Lonnie Wurn Park	Yes	No	LPNR (letter of permit not required)
Harborview Boat Ramp	No	Yes	New Permit
Alimacani/Ft George Park	Yes	No	LPNR
Bert Maxwell Boat Ramp	No	No	New Permit
Jim King Boat Ramp	Yes	No	LPNR
M. Scanlon (Mayport) Ramp	Yes	No	LPNR
Palms Fish Camp	Yes	No	LPNR
St Johns Marina Ramp Docks	No	No	New Permit
Friendship Fountain Dock	No	Yes	New Permit
TK Stokes Boat Ramp	No	Yes	New Permit
A. Phillip Randolph Dock	Yes	Yes	Permit Mod or New Permit
Curtis Lee Johnson	No	Yes	New Permit
Reddie Point Preserve	No	Yes	New Permit

Task 5.1 – Letter of Permit Not Required (LPNR) Projects (5 Sites)

- These project sites have existing USACE permits, and should be exempt from requiring a permit for minor repairs under General Condition #2 of each.
- ATM will compile the existing permit numbers, repair project details from the City, and develop description and (as needed) basic sketches of the repair scope for each. These will not be formal permit drawings. We will submit all five (5) sites to the USACE in one submittal and request an email or letter from them which states that the repair work could be completed under General Condition #2, and that no additional USACE permit is required. We will request an itemized listing of the specific project sites.
- Upon USACE review, if they deem any project to require a more formal permit application, we will inform the City and proceed under the Task 5.3 allowance.

Task 5.2 – New Permit Applications (8 Sites)

- Initial review of City and USACE files indicates that these sites do not have existing or historical USACE project permits. Thus, these sites require new USACE Individual Permits or Letter of Permission. The A. Phillip Randolph site includes an expired permit for a marina, but the existing small dock is not in conformance with the existing permit.

EXHIBIT C

- ATM will first conduct a review of available project information from the City and public records, including any as-built, design, and permit plans related to each site.
- ATM will retain our survey subcontractor to conduct permit level surveys of 6 sites as shown in Table 1, including the primary structure footprints and the connection to shore. Basic bathymetric data will be collected from the existing structures to obtain basic depths and locations of MHW and MLW lines. No wetland delineations, submerged lands surveys, or detailed bathymetric surveys are included.
- ATM will prepare applications for USACE Individual Permits or Letters of Permission (to be determined during USACE review) for each site. ATM will prepare permit drawings, narrative, and application forms. It is assumed that the City will provide signatures and necessary supporting information (deeds, previous permit file information, etc.) and review of the draft applications. ATM will then submit the permit applications electronically to the USACE for processing. It is noted that ATM has no control over the timeline required for the permit processing by the regulatory agencies following application submittal.

Task 5.3 – Permit Post-Submittal Coordination (allowance)

- An allowance of 4 hours of principal, 6 hours EIT, and administrative time is included for permit coordination/meetings for each of the 8 sites following application submittal. This is to allow for permit processing inquiries, coordination with the City, etc.
- Should this allowance be expended due to extended processing time, additional specific or detailed survey or environmental requirements, or required in-person meetings, ATM will advise the City and provide a change order.

FEE

See attached spreadsheet.

EXCLUSIONS/CONDITIONS

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

- Engineering and design services.
- Meetings, presentations, and/or presentation graphics unless identified herein
- Environmental Assessments or detailed Environmental Studies, wetland delineations, SAV surveys, etc.
- Permit Fees. Currently the USACE does not require a permit fee, so no permit fees are included.
- FDEP or SJRWMD state level permitting, State Submerged Lands permitting or modifications to existing easements, consents, or leases
- FEMA coordination or documentation

RESPONSIBILITIES OF THE CITY

- Provide access to the property for ATM and Sub-Consultants
- Provide project direction and coordination on behalf of the Department of Public Works and Department of Parks, Recreation and Community Services
- Conduct any necessary FEMA coordination
- Provide payments for any additional permitting fees, if required, beyond stated in Tasks 5.1, 5.2, and 5.3.
- Provide any/all property ownership/deeds, existing studies, surveys, permits, as-builts, and design documents related to the existing site improvements and the post-Irma repair and maintenance completed works.

EXHIBIT D

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

PART I - GENERAL

1. Project Dock Inspections and Design Services	**2. Proposal No. / Contract No.** P-28-18
3. Name of Consultant Applied Technology Management, Inc.	**4. Date of Proposal** February 12, 2020

PART II - LABOR RELATED COSTS

5. Direct Labor (Limiting Amount)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal/Proj Manager	$ 68.18	118	$ 8,045.24	
Senior Engineer	$ 55.91	19	$ 1,062.29	
Staff Engineer	$ 44.63	0	0.00	
Designer/Technician	$ 30.80	246	$ 7,576.80	
Darfter/CADD	$ 28.09	117	$ 3,286.53	
Technical Editor/Sr. Clerical	$ 33.82	41	1,386.62	
Clerical	$ 21.27	57	$ 1,212.39	
TOTAL DIRECT LABOR	$ 37.74	598		$ 22,569.87
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	175 % x Total Direct Labor			$ 39,497.27
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				**$ 62,067.14**
8. PROFIT: Labor Related Costs (Item 7)		x	10%	$ 6,206.71
TOTAL FEES				**$ 68,273.85**

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Reimburseable/Not to Exceed)		
Printing, Transportation, Deliveries, etc.	$ 320.01	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL		$ 320.01
10. SUBCONTRACTS (Reimbursable/Not to Exceed)		
ARC Surveying & Mapping, Inc.	$ 13,200.00	
Collins Engineers, Inc.	$ 0.00	
Environmental Services, Inc.	$ 0.00	
Johnson Surveying & Mapping, Inc.	$ 0.00	
Meskel & Associates	$ 0.00	
Wood Environmenta & Infrastructure Solutions, Inc.	$ 0.00	
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)		$ 13,200.00
11. REIMBURSABLE COSTS (Limiting Amount)		
Subconsultant (Survey, Geo, ...)	$	
	$	
SUB-TOTAL REIMBURSABLES		$ -
TOTAL AMOUNT		**$ 13,200.00**

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Reimbursable/Not to Exceed) (Items 5, 6, 8, 9, 10, and 11)	**$ 81,793.86**
12. TOTAL PRIOR CONTRACT AMOUNT	**$ -**
TOTAL CONTRACT AMOUNT	**$ 81,793.86**

City of Jacksonville Parks, Recreation, and Community Services

Additional Project Site Federal Permitting, Post-Irma FEMA Repairs
(13 Project Sites)

ATM | DESIGN ENGINEERING CONSULTING

2/12/2020

Hours By Staff Category

Task Description	Principal/Proj Mgr	Sr Engineer	Staff Engineer	Engineer Intern/Technician	CADD/Drafter	Technical Editor	Clerical	Total
5.1 Letter of Permit Not Required (5 sites)	10	-	-	28	-	1	3	42
5.2 New Permit Applications (8 sites)	76	19	-	182	117	24	34	452
5.3 Permit Post-Submittal Coordination (allowance)	32	-	-	36	-	16	20	104
Total Hours	**118**	**19**	**-**	**246**	**117**	**41**	**57**	**598**

EXHIBIT D