

**PUBLIC NOTICE**  
**PSEC AGENDA**  
**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**

**Thursday, October 06, 2022, 10:00 a.m.**

Eighth Floor, Conference Room 851  
Ed Ball Building, 214 N. Hogan Street  
Jacksonville, FL 32202

[Join Teams Meeting](#)  
[Teams Meeting](#)

Committee Members: Dustin Freeman, Chairman  
Brennan Merrell, Treasury  
James McCain, Jr., OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRA EXP	OUTCOME
Mary DiPerna Carolina Teran-Oceguera	P-38-22	Approval to Proceed with Evaluation of two (2) Proposals Received Benefits Consultant Services Employee Services Department	That the Committee approves proceeding with evaluation of the two (2) proposals received in accordance with Section 126.302 (f) of the Procurement Code.		
Mary DiPerna Carolina Teran-Oceguera	P-48-22	Introduce & Review Scope ACA Administrative Services Employee Services Department	That the committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel appropriate to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.		
Michael Thomas Ed Randolph	P-50-20	Contract Amendment No. 1 Civil Engineering & Land Planning Services for Cecil Commerce Center/Alliance Florida Office of Economic Development	That Contract No. 70995-21 between the City of Jacksonville and England, Thims & Miller, Inc., for Civil Engineering & Land Planning Services for Cecil Commerce Center/Alliance Florida, be amended to increase the maximum indebtedness by \$100,000.00 to a new total maximum of \$325,000.00. All other terms and conditions shall remain the same.	03/20/24	
Steven Long Tim Crutchfield	P-17-19	Contract Amendment No. 4 Professional Architectural and Engineering Services for Programming, Site Selection and Design Of New Medical Examiner's Office Department of Public Works/Engineering & Construction Management Division	That Contract No. 10754, originally executed February 4, 2020, between the City of Jacksonville and Gresham Smith for Professional Design Services for Professional Architectural and Engineering Services for Programming, Site Selection and Design of the New Medical Examiner's Office be amended to incorporate the attached Scope of Services identified as Exhibit 'Y' and Fee Summary identified as Exhibit 'J'; to decrease the not-to-exceed limits for Geotechnical to new limit of \$16,519.88; Civil Engineering Services by \$1,879.41 to a new limit of \$33,626.59; Environmental Services by \$20,283.95 to a new limit of \$56,337.25; and Structural Engineering Services by \$4,973.28, to a new limit of \$0.00; and to add a new not-to-exceed limit for IT Support in the amount of \$35,271.72, resulting in a net adjustment of \$0.00; The maximum indebtedness remains \$2,484,647.35. All other terms and conditions. All other terms and conditions shall remain the same.	"Project Completion"	
Steven Long Robin Smith	P-34-19	Contract Amendment No. 3 Professional Engineering Services for Storm Resiliency and Hardening Department of Public Works/Engineering & Construction Management Division	That Contract No. 6354-17, originally executed February 13, 2020, between the City of Jacksonville and CDM Smith, Inc., for Professional Engineering Services for Storm Resiliency and Hardening, be amended to increase the maximum indebtedness by \$1,000,000.00 to a new maximum indebtedness of \$2,200,000.00; Each project performed under this agreement shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto. All other terms and conditions are as provided in the RFP and the City's standard contract language.	"Project Completion"	
Robin Smith Nikita Reed	P-67-17	Contract Amendment No. 3 CEI Services for Fire Stations and Miscellaneous Vertical Consultant Services Department of Public Works/Engineering & Construction Management Division	That Contract No. 9894-397, originally executed September 28, 2018, between the City and VIA Consulting Services, Inc., for CEI Services for Fire Stations and Miscellaneous Vertical Construction Consultant Services, Inc., to correct Item #22 in Section 4 Description of Services and Deliverables Project list from Fire Station 72 (new) to Fire Station 75 (new) with all other terms and conditions of the Agreement remaining unchanged.	09/27/24	

Meeting Adjourned

*\*The next PSEC meeting is scheduled to be held on Thursday, October 20, 2022.\**



EMPLOYEE SERVICES DEPARTMENT



MEMORANDUM

**Date:** September 22, 2022

**To:** Dustin Freeman, Chairman  
Professional Services Evaluation Committee

**From:** Mary DiPerna, Chief, Compensation and Benefits  
Carolina Teran-Oceguera, Manager, Compensation and Benefits  
Employee Services Department

**Subject:** **Review of RFP Submittals for P-38-22 Benefits Consultant Services**

*Mary DiPerna*  
*Carolina Teran-Oceguera*

The Employee Services Department received only two (2) valid proposals for the RFP solicitation for the Benefit Consulting Services RFP (P-38-22).

**Per Section 126.302(f) of the Procurement Code 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 resolicitation or to the initial solicitation if it determines, in writing, that no advantage would be obtained by resoliciting."**

Procurement e-mailed AON, Brown & Brown, Compass CGI, Gallagher, Greene Hazel, Mercer, and Robinson Bush Consulting and invited them to bid on the RFP.

The existing contract for services with Gallagher Benefit Services expires on December 31, 2022 and there are no extension provisions in the existing contract beyond December 31st.

Considering the foregoing information, staff requests the process that should be followed to ensure the continued services of the Benefit Consulting Services.





# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Employee Services Department  
City Hall, 117 West Duval St., Suite 150  
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE

## MEMORANDUM

To: Dustin Freeman, Chairperson  
Professional Services Evaluation Committee

From: Mary DiPerna, Chief, Compensation and Benefits  
Carolina Teran-Oceguera, Manager, Compensation and Benefits

Re: Certification Letter for P-48-22 ACA Administrative Services

Date: September 26, 2022

*Mary DiPerna*

*Carolina Teran-Oceguera*

Please take the appropriate action to issue a Request for Proposal (RFP) referenced above.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of this RFP is to select a qualified provider who is interested and capable of providing ACA Administrative services for the City of Jacksonville.
2. The objectives of this service are to provide services at affordable and competitive costs.
3. The estimated period of time that the plan will be needed is May 1, 2023 through April 30, 2028.
4. The estimated cost is unable to be determined at this time. This information can be provided after the final fee and contract negotiations.
5. The proposed service will not be duplicated because the current contract expires on April 30, 2023.
6. List of current contracts or prior services that will be related to the proposed service. Worxtime currently has the contract, and it will expire April 30, 2023.
7. The City cannot perform this service due to lack of personnel.
8. A subcommittee composed of Mary DiPerna, Chief, Compensation and Benefits (255-5552) and Carolina Teran-Oceguera, Manager, Compensation and Benefits (255-5553) will accept and review all proposals submitted for this service.
9. The funding source for internal billing is Fund 56201, Center 131103, and Account 531090.
10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process:



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# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

## MEMORANDUM

**TO:** Dustin Freeman, Chairman Professional Services Evaluation Committee

**FROM:** Paul Crawford, Director of Business Development *ppc*

**SUBJECT:** England-Thims and Miller, Inc. Contract (P-50-20) Amendment Number One (1)

**DATE:** September 27<sup>th</sup> 2022

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The subject contract was awarded with an effective date of April 8<sup>th</sup>, 2021 to procure civil engineering and land planning services at Cecil Commerce Center. The contract is for an initial three (3) year term, with an option to extend two (2) additional one (1) year terms. England-Thims & Miller, Inc. (ETM) has completed a series of projects and has assisted with the needed day-to-day planning and engineering services related to economic development projects at Cecil Commerce Center, including several prospects for developing the Cecil Megasite.

This amendment is to modify the maximum indebtedness to reflect the required work to be completed by ETM. OED requests authorization to increase the maximum indebtedness of the subject contract by \$100,000.00, to a new maximum indebtedness to the City of \$325,000.00.

Accordingly, this is to recommend the City amend the subject contract with ETM as follows:

- 1) The costs for work under Paragraph 3, Maximum Indebtedness, increase in the amount of \$100,000.00, to a new maximum indebtedness of \$325,000.00.
- 2) All other terms and conditions remain unchanged.

The contractor, ETM, continues to provide outstanding service under the contract. Additional funds are budgeted to effect this proposed change to the contract.

Please contact Paul Crawford at 255-5446 if you have any questions concerning this matter.

Thank you for your assistance.

70995-21

**SERVICES CONTRACT  
BETWEEN  
THE CITY OF JACKSONVILLE  
AND  
ENGLAND, THIMS & MILLER, INC.  
FOR  
CIVIL ENGINEERING AND LAND PLANNING SERVICES FOR CECIL COMMERCE  
CENTER/ALLIANCE FLORIDA**

**THIS CONTRACT** (the "Contract") is made and entered into this 5th day of May, 2021, but is made effective as of April 8, 2021 (the "Effective Date"), by and between the CITY OF JACKSONVILLE (the "City"), a municipal corporation existing under the Constitution and the laws of the State of Florida, ENGLAND, THIMS & MILLER, INC. (the "Contractor"), a Florida corporation, with offices located at 14775 Old St. Augustine Road, Jacksonville, FL 32258; for Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance Florida (the "Project").

**WHEREAS**, the City (as the "Buyer") issued a Request for Proposal No. P-50-20 dated December 21, 2020, bid date January 27, 2021 (the "RFP") for certain services described in the RFP (the "Services"); and

**WHEREAS**, based on Contractor's response to the RFP dated January 27, 2021, consisting of 42 pages (the "Response"), the City has negotiated and awarded this Contract to Contractor;

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

1. **Performance of Services.** The Services will be performed by Contractor as specified in the RFP and the Response and Exhibit A attached hereto.

2. **Compensation.** Contractor will be paid by the City for the Services on a monthly invoice basis, in accordance with the Contract Fee Summary attached hereto as Exhibit B.

3. **Maximum Indebtedness.** As required by Section 106.431, *Ordinance Code*, the City's maximum indebtedness, for all products and services under this Contract shall be a fixed monetary amount not-to-exceed TWO HUNDRED TWENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$225,000.00)

4. **Term.** The initial term of this Contract shall commence on the Effective Date and shall expire on March 20, 2024, unless sooner terminated by either party in accordance with the terms of the RFP. This Contract may be renewed for up to two (2) additional one (1) year periods by (i) the City, in its sole discretion, upon written notice to Contractor at least sixty (60) days prior to end of the then-current term, or (ii) upon the mutual agreement of the parties.

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

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

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

As to the CITY:

City of Jacksonville  
Office of Economic Development, Suite 275  
117 W. Duval Street  
Jacksonville, Florida 32202

As to the CONTRACTOR:

England, Thims & Miller, Inc.  
14775 Old St. Augustine Road  
Jacksonville, Florida 32258

**7. Contract Managers.** Each Party will designate a Contract Manager during the term of this Contract whose responsibility shall be to oversee the Party's performance of its duties and obligations pursuant to the terms of this Contract. As of the Effective Date, CITY'S Contract Manager is Michael Thomas, and the CONTRACTOR'S Contract Manager is Robert Kermitz. Each Party shall provide prompt written notice to the other Party of any changes to the Party's Contract Manager or his or her contact information; provided, such changes shall not be deemed Contract amendments and may be provided via email.

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



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

10. **Counterparts.** This Contract, and all amendments thereto, may be executed in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

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

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

ATTEST:

CITY OF JACKSONVILLE

By James R. McCain, Jr.  
James McCain, Jr.  
Corporation Secretary



By Brian Hughes  
Lenny Curry  
Mayor

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

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

[Signature]  
Director of Finance  
CITY Contract Number: 70995-21

Form Approved:

[Signature]  
Office of General Counsel

2021\_England\_Thims\_Miller\_contract\_for\_Civil\_Engineer\_and\_Land\_Planning\_Services\_for\_Cecil\_Commerce\_Center.DOCX

ATTEST:

ENGLAND, THIMS & MILLER, INC.

By Robin McNair  
Signature  
Robin McNair  
Type/Print Name  
Executive Assistant  
Title

By Robert J. Hermite  
Signature  
Robert J. Hermite  
Type/Print Name  
Vice President  
Title

## Exhibit A

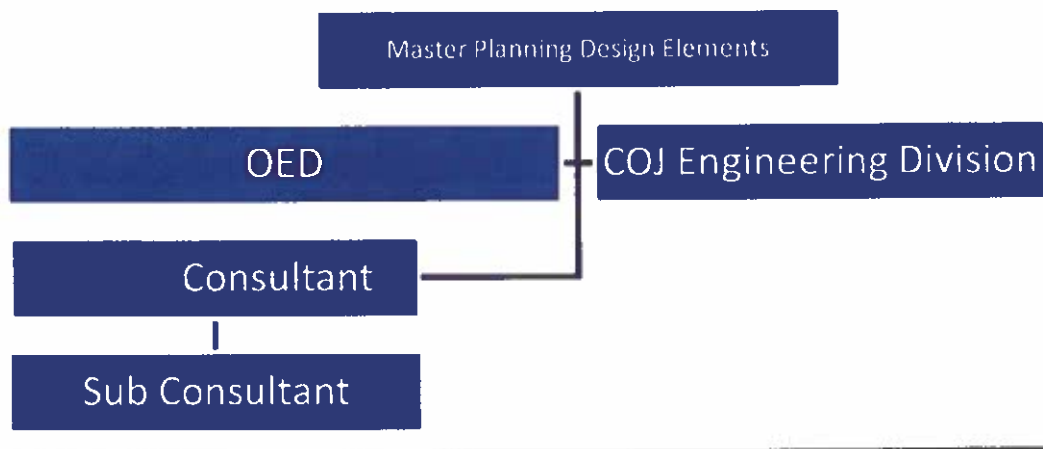
### Description of Services and Deliverables

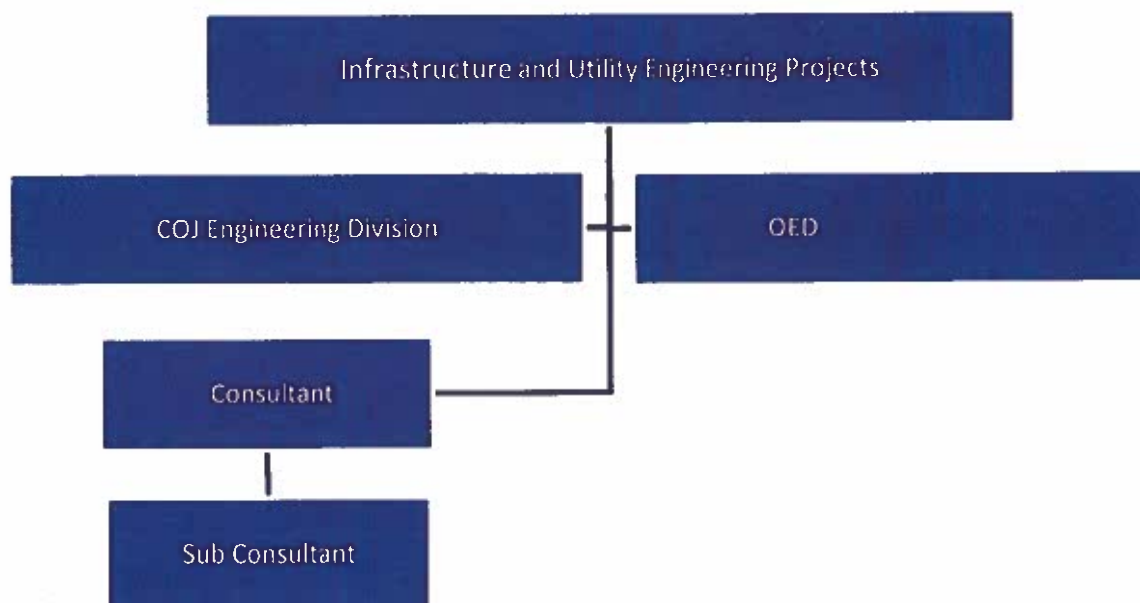
The Consultant will be asked to perform the following:

1. Develop land plans, as needed, for development parcels shown in master plan. The land plans should include but should not be limited to the following: conceptual building size and layout (based on use), proposed retention pond locations, wetland boundaries, points of ingress and egress, and any known easements or other impediments to development.
2. Plan traffic circulation and utility infrastructure to adequately serve development parcels and sub-parcels, as needed.
3. Manage the CCC master stormwater system permits currently in place.
4. Review and modify (if necessary) any traffic concurrency agreements for CCC.
5. Provide topographical and boundary surveys as well as wetland delineations for development parcels, as needed.
6. Provide construction contract management and construction inspection services (CEI) on all City Engineering projects at CCC.
7. Attend all CCC related meetings as requested by OED staff.
8. Coordinate and communicate, at the request of OED staff, with all City and State agencies that regulate development at CCC.
9. Potentially assist in the following projects:
  - Ongoing sitewide drainage maintenance and improvement
10. Any and all such other engineering and land planning services, which are deemed necessary by the OED staff, for Cecil Commerce Center.

### Reporting Structure

The following diagrams describe the reporting structure, for all of the managing parties, involved in the development of Cecil Commerce Center:





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**It is intended that Consultant's services will result in all drawings, specifications, and other documents needed for the City to obtain required permits, seek bids, and contracts for construction of the project.**

**Exhibit B**

**Civil Engineering & Land Planning Services for Cecil Commerce Center**

**ETM Billable Rates 2021**

**2/19/2021**

<b>Position Title</b>	<b>Billable Rate (\$/HR)</b>
<b>Principal-in-Charge</b>	<b>\$245.00</b>
<b>Senior Project Manager</b>	<b>\$228.16</b>
<b>Project Manager</b>	<b>\$180.00</b>
<b>Assistant Project Manager</b>	<b>\$147.00</b>
<b>Senior Engineer</b>	<b>\$190.01</b>
<b>Engineer (PE)</b>	<b>\$157.00</b>
<b>Engineer (EI)</b>	<b>\$98.48</b>
<b>Senior Landscape Architect</b>	<b>\$168.00</b>
<b>Landscape Architect</b>	<b>\$142.62</b>
<b>Senior Graphics Technician</b>	<b>\$145.76</b>
<b>Senior Planner</b>	<b>\$182.00</b>
<b>Planner</b>	<b>\$142.86</b>
<b>GIS Manager</b>	<b>\$184.61</b>
<b>GIS Programmer</b>	<b>\$156.74</b>
<b>GIS Analyst</b>	<b>\$107.60</b>
<b>CADD/GIS Technician</b>	<b>\$94.46</b>
<b>Senior Engineering Designer</b>	<b>\$132.05</b>
<b>Engineering Designer</b>	<b>\$111.17</b>
<b>CEI Senior Inspector</b>	<b>\$140.42</b>
<b>CEI Inspector</b>	<b>\$103.44</b>
<b>Administrative Support</b>	<b>\$84.00</b>
<b>Overhead Rate:</b>	<b>200.00%</b>
<b>Profit:</b>	<b>10%</b>

ETM current Overhead Rate is 203.62% per FDOT audit, see FDOT letter dated 8/7/2020.

RFP terms allow up to 200% overhead and 10% profit and was used to calculate above rates.





# City of Jacksonville, Florida

**Lenny Curry, Mayor**

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

ONE CITY. ONE JACKSONVILLE

September 19, 2022

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

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

FROM: Steven D. Long, Jr., P.E. *Steven D. Long*  
Director of Operations

Tim Crutchfield,  
Director of Operations, District IV Medical Examiner's Office *Tim Crutchfield*

RE: P-17-19 Professional Architectural and Engineering Services for Programming, Site Selection and Design of New Medical Examiner's Office  
Contract 10754 Amendment 4 PO 600682-20-021

IT support services are needed to provide data equipment specifications and layout for the Medical Examiner's Office. Negotiations have resulted in the in the attached Scope of Services, Exhibit I and Fee Summary, Exhibit J. Gresham Smith is committed to meeting the 20% JSEB participation goals established for this contract.

Accordingly, this is to recommend that Contract 10754, originally executed February 4, 2020 between the City of Jacksonville and Gresham Smith for Professional Design Services for Professional Architectural and Engineering Services for Programming, Site Selection and Design of the New Medical Examiner's Office be amended to incorporate the attached Scope of Services, Exhibit I and Fee Summary, Exhibit J, to decrease the not to exceed limits for: Geotechnical to a new limit of \$16,519.88, Civil Engineering Svcs by \$1,879.41 to a new limit of \$33,626.59, Environmental Svcs by \$20,283.95 to a new limit of \$56,337.25 and Structural Eng Svcs by \$4,973.28 to a new limit of \$0.00 and to add a new not to exceed limit for IT Support in the amount of \$35,271.72 resulting in a net adjustment of \$0.00. The maximum indebtedness remains \$2,484,647.35. 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
006237	\$0.00

JPP/lw

Attachment: Exhibits I & J  
JSEB Participation

cc: Lori West, Engineering and Construction Management  
Maria C. Williams, P.E., Engineer Manager, Engineering and Construction Management



August 30, 2022

Maria C. Williams, P.E.  
City of Jacksonville | Department of Public Works  
214 N. Hogan Street - 10th Floor  
Jacksonville, FL 32202

Subject: COJ-Medical Examiner's Office  
Amendment #4  
Information Technology Support Services  
Gresham Smith Project Number 44464.01

Dear Maria,

We appreciate the opportunity to submit Amendment #4 to add Information Technology (IT) Support Services to the current scope of work for the Medical Examiner Office project that includes the Site Assessment Agreement, Amendments #1-#3. The COJ IT Team recently advised us that they will not be able to provide data equipment specifications, layouts for the MEO as we had previously thought. Eng Engineering has engaged Mark Terrance to provide third party IT Support Services due to his familiarity with city best practices for data/network systems. The following is a summary of the scope of work and fees for IT Support Services in Amendment #4

- **DATA ROOM DESIGN**

- SCOPE OF WORK

- 1. IT Consultant Scope additional services:

- a. Redline MDF Layout design of racks, trays, equipment based on COJ plans on previous data facilities, selection of data equipment in coordination with COJ standards with specifications i.e., servers, switches, rack UPS, equipment racks, etc., and review of engineering infrastructure design by EEI such as power distribution units, computer room air conditioning units (CRAC), fire protection system, and pertinent items
- b. Assist and review COJ in house systems personnel (Scott) with design/selection of systems and specify specialty equipment, i.e., access control/cable, IP video surveillance, duress alarm, access control, and security audio/video security intercoms
- c. Assist EEI with the development of specifications for procurement of above noted equipment.

- 2. Address Requests for Information during Bidding

*Genuine Ingenuity*

225 Water Street  
Suite 2200  
Jacksonville, FL 32202  
904.332.6699

GreshamSmith.com

Firm's Florida Cert. No. AAP000034 /  
CA3806 / IB26000797 / LC26000381



**DELIVERABLES**

1. IT Consultant Redline markups to EEI for engineering plans and specifications.

**EXCLUSIONS**

1. Items and tasks not mentioned above.
2. Commissioning of IT equipment.

**Fees**

We propose crediting unused fee originally allocated for site selection as noted below to offset the following fees associated with Amendment #4:

• <u>Data Room Design (Eng Engineering)</u>	<b>\$ 35,271.72</b>
<b>Total Design Services (Hourly Not To Exceed Limits)</b>	<b>\$ 35,271.72</b>

**Note:**

- The Exhibits in Amendment #4 are added to prior exhibit sequence in Amendments #1-#3

**BASIC SERVICE BILLING SCHEDULE**

Site Selection (Original)	\$191,699.92
90% Building Design (Amend 1)	\$1,188,335.22
60% Civil Engineering (Amend 2)	\$54,401.00
Design Implementation (Amend 3)	\$1,008,461.21
IT Support Services (Amend 4)	\$ 35,271.72
<b>Credits Unused Fee-Site Selection</b>	
Alpha Envirotech Consulting Inc	(\$20,283.95)
Meskill and Associates	(\$8,135.08)
GM Hill Engineering	(\$4,973.28)
GAI Consultants	(\$1,879.41)
<b>Increase in Fees (Amend 4)</b>	<b>\$0.00</b>

**Miscellaneous Direct Costs**

Total Misc. Direct Costs (Amendment #4)	\$ 0.00
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The following current design fee and total indebtedness are unchanged by Amendment #4:

**Total Design Fee \$2,440,897.35**

**Total Indebtedness: \$2,484,647.35**

**SUMMARY OF MILESTONE DESIGN DURATIONS**

The design team will provide a schedule to implement the following design tasks upon execution of Amendment #4:

If you have any questions to advance the contract negotiations for the services described in this proposal, please do not hesitate to call me at 904-332-6699

Sincerely,

*Richard P. Bouchereau, Jr.*

Richard P. Bouchereau, Jr. (Aug 31, 2022 08:15 CDT)

Richard Bouchereau  
Vice President  
Copy: File

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

<b>PART I - GENERAL</b>				
1. Project Prof. Architectural and Engineering Services for Medical Examiners Office			2. Proposal Number P-17-19	
3. Name of Consultant Gresham Smith			4. Date of Proposal 8/26/22	
<b>PART II - LABOR RELATED COSTS</b>				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Architect P9:Principal Senior Healthcare Planners	\$96.67	0.00	\$0.00	
Architect P8:Engineer P8 Senior Architect P-8/Project Manager	\$71.67	0.00	\$0.00	
Senior Engineer P8 Senior Architect P7 Medical Planner	\$65.00	0.00	\$0.00	
Systems Analyst Senior Eng P-7 Arch P-6 Proj Eng P-6	\$58.34	0.00	\$0.00	
Coordinator T1 Interior Designer P8 Architect PS/Engineer PS/Coordinator	\$51.67	0.00	\$0.00	
T6 Interior Designer P6 Architect P4 Engineer Interior Designer	\$45.00	0.00	\$0.00	
P5/Coordinator T5 Intern Arch P-3 Intern Designer	\$38.34	0.00	\$0.00	
P3/Coordinator T4 Intern Arch P2 Intern Designer	\$31.67	0.00	\$0.00	
P2 Intern Engineer P2 System Analyst CAD Tech T3 Intern Arch/ Designer P1	\$28.34	0.00	\$0.00	
Administrative Support	\$25.00	0.00	\$0.00	
	\$21.67	0.00	\$0.00	
<b>TOTAL DIRECT LABOR</b>		0 Hours		\$0.00
6. Overhead (Combined Fringe Benefit & Administrative)				
			165.00%	\$0.00
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$0.00
8. PROFIT: Labor Related Costs (Item 7) x 10%				\$0.00
<b>PART III - OTHER COSTS</b>				
9. Miscellaneous Direct Costs				
Transportation & Shipping			\$0.00	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				\$0.00
10. SUBCONTRACTS (Reimbursable/Not to Exceed)				
<b>SUB-CONTRACT SUB-TOTAL</b>				\$0.00
<b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>				\$0.00
11. REIMBURSABLE COSTS (Limiting Amount)				
Geotechnical Meskel & Assoc			(8,135.08)	
Civil Eng Svcs- GAI Consultants			(1,879.41)	
Environmental Svcs Alpha Environmental			(20,283.95)	
Structural Eng Svcs GM Hill			(4,973.28)	
IT Support Mark Tarrance			\$35,271.72	
<b>SUB-TOTAL REIMBURSABLES</b>				\$0.00
<b>PART IV - SUMMARY</b>				
<b>TOTAL AMOUNT OF AMENDMENT #6 (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)</b>				\$0.00
12. PRIOR CONTRACT AMOUNT (Through Amendment # 1)				\$2,484,647.35
<b>AMENDED AMOUNT OF CONTRACT</b>				<b>\$2,484,647.35</b>



August 5, 2022

Mr. Stephan Gartman  
Gresham Smith and Partners  
225 Water Street, Unit 2200  
Jacksonville, FL 32202

Project: City of Jacksonville Medical Examiner Office - Golfair Site  
Amendment 04 IT Consultant for Room Design and Equipment  
Specifications  
Jacksonville, FL

Dear Stephan:

Thank you for the opportunity. We evaluated the information provided and developed the following scope of work and fee.

**GENERAL**

1. The City of Jacksonville would like the MEO to be a stand-alone data facility and act as a backup to the city's Main Data Center. They have asked EEI to use a third-party consultant (Mark Tarrance) familiar with City standards for data room layout, design phase review and development of equipment specifications. The consultant will be employed as part of our company. Commencement will begin from the 60% submittal stage through the project construction award. Construction phase services will be under a separate proposal.

**DATA ROOM DESIGN**

1. IT Consultant Scope additional services:
  - a. Redline MDF Layout design of racks, trays, equipment based on COJ plans on previous data facilities, selection of data equipment in coordination with COJ standards with specifications i.e., servers, switches, rack UPS, equipment racks, etc., and review of engineering infrastructure design by EEI such as power distribution units, computer room air conditioning units (CRAC), fire protection system, and pertinent items.
  - b. Assist and review COJ in house systems personnel (Scott) with design/selection of systems and specify specialty equipment, i.e., access control/cable, IP video surveillance, duress alarm, access control, and security audio/video security intercoms.



August 5, 2022

Mr. Edward J. Eng PE  
Eng Engineering Inc  
8130 Bayberry Road  
Jacksonville, FL 32256

Project: IT Design Consulting  
City of Jacksonville Medical Examiner Office - Golfair  
Site Jacksonville, FL

Dear Edward:

Thank you for the opportunity to work on the above noted project. We evaluated the information provided and developed the following scope of work and fee.

1. **Provide IT Consultant for Room Design and Equipment Specifications** in accordance with the attached proposal of Eng Engineering to GSP for the New City of Jacksonville Medical Examiner Office - Golfair Site (±53,500 SF).
  - Not to exceed \$24,000

#### EXCLUSIONS

1. Items and tasks not mentioned above.

Fee for above services is as noted in the fee sheet submitted with the proposals.

#### NOTES

1. Additional services or tasks not mentioned above will be invoiced time and material per my rate of \$150 per hour.

We will invoice monthly for work performed. Invoices will include dates and hours design services performed. If the project is put on hold or cancelled, we will invoice the percentage of work completed. Payment will be accordance to your agreement with Gresham Smith and their agreement with City of Jacksonville.

We can begin work following the receipt of this endorsed agreement and/or purchase order. Thank you for contacting us and please do not hesitate to call with questions.

Respectfully,



Mark Tarrance  
Consultant

\_\_\_\_\_  
Authorized Signature

August 30, 2022

\_\_\_\_\_  
Date

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

Exhibit

**PART I - GENERAL**

<b>1. Project</b> COJ Medical Examiner's Office Building IT Support Services Design <del>Phase-Amendment 04</del>	<b>2. Proposal No. / Contract No.</b>  <b>TBD</b>
<b>3. Name of Consultant</b> Eng Engineering-IT Subconsultant	<b>4. Date of Proposal</b> 08/26/22

**PART II - LABOR RELATED COSTS**

<b>5. Direct Labor</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>	<b>Estimated Cost</b>	<b>TOTAL</b>
Architect P9/Principal/Senior Healthcare Planners	\$ 96.67	40	\$ 3,866.80	3,866.80
Architect P8/Engineer P8	\$ 71.67	0	\$ 0.00	0.00
Senior Architect P8/Project Manager/Senior Engineer P8	\$ 65.00	0	\$ 0.00	0.00
Senior Architect P7/Medical Planner/Systems Analyst/Senior Engineer P7	\$ 58.34	0	\$ 0.00	0.00
Architect P6/Project Engineer P6/Coordinator T7/Interior Designer P8	\$ 51.67	0	\$ 0.00	0.00
Architect P5/Engineer P5/Coordinator T6/Interior Designer P6	\$ 45.00	0	\$ 0.00	0.00
Architect P4/Engineer/Interior Designer P5/Coordinator T5	\$ 38.34	0	\$ 0.00	0.00
Intern Architect P3/Intern Designer P3/Coordinator T4	\$ 31.67	0	\$ 0.00	0.00
Intern Architect P2/Intern Designer P2/Intern Engineer P2/System Analyst	\$ 28.34	0	\$ 0.00	0.00
CAD Tech T3/Intern Architect P1/Intern Designer P1	\$ 25.00	0	\$ 0.00	0.00
Administrative Support	\$ 21.67	0	\$ 0.00	0.00
<b>TOTAL DIRECT LABOR</b>	<b>\$96.67</b>	<b>40</b>	<b>\$ 3,866.80</b>	<b>\$ 3,866.80</b>
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>				
Overhead Rate			165 % x Total Direct Labor	\$ 6,380.22
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				<b>\$ 10,247.02</b>
<b>8. PROFIT: Labor Related Costs (Item 7)</b>				<b>\$ 1,024.70</b>
				<b>x 10%</b>

**PART III - OTHER COSTS**

<b>9. Miscellaneous Direct Costs</b>				
Transportation & Shipping	\$			
Original Reproducible	\$			
Reproduction	\$			
Other	\$			
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				<b>\$ -</b>
<b>10. SUBCONTRACTS (Lump Sum)</b>	\$			
<b>SUB-CONTRACT SUB-TOTAL</b>				<b>\$ -</b>
<b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>				<b>\$ 11,271.72</b>
<b>11. REIMBURSABLE COSTS (Limiting Amount)</b>				
IT Subconsultant-Mark Tarrance	\$			
160 hrs x \$150/hr	\$	24,000.00		
	\$			
EI Management of IT Consultant (See above)	\$			
	\$			
	\$			
	\$			
<b>SUB-TOTAL REIMBURSABLES</b>				<b>\$ 24,000.00</b>

**PART IV - SUMMARY**

<b>12. TOTAL AMOUNT AMENDMENT NO. 0 (Lump Sum + Reimbursables)</b> (Items 5, 6, 8, 9, 10 and 11)	<b>\$ 35,271.72</b>
<b>13. CURRENT CONTRACT AMOUNT</b>	
<b>14. NEW CONTRACT AMOUNT</b>	<b>\$ 35,271.72</b>







ONE CITY. ONE JACKSONVILLE

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

September 20, 2022

## MEMORANDUM

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

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

FROM: Steven D. Long, Jr., P.E. *Steve D. Long Jr.*  
Director of Operations  
Robin G. Smith, P.E. *R. Smith*  
Chief, Engineering and Construction Management

SUBJECT: P-34-19 Professional Engineering Services for Storm Resiliency and Hardening  
Contract 6354-17, POA 70010-20 Amendment 3

The current maximum indebtedness for contract 6354-17 is currently \$1,200,000.00 for Professional Engineering Services for Storm Resiliency and Hardening. Purchase orders issued to date have almost reached this limit, however several tasks have not been completed or initiated that will exceed this limit. There is no rate change with this amendment. CDM Smith, Inc. is committed to meeting the the 10% JSEB Goal.

Accordingly, this is to recommend that contract 6354-17, originally executed February 13, 2020, between the City of Jacksonville and CDM Smith, Inc., for Professional Engineering Services for Storm Resiliency and Hardening, be amended to increase the maximum indebtedness by \$1,000,000 to a new maximum indebtedness of \$2,200,000.00. Each project performed under this agreement shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto. All other terms and conditions are as provided in the RFP and the City's standard contract language.

RGS/lw

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





# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

ONE CITY ONE JACKSONVILLE

September 21, 2022

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 and Construction Management

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

SUBJECT: P-67-17 CEI Services for Fire Stations and Miscellaneous Vertical  
Construction  
Consultant Services  
Account Nos.: N/A  
Contract 9894-397 Amendment 3

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A scrivener's error was identified in the original RFP for P-67-17, Contract 9894-397. Item #22 in Section 4 Description of Services and Deliverables was identified as Fire Station 72 (New). The CIP was modified to replace Fire Station 72 with Fire Station 75, but Item #22 was not changed to Fire Station 75 (New) to match the CIP adjustment. There is no rate increase associated with this amendment. VIA Consulting Services, Inc. is committed to reaching the 20% JSEB goals for this contract.

Accordingly, this is to recommend that Contract No. 9894-397, originally executed September 28, 2018, between the City and VIA Consulting Services, Inc. for CEI Services for Fire Stations and Miscellaneous Vertical Construction Consultant Services, be amended to correct Item #22 in Section 4 Description of Services and Deliverables Project list from Fire Station 72 (new) to Fire Station 75 (New), with all other terms and conditions of the Agreement remaining unchanged.

RGS/lw

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

**Section 4**  
**Description of Services and Deliverables**

This is a Request for Proposals (RFP) for consultants to provide Professional Construction Engineering and Inspection (CEI) services which are required for contract administration, inspection, and materials sampling and testing for some or all of the following Projects that are or may be funded within the duration of this contract:

1. Fire Station #61 (New) - Collins & Old Middleburg (Re# 016416 1250) - Funding in 17/18 CIP
2. Fire Station #63 (New) - Baymeadows Road East (Re# 167745 4610) - Funding in 17/18 CIP
3. Fire Station #73 (New) - NE corner Aviation and Airman Dr. at Cecil Commerce Center - Funded
4. Fire Station #56 (Renovation) - Simpson Way at Cecil Commerce Center - Funded
5. Backup Emergency Operations Center - Near Fire Station 56 at Cecil Commerce Center
6. Fire Station #64 (New) - In the proximity of Bertha and Harts Road
7. Fire Station #47 (New) - In the proximity of Ethel Road
8. Fire Station #65 (New) - In the proximity of Atlantic Blvd and St. Johns bluff
9. Blue Cypress Pool - Anticipated 2017/2018
10. Lonnie Miller Splash Pad Water Park - Anticipate 2017/2018
11. Lonnie Miller Park Amenities
12. 9A Baymeadows Baseball Complex - Anticipated 2018/2019
13. William Sheffield Regional Park - Anticipated 2019/2020
14. Fire Station #17 (Replacement) - In the proximity of 710 Huron Street
15. Fire Station #45 (Relocation)
16. Fire Station #25 (Replacement)
17. Fire Station #36 (Replacement)
18. Fire Station #66 (New)
19. Fire Station #67 (New)
20. Fire Station #12 (Replacement)
21. Marine Fire Station (New)
22. Fire Station #72 (New)
23. Miscellaneous City Buildings (under \$2M)
24. Miscellaneous Parks Buildings & Associated Site Improvements (over \$2M)

The Buyer reserves the right to determine which projects, if any, will be administered and/or inspected under this contract and to add any similar fire station projects that may be funded in future CIPs.

Note: Some Fire Station number designations are preliminary and may change as locations are finalized.

Services anticipated will generally include, but are in no way limited to, the following:

- A. Constructability reviews
- B. Schedule and conduct pre-construction conference as necessary
- C. Issue Notice to Proceed to the contractor
- D. Enforce and perform terms of the construction contract between the City and its contractor
- E. Review shop drawings submitted by contractors for conformance to the specifications, and distribute to parties as necessary
- F. Obtain and answer contractors' inquiries and RFI's in a timely manner
- G. Provide qualified inspectors experienced in vertical construction to inspect the work to ensure that construction is proceeding in accordance with the contract documents
- H. Direct the contractor on removal and replacement of defective work which does not meet the contract documents, or is otherwise incorrectly constructed
- I. Review and analyze contract change order requests and proposals to determine validity thereof, and recommend appropriate action to the City
- J. Review claims and disputes and recommend necessary actions
- K. Review and recommend for approval contract change orders and forward necessary documentation and paperwork to the City as to the necessity for such changes, including substantiation of the extra costs thereof