

PUBLIC NOTICE
PSEC AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
 Thursday, April 7, 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: Gregory Pease, Chairman
 Brennan Merrell, Treasury
 James McCain, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTACT EXP	OUTCOME
Deborah Primous Tyrica Young	P-17-22	Introduce & Review Scope Security and Privacy Assessment/Security and Privacy Framework Development Kids Hope Alliance	That the committee approve the scope of service/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief of Procurement Officer and the Office of General Counsel to clarify the intent of the using agency and to ensure compliance with the City's ordinances Procurement policies and procedures and applicable state and federal laws.		
William Killingsworth Anne Coglianesse	P-37-21	Fee & Contract Negotiations Professional Services for Resilience Planning The Planning and Development Department	That the City of Jacksonville enter into a contract with The Water Institute of the Gulf for Professional Services for Resilience Planning by incorporating the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B'; provide a not-to-exceed amount of \$1,699,530.92 for the Resilience Planning; thereby providing a maximum indebtedness to the City in the amount of \$1,699,530.92; with a period of service from execution of the contract thru project completion. All other terms and conditions are per the RFP and the City's standard contract language.		
William Joyce Robin Smith	P-20-21	Introduce & Review Scope Professional Engineering Services for Hartley Road Widening from San Jose Boulevard to Old St Augustine Road Department of Public Works/Engineering & Construction Management Division	That the committee approve the scope of service/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief of Procurement Officer and the Office of General Counsel to clarify the intent of the using agency and to ensure compliance with the City's ordinances Procurement policies and procedures and applicable state and federal laws.		
William Joyce Robin Smith	P-03-22	Introduce & Review Scope NPDES Engineering and Permit Administration Services Department of Public Works/Engineering & Construction Management Division	That the committee approve the scope of service/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief of Procurement Officer and the Office of General Counsel to clarify the intent of the using agency and to ensure compliance with the City's ordinances Procurement policies and procedures and applicable state and federal laws.		
Nikita Reed Tim Rogers	P-31-20	Fee & Contract Negotiations Professional Architectural Services for Oceanway/New Berlin Library Department of Public Works/Jacksonville Public Library	That the City of Jacksonville enter into a contract with PQH Group, Inc., for Professional Architectural Services for Oceanway/New Berlin Library incorporating the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B'; providing a lump-sum amount of \$1,256,008.71 for Design Services and a not-to-exceed amount of \$35,000.00 for Environmental Services, thereby providing a maximum indebtedness to the City of \$1,291,008.71; and providing a period of service from execution of the contract thru project completion. All other terms and conditions are per the RFP and the City's standard contract language.		

<p>Mary Diperna Carolina Teran-Oceguera</p>	<p>P-12-22</p>	<p>Introduce & Review Scope Medical ASO, Pharmacy Benefit, Management Services, Stop Loss, EAP, Well Being and Chronic Condition Management Services Employee Services Department</p>	<p>That the committee approve the scope of service/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief of Procurement Officer and the Office of General Counsel to clarify the intent of the using agency and to ensure compliance with the City's ordinances Procurement policies and procedures and applicable state and federal laws.</p>		
<p>Mary Diperna Carolina Teran-Oceguera</p>	<p>P-13-22</p>	<p>Introduce & Review Scope Pharmacy Benefit Management Services Employee Services Department</p>	<p>That the committee approve the scope of service/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief of Procurement Officer and the Office of General Counsel to clarify the intent of the using agency and to ensure compliance with the City's ordinances Procurement policies and procedures and applicable state and federal laws.</p>		
<p>Patrick Greive Paul Barrett</p>	<p>N/A</p>	<p>Informational Update Bank Loan Provider for Special Revenue, Series 2022B Bank Loan/Bond Issuance Finance and Administration Department/Treasury Division</p>	<p>The Treasury Division hereby notifies PSEC in accordance with Section 126.313 of the Purchasing Code and the related Treasury and Pension Procurement Procedures, and after careful consideration, that JP Morgan Chase Bank, N.A., has been selected to reserve for the City \$28,682,400.00 at a fixed interest rate of 2.77%; to be repaid over a period of 19.5 years for the purpose of refunding the outstanding Industrial Development Revenue Bonds (Metropolitan Parking Solutions Project), Series 2005 and Industrial Development Revenue Bonds (Metropolitan Parking Solutions Project), Series 2005A.</p>		
<p>Meeting Adjourned:</p>					

"The next PSEC meeting is scheduled to be held on Thursday, April 21, 2022"



City of Jacksonville, Florida
PROCUREMENT DIVISION

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

March 24, 2022

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Saralyn Grass, Chief Administrative Officer
Kids Hope Alliance

CC: Michael Weinstein, Chief Executive Officer
Kids Hope Alliance

Kenneth Darity, Chief Programs Officer
Kids Hope Alliance

Subject: Certification Letter for Security and Privacy Assessment/Security
and Privacy Framework Development

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

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

1. The general purpose of the service or study:

Conduct a security and privacy assessment, framework development, and a data strategy.

2. The Objective of the study or services:

Conduct a security and privacy assessment on KHA's internal information systems and processes.

3. The estimated period of time needed for the service or study:

The initial project will take one-year and the contract will have 4 optional 1-year renewals for updates

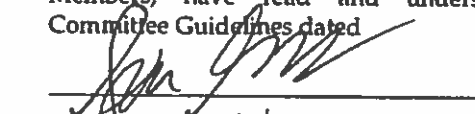
4. The estimated cost of the service or study:
Up to \$100,0000
5. Whether the proposed study or service will not duplicate a prior or existing work.
KHA has never had a contractor provide security and privacy assessment.
6. List of current contracts or prior services or studies which are related to the proposed study or service
N/A
7. A statement as to why the service/study cannot be done by department or agency staff:
Those staff with expertise to possibly provide security and privacy assessment services have other duties that prevent them from dedicating exponential amount of time to such services and would take them away from their day-to-day duties to work on this project
8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members:
Saralyn Grass - 255-4404
Tyrica Young - 255-4423
9. A project funding account number: Funding will be identified at the time purchase orders are issued for these services

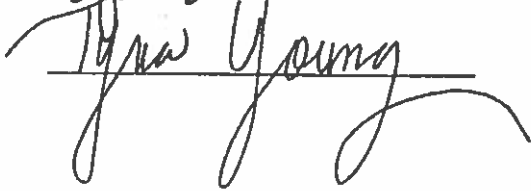
Fund	Center	Account	Project	Activity	Interfund	Future
10901	181005	531090	000000	00000000	00000	0000000

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

Novus Insight, Inc. - jmcgrattan@novusinsight.com
Scarlett Group - info@scarlettculture.com
NetTech Consultants, Inc. - help@nettechconsultants.com

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





KHA - Chief Administrative Officer
TITLE

KHA - Director, Research and Grants
TITLE



City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

April 5, 2022

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

THRU: Bill Killingsworth *WBK*
Director, Planning and Development

FROM: Anne Coglianese *AC*
Chief Resilience Officer

SUBJECT: P-37-21 Professional Services for Resilience Planning

The Chief Resilience Officer has negotiated with the consultant selected for Professional Services for Resilience Planning, resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B. This agreement will be under the Encouragement Plan.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with The Water Institute of the Gulf for Professional Services for Resilience Planning, that includes the attached Scope of Services identified as Exhibit "A" and Fee Schedule identified as Exhibit "B" to provide a not to exceed limit for Resilience Planning Services in the amount of \$1,699,530.92, with a maximum indebtedness to the city in the amount of \$1,699,530.92 and with an expiration date of Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.

Funding for this project is as follows:

ACCOUNT:	TOTAL
32111.153101.565051.010384.00000000.000000.0000000	
010384	
PWCP Public Works Capital Projects- Other Trans Svcs	
565051	
1	
32111-0384020	
\$1,699,530.92	\$1,699,530.92

Attachment: Exhibits A & B

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



JACKSONVILLE RESILIENCE PLANNING

April 4, 2022

This proposal to the City of Jacksonville is to provide comprehensive, professional Resilience Planning services with sub-contractors SCAPE, Acuity Design Group Inc. “ADG”, Half, and Fernleaf. The Water Institute team will work in close collaboration with Jacksonville’s Chief Resilience Officer (CRO), with advisement from other City leadership and key stakeholders, to develop a comprehensive, data-driven, and implementable resilience strategy and to establish the framework for a long-term resilience program for the City.

PROJECT BACKGROUND AND UNDERSTANDING

The City of Jacksonville faces unique and urgent challenges associated with adapting to the impacts of climate change. The location of the city along the Atlantic Ocean, the Saint John’s River and its tributaries, and the Intracoastal Waterway, make Jacksonville uniquely vulnerable to the impacts of storm events, as evidenced during Hurricane Matthew in 2016 and Hurricane Irma in 2017.

In the years following Hurricanes Matthew and Irma, the City of Jacksonville began taking numerous steps to understand and address its risk. In 2018, the City convened the Adaptation Action Area Work Group to respond to the State’s Peril of Flood legislation and consider appropriate responses to address the risks brought on by a medium range impact of six feet of sea level rise by 2100. In 2019, the City created a Storm Resiliency and Infrastructure Development Review Committee to evaluate drainage and infrastructure improvements. And in 2020, the Jacksonville City Council convened a special committee on resiliency and released a report outlining the urgency in Jacksonville’s need to address resilience, as well as a collection of recommendations from subject matter experts.

The next phase of the City’s resilience work will expand on the work to-date and develop a comprehensive resilience strategy to organize, outline, and communicate a path forward to making Jacksonville a more resilient City. The resilience strategy is anticipated to be a collection of projects, policies, and programs aimed at addressing the issues brought on by climate change in a dynamic and multifaceted way.

The Water Institute has assembled a tight-knit, nimble, and interdisciplinary team of national and local climate resilience practitioners and experts in planning, policy, science, engineering, design, data analytics, and engagement to work closely with the CRO in facilitating a comprehensive, collaborative, and effective resilience planning process tailored to Jacksonville’s needs and context. The Water Institute team is structured with a Core Planning Team for day-to-day interactions with the CRO, Technical



Advisors to leverage national and local expertise, and a Support Team to assist on various aspects of the scope of work.

The planning approach will incorporate the following key elements of a successful resilience strategy that will be successful for Jacksonville in the long run:

- Collaboratively develop a clear, compelling vision for a future resilient Jacksonville supported by a coalition of champions across public, private, and civic entities.
- Improve understanding of the interrelated risks, stresses, and vulnerabilities facing Jacksonville now and into the future and consensus on the scope, nature, and extent of actions necessary to sufficiently address and adapt to them – both inside and outside of government.
- Execute a process that integrates and builds on the extensive efforts to date in Jacksonville, is tailored to Jacksonville’s unique risks and city context, and serves as the “guiding force” for adaptation of infrastructure, policy, and city operations into the future.
- Develop robust plans to facilitate transformative built projects, changes to policies and regulations, and new approaches to city operations, evaluated and managed over time based on how they measurably move the needle on making Jacksonville a more resilient city.
- Identify clear pathways and mechanisms for funding and implementing projects and programs as well as institutionalizing resilience in the practice of city government and civic society for the long-term.

SCOPE OF WORK

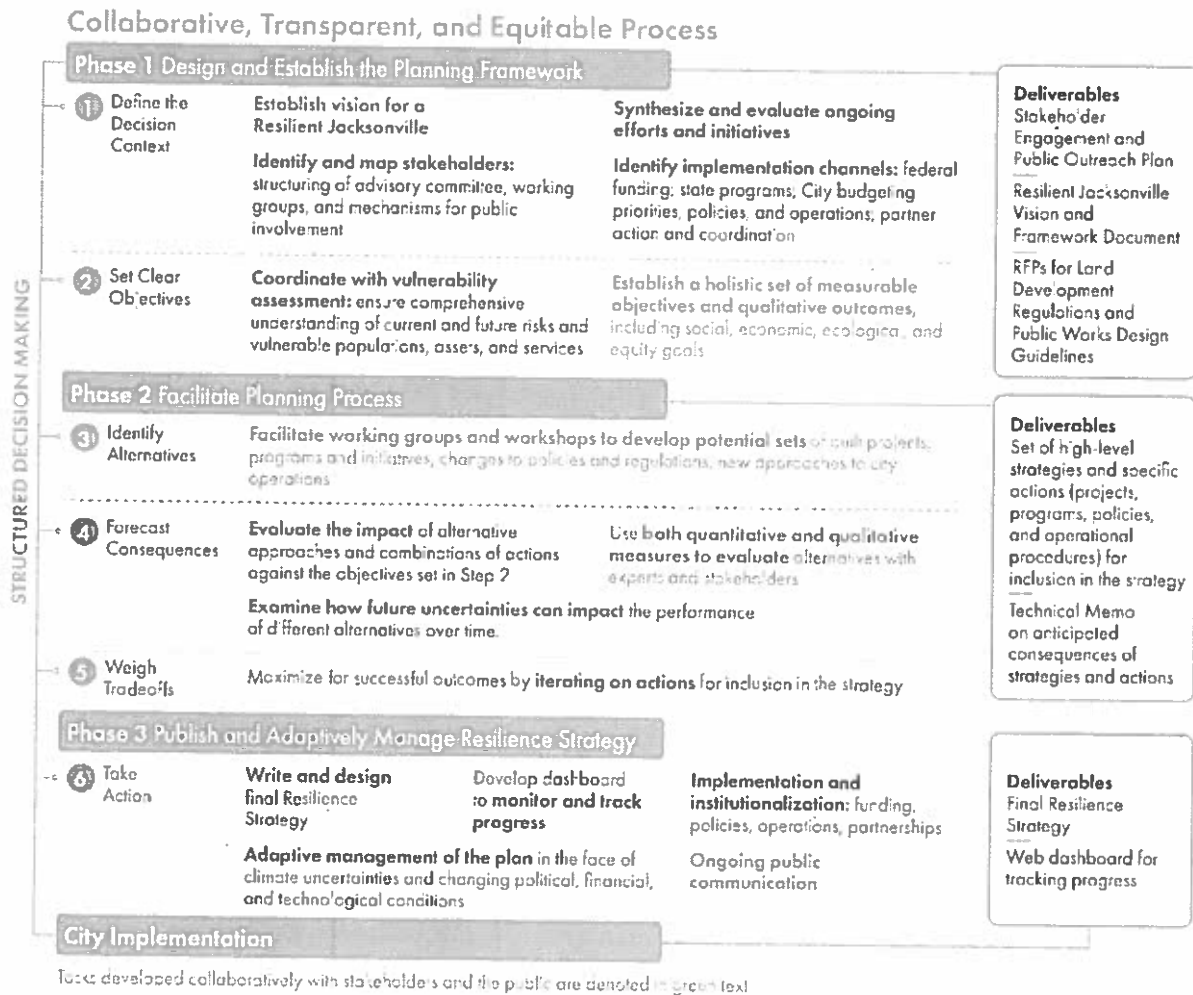
This scope of work builds from the three phases outlined by the City: Phase 1) Design and Establishing the Planning Framework, Phase 2) Facilitate the Planning Process, and Phase 3) Publish and Adaptively Manage the Resilience Strategy. Each phase includes several tasks and subtasks detailed in this section. The scope of work also includes a Task 4.0 for Additional Support services that the City may request during the project.

The planning approach is grounded in a Structured Decision Making Framework (SDM). SDM is a six-step approach that combines science and policy to break down complex decisions. It guides decision makers and stakeholders in identifying solutions that meet a clearly defined vision and set of objectives in a manner that is explicit and transparent. Figure 1 below demonstrates how the six SDM steps (circled numbers) will be incorporated into Jacksonville’s three phases and associated deliverables in the scope of work in a manner tailored to Jacksonville’s needs.

The full scope of work is anticipated to take 18 months to complete.



Figure 1. Summary of Approach



PHASE 1: DESIGN AND ESTABLISH THE PLANNING FRAMEWORK

Phase 1 will establish the framework, risk analysis tools, measurable objectives, and stakeholder engagement approach that will provide the basis for developing implementable resilience strategies and actions. Phase 1 includes Tasks 1.0, 1.1, 1.2, 1.3, and 1.4 as described below. Phase 1 is anticipated to take five months to complete, with most tasks happening concurrently (see Project Timeline for more detail). This phase will culminate with the launching of a public-facing Resilient Jacksonville vision and framework website that synthesizes the findings, analysis, and priorities identified in Phase 1.



TASK 1.0 – PROJECT MANAGEMENT

This task will be reserved for project management activities, including biweekly project status updates for the duration of project with the City of Jacksonville and the Core Planning Team as well as weekly project management calls between the Project Manager and the CRO.

TASK 1.1 – PLANNING FRAMEWORK AND IMPLEMENTATION PATHWAYS

A strong foundational framework will be essential to a successful planning process. This task will seek to orient the consultant team, synthesize and leverage relevant plans and efforts that this planning process builds upon, and identify upfront potential implementation pathways. This task includes the following related subtasks outlined below.

Project Start Up

The Project Manager will work with the CRO to develop a work plan and begin initial background research.

Project Kickoff Sessions

The Core Planning Team will convene in Jacksonville for a 2-3 day Project Kick Off. This will include time for site visits, initial meetings with key City leadership and external stakeholders, and Core Planning Team working sessions with the CRO. The Water Institute will work with the CRO to plan the agenda for the Kick-Off Sessions and prep necessary materials. The goal of these sessions will be to orient the consultant team, accelerate the work plan, and begin synthesizing a vision for a more resilient Jacksonville.

Planning Framework Development

The Core Planning Team will work with the CRO to refine the planning framework, including incorporation of Structure Decision Making methods. The team will also develop diagrams and infographics to support the articulation of the planning framework to City leadership and stakeholders.

Synthesis and Evaluation of Existing and Ongoing Projects, Efforts, and Initiatives

Halff will lead this task, with support from ADG and The Water Institute, to comprehensively synthesize and evaluate existing and ongoing projects, efforts, and initiatives in Jacksonville. This analysis will include synthesizing stakeholder feedback and priorities, identifying opportunities to leverage or coordinate existing efforts, as well as identification of gaps. Final deliverable will be a memo to the CRO and Core Planning Team.



Identify Potential Implementation and Funding Channels (state, federal, City budget) and Key Considerations/Requirements

The Water Institute will lead this task with support from Fernleaf and Halff to develop a matrix of potential implementation and funding channels (to include federal grants, state programs, City budget and operations, alignment with existing City programs, and improving the City's insurance credit rating and FEMA CRS class) that may support implementation of strategies and actions to be developed in Phase 2. This matrix will include identifying key considerations and requirements (scope of activities, timeline, grant application requirements, etc.) for each implementation or funding channel. This matrix will enable the team to work towards developing and prioritizing strategies and actions with clear pathways to funding and implementation.

Drafting of RFPs for Land Development Regulations and Public Work Design Guidelines

The City is undertaking concurrent efforts to update its Land Development Regulations and Public Work Design Guidelines to better account for risks and future climate projections. The Water Institute will provide comments and advise on the drafting of RFPs to solicit consultant teams to support these scopes of work. The Water Institute will also serve as an adviser to these projects to ensure that these efforts are coordinated with the Resilience Planning process, timeline, and outcomes and to provide strategic recommendations based on findings and priorities articulated in the Resilience Planning process and best practices from elsewhere.

Task 1.1 Deliverables:

- Planning framework communication graphics
- Memo synthesizing and evaluating ongoing projects, efforts, and initiatives
- Implementation and funding matrix

TASK 1.2 – ASSESS RISKS AND VULNERABILITIES

The following interrelated subtasks will build towards a more comprehensive and detailed view of risks and vulnerabilities facing city systems today and in the future. Concurrent work being performed by CDM Smith to develop an Infrastructure Vulnerability Assessment provides an important input into this planning process. Our team will build on this work with analysis on additional hazards, exposure and vulnerability of additional assets, and consideration of future uncertainties related to climate change and other socio-political forces. This task will culminate with the development by Fernleaf of an internally facing decision support tool called AccelAdapt that will provide actionable vulnerability and risk insights



down to the parcel level. This tool will provide an incredible resource to the planning process and will also be available to City departments to support their ongoing workstreams.

Systems Analyses: Framing and Synthesis of History, Context, Trends, Vulnerabilities, Key Issues, and Data

The team will undertake a synthesis and analysis of critical systems within Jacksonville, including: infrastructure; land use, development, and housing; landscape and ecology; economy and jobs; and social and cultural assets. This analysis will include framing of history, context, and recent trends as well as synthesizing key issues and data. The team will also identify critical assets within each of these systems and coordinate with the vulnerability assessment to determine their level of exposure and vulnerability to hazards and ongoing stresses.

Assess Risks and Vulnerabilities

Femleaf will lead this task with support from The Water Institute and technical advisement from Halff to conduct a Citywide Vulnerability and Risk Assessment using key threats to selected asset classes, building on the work of the CDM Smith Infrastructure Vulnerability Assessment for more holistic resilience analysis.

The team will review the CDM Smith Infrastructure Vulnerability Assessment, conduct additional meetings with their team as required to discuss, secure information on their data sets, identify data gaps and prepare a gap analysis. The team will then work to expand this assessment with additional data and analysis to produce a more holistic Citywide Vulnerability and Risk Assessment. This will include the addition of asset categories and hazards, as described below (subject to the limitations outlined).

- Adding A) residential property, B) commercial and industrial property, C) government owned facilities (if not already covered by CDM), D) critical community facilities (providing critical food, medical and shelter services) and E) cultural, historical, and recreational community assets, to the asset categories in the CDM Smith vulnerability assessment. We assume that all asset data (property parcels and building footprints) will be available from the property assessor in a readily-usable GIS format. We further assume that the threat inputs to be used will consist of GIS model output data from the rainfall and surge models developed by CDM Smith (up to 3 climate scenarios each for a total of up to 6 threat analyses for all 5 asset categories listed above for a total of up to 30 flood-driven vulnerability assessments). Additionally, a screening-level Urban Heat Islands analysis will be provided that identifies potentially vulnerable populations living in areas likely to experience urban heat island effect. Census-based indicators of social vulnerability will also be provided to enable understanding of compounding and disproportionate vulnerabilities affecting historically marginalized and underserved communities.
- Adding transportation assets, principally the roadway system serving the area) focusing on the location and effects of disruptions to mobility in the area from designated flooding conditions



including the economic impact to workforces and tax bases for commercial and industrial properties and changes in emergency and public safety response times and routes.

- Adding wildfire and high winds to the threats assessed on the designated asset categories.

Because the nature of any data gaps is not yet known, the Consultant will need to reserve the right to adjust the fee and timelines according to the effort required to close any data gaps.

Analyze Future Uncertainties

The Water Institute will lead this task to identify and assess climate uncertainties as well as uncertainties in social, political, financial, and technological conditions that will play a role in Jacksonville's long-term resilience. The Water Institute will undertake an "XLRM" working session with key City staff to identify exogenous uncertainties (Xs), Policy Levers (Ls), Relationships (Rs), and Measures (Ms). This exercise will provide a basis of knowledge for exploring adaptive pathways for the plan in the face of future uncertainty in Phase 2.

Risk and Vulnerability Translation and Communication

Fernleaf will provide an online portal (AccelAdapt Online) that will provide interactive access to the results of the vulnerability and risks assessment that can be explored down to the parcel level. This online portal will be provided with an unlimited number of seats for use by City staff and consultant team (not for the general public) and maintained by Fernleaf through April 2024. A public-facing dashboard (Task 3.2) will be developed with the City later in the project; focused on higher-level findings of the vulnerability assessment (aggregated to the neighborhood scale) while highlighting the measures to address them and the City's progress in doing so.

To support risk communication to a broader public in Phase 1, SCAPE will develop key graphics and visuals to communicate the risk assessment, including plan overlays at the city or metro scale and supporting section diagrams to help communicate findings and interpretations of the maps. This will be included in the Resilient Jacksonville website described in Task 1.4.

Task 1.2 Deliverables:

- Internal-facing AccelAdapt Online portal
- Public risk communication graphics and visuals

TASK 1.3 – IDENTIFY MEASURABLE OBJECTIVES AND FOCUS AREAS

This task includes two subtasks that will set the framework for developing strategies and actions in Phase 2.



Establish Holistic Set of Measurable Objectives and Qualitative Outcomes

Core to a Structured Decision Making process is the establishment of clear, direction objectives to guide the planning process and provide the basis for prioritizing across different kinds of strategies and actions for implementation. The development of objectives will flow from the vision for a more resilient Jacksonville, priorities established in previous planning efforts, as well as the risk and vulnerability assessment findings. The Water Institute will work with the CRO and City leadership to identify and establish objectives for the plan.

Identify Priority Issue Areas and Focus Geographies for Deeper Analysis and Action Development

The Core Planning Team will work with the CRO to identify approximately five priority issue areas and corresponding focus geographies based on the Phase 1 analysis. These priority issue areas and focus geographies will provide the working structure for action development in Phase 2. The team will work with the CRO to summarize each of the priority issue areas and provide maps of the focus geographies to share publicly with stakeholders.

Task 1.3 Deliverables:

- List of objectives to guide the Jacksonville Resilience Strategy
- List of priority issue areas and focus geographies

TASK 1.4 ENGAGEMENT & COMMUNICATIONS PLAN AND WEBSITE DEVELOPMENT

Identify Key Stakeholders

ADG and Halff will support the City in developing a database of key stakeholders in city departments and agencies, city working groups, community organizations, state and federal agency partners, the private sector, and academia that will be important to engage in the planning process.

Develop Plan for Stakeholder and Public Outreach and Engagement

ADG will lead this task with support from The Water Institute and SCAPE. The stakeholder and public outreach and engagement plan will include the structure for working and advisory groups that will support plan development as well as tactics for public involvement a key milestones in the process.



Development of "Meeting in a Box" Materials for City and Key Stakeholders to Use

SCAPE will lead this task with support from The Water Institute and ADG. The "Meeting-in-a-Box" is a kit of custom project engagement materials that would allow project team members or trained community representatives to take the engagement "on the road" to existing community hubs or gatherings. This will include a standard set of presentation materials: one (1) project one-pager/flyer, one (1) powerpoint presentation. Accompanying narrative/outline document of talking points for the presentation will be developed by TWI with support from SCAPE. The Water Institute will work with the City to develop content and appropriate uses for the "Meeting-in-a-box".

Initial Stakeholder Meetings and Interviews

This task will include time for The Water Institute and ADG, in coordination with the CRO, to conduct stakeholder meetings and interviews in support of Phase I activities.

Development of Resilient Jacksonville Branding Guidelines and Materials

SCAPE will lead this task to develop a graphic identity and standard/template communication materials for the Jacksonville Resilience plan and program. This will include establishing graphic styles and templates for the project including color palette, fonts, graphic standards and .indd (report and presentation), .ppt (presentation), and .docx (memo and report) templates. These graphic styles will be used by the consultant team and the City for all materials communicating the project. Assumes two rounds of review and feedback by the City followed by revision.

Develop Resilient Jacksonville Vision and Framework Website and Communication Materials

The Water Institute and the Core Planning Team will work with the City to synthesize Phase I outcomes into a publicly accessible deliverable including: vision for a more resilient Jacksonville, risks and vulnerability data, objectives for the plan, and focus areas for deeper analysis and action development. This information will be shared via a publicly accessible project website that ADG will develop and host.

Task 1.4 Deliverables:

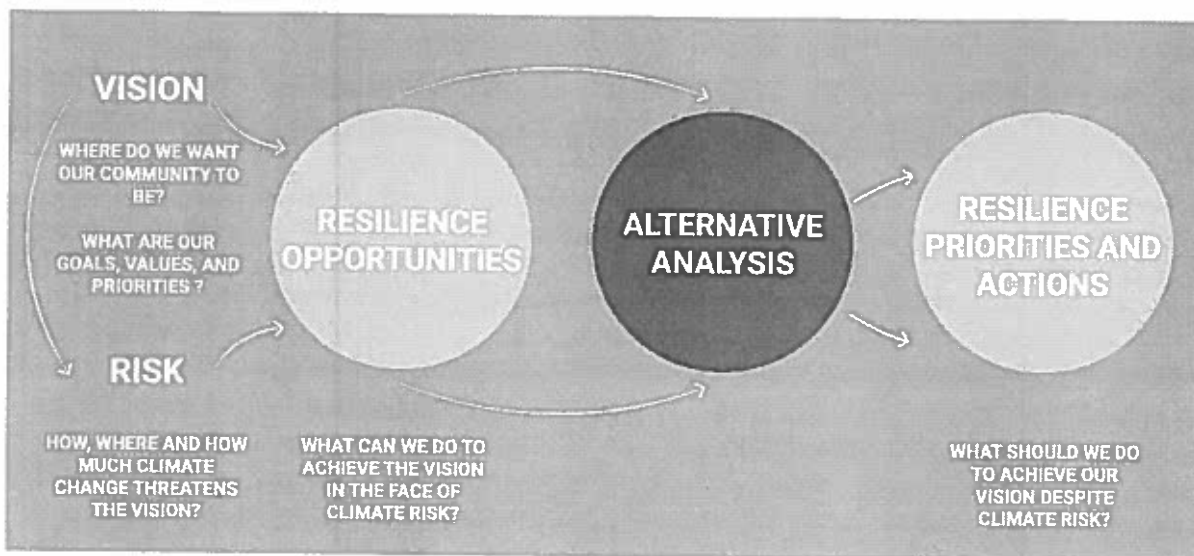
- Stakeholder Engagement and Public Outreach Plan
- Resilient Jacksonville graphic styles and templates
- "Meeting in a Box" materials
- Public-facing Resilient Jacksonville project website, including summary of Phase I outcomes



PHASE 2: FACILITATE THE PLANNING PROCESS

Phase 2 will focus on the development, evaluation, prioritization, and refinement of strategies (high-level approaches) and actions (built projects, programs and initiatives, changes to policies and regulations, or new approaches to city operations with clear steps towards implementation) for inclusion in the final plan. See Figure 2 for a high-level overview of this process.

Figure 2 Development, evaluation, prioritization, and refinement of resilience strategies and actions



The work in Phase 2 is anticipated to be structured around the approximately five priority issue areas and focus geographies identified through the analysis in Phase 1. It is anticipated that local stakeholder working groups will support action development within each of the priority issue areas. Phase 2 is anticipated to take 10 months to complete. Phase 2 will include Tasks 2.1, 2.2, and 2.3. A general description of the tasks is provided below.

TASK 2.1 – DEVELOP POTENTIAL STRATEGIES AND ACTIONS

Initial Focus Area Workshops: Deep Dives into Five Focus Areas and Development of Alternative Strategies with Local Experts, Stakeholders, and Communities.

The consultant team will work with the CRO to convene and facilitate approximately five Focus Area Workshops organized around each of the priority issue areas and geographies identified in Phase 1. It is anticipated that these workshops will be held over the course of one week in person in Jacksonville. Local experts, stakeholders, and community representatives will participate in each of the workshops and work with the consultant team and CRO to identify opportunities within each issue area and develop alternative approaches, strategies, and actions that seek to improve Jacksonville's resilience.



Development of Alternative Sets of Strategies and Actions for Evaluation

Based on the outcomes of the Focus Area Workshops, the team will work with the CRO to develop potential alternative sets of strategies and actions that represent different approaches to improving the city's resilience. The team will summarize these alternatives for evaluation in Task 2.2.

Task 2.1 Deliverables:

- Summary of Initial Focus Area Workshops findings
- List of alternative sets of strategies and actions for evaluation

TASK 2.2 – EVALUATE THE IMPACT OF ALTERNATIVE SETS OF STRATEGIES AND ACTIONS

This Task will evaluate the alternatives identified in Task 2.1 against the objectives established in Task 1.3 to comprehensively forecast the anticipated consequences of each alternative.

Develop Evaluation Criteria and Methods for Assessing Impacts to Objectives

The consultant team will develop evaluation criteria and methods for assessing impacts of alternatives on each of the objectives established in Task 1.3. It is anticipated that methods will include quantitative measures as well as qualitative assessments, including eliciting expert input on anticipated outcomes through survey methods. The AccelAdapt tool will provide a baseline of data on risk and vulnerability to guide evaluation.

Evaluate Alternative Sets of Strategies and Actions Against Objectives

The Water Institute will work with the CRO and stakeholders to evaluate each of the alternatives using the quantitative and qualitative methods identified. It is anticipated that this evaluation will include quantitative metrics as well as qualitative survey methods with stakeholders and experts.

Adaptive Pathways Workshop: Examine How Future Uncertainties Can Impact the Performance of Different Alternatives Over Time

The Water Institute will lead an adaptive pathways small working session with key City staff to support the adaptive management of strategies and actions under future uncertainty of climate, economic, and socio-political conditions. This workshop will identify conditions under which the selected alternatives will fail and require the City to shift its approach. This exercise will help to identify and prioritize critical near-term actions as well as understand the sequencing and path dependency of actions over time.



Task 2.2 Deliverable:

- Tech Memo summarizing Consequence Analysis

TASK 2.3 – REFINEMENT AND FURTHER DEVELOPMENT OF CATALYTIC ACTIONS

Identify Priority Strategies and Actions Based on Consequences and Tradeoffs

Based on the evaluation of anticipated consequences in Task 2.2, the consultant team will work with the CRO to prioritize strategies and actions within each of the priority issue areas and focus geographies.

Second Focus Area Workshops: Advance Priority Actions in Collaboration with Key Stakeholders.

The consultant team will work with the CRO to convene and facilitate approximately five follow up Focus Area Workshops organized around each of the priority issue areas and geographies identified in Phase 1. It is anticipated that these workshops will be held over the course of one week in person in Jacksonville. This second series of workshops will focus on advancing priority catalytic actions, or built projects, programs and initiatives, changes to policies and regulations, and new approaches to city operations. The consultant team will engage local experts, stakeholders, and community representatives in the details of action design and implementation planning.

Further Action Development with Key Stakeholders and Communities

The consultant team will work with the CRO to advance and refine the development of catalytic actions identified as priorities for the plan. This will include policy research as well as further coordination with key stakeholders and engagement of communities where catalytic actions are focused.

Task 2.3 Deliverables:

- List of Priority Strategies and Catalytic Actions
- Summary of Second Focus Area Workshops findings

PHASE 3: PUBLISH AND ADAPTIVELY MANAGE RESILIENCE STRATEGY

Phase 3 consists of Tasks 3.1 and 3.2 described below and is anticipated to take three months to complete.



TASK 3.1 – WRITE AND DESIGN FINAL RESILIENCE STRATEGY

The consultant team will work with the CRO to synthesize the outcomes of Phases 1 and 2 into a comprehensive and accessible final resilience strategy document. This task includes support writing the plan in collaboration with City staff; the development of visuals, renderings, and infographics for inclusion of the plan; document layout; and document editing.

This task also includes updating of the project website and other communications materials.

Task 3.1 Deliverables:

- Designed Final Resilience Strategy Document
- Updated project website

TASK 3.2 – IMPLEMENTATION STRATEGY AND PROGRESS TRACKING

The consultant team will support the City in advancing actions towards implementation through the development of an externally facing dashboard, identification of implementation pathway opportunities, and advisement on the adaptive management of the plan. These tasks will help the City stand up the framework for a long-term resilience program.

Develop Dashboard to Monitor and Track Progress

Building on the work undertaken in Task 1.2, Fernleaf will develop an externally facing web based dashboard designed to provide the public with a high-level summary of identified risks and vulnerabilities as well as providing information to frame the vision, goals, objectives and priorities of the plan. In developing the dashboard, the consultant team will work with the City to develop a responsive framework and mechanism to monitor and track progress of the resilience plan. This will include the projects selected to address the vulnerabilities identified so the public can see the status of each. We will emphasize focusing on the presentation of clear, interactive, and user-friendly information and data visualizations on the status of the program and key background information on the risks facing the city in various communities. Our proposal assumes the City will maintain the dashboard once established and will collaborate in its development.

Implementation Pathway Planning: Funding, Policies, Operations, Partnerships

Building on the Implementation Matrix developed in Task 1.1, the consultant team will further advise the City on specific implementation opportunities for strategies and actions in the plan. The team will identify pathways for mainstreaming within existing policies, planning and management decisions as well as identify new funding and partnership opportunities to implement prioritized actions. This will include



specific recommendations related to opportunities through federal grants, state programs, City budget and operations, and improving the City's insurance credit rating, the FEMA Community Rating System program, regional partnerships, and other opportunities.

Adaptive Management of the Plan in the Face of Uncertainties

The Water Institute will work with the City to develop an adaptive management strategy for the plan, building on the outcomes of the Adaptive Pathways workshop in Task 2.2.

Task 3.2 Deliverables:

- Resilient Jacksonville public-facing online dashboard
- Updated implementation and funding matrix

TASK 4.0 – ADDITIONAL SUPPORT

Various other services may be requested under this contract, including but not limited to:

- Enhanced project design services.
- Additional data collection and analysis.
- Additional communications materials.
- More extensive community and stakeholder outreach.

PROJECT SCHEDULE

Based on an anticipated start date of April 2022, the overall project schedule is provided below. The consultant team will continue to work with the CRO to revise the schedule and key milestones as need be.

Task	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
PHASE 1																			
Task 1.0 - Project Management																			
Task 1.1 - Planning Framework and Implementation Pathways																			
Task 1.2 - Assess Risks and Vulnerabilities																			
Task 1.3 - Identify Measurable Objectives and Focus Areas																			
Task 1.4 - Engagement and Communications Plan and Website Development																			
Key Milestone: Resilient Jacksonville Website summarizing Phase 1 outcomes																			
PHASE 2																			
Task 2.1 - Develop Potential Strategies and Actions																			
Task 2.2 - Evaluate the Impact of Alternative Sets of Strategies and Actions																			
Key Milestone: List of Priority Strategies and Catalytic Actions																			
Task 2.3 - Refinement and Further Development of Catalytic Actions																			
PHASE 3																			
Task 3.1 - Write and Design Final Resilience Strategy																			
Task 3.2 - Implementation Strategy and Process Tracking																			
Key Milestone: Final Resilience Strategy and Dashboard Launch																			
Task 4.0 - Additional Support																			

FEE PROPOSAL

The estimated cost for The Water Institute and its subconsultants to support the full scope of work in this proposal is \$1,699,530.92. The following task breakdown includes fees for The Water Institute and its subconsultants per task. The attached Fee Summary Sheet includes Water Institute rates and hours as well as total budget for each subconsultant.

Task	Fee by Task
Task 1.0 - Project Management	\$91,032.79
Task 1.1 – Planning Framework and Implementation Pathways	\$222,864.99
Task 1.2 – Assess Risks and Vulnerabilities	\$219,918.62
Task 1.3 – Identify Measurable Objectives and Focus Areas	\$87,678.18
Task 1.4 – Engagement & Communications Plan and Website Development	\$165,350.61
Task 2.1 – Develop Potential Strategies and Actions	\$174,661.46
Task 2.2 – Evaluate the Impact of Alternative Sets of Strategies and Actions	\$135,933.31
Task 2.3 – Refinement and Further Development of Catalytic Actions	\$214,222.20
Task 3.1 – Write and Design Final Resilience Strategy	\$131,254.92
Task 3.2 – Implementation Strategy and Process Tracking	\$80,147.50
Task 4.0 – Additional Support	\$95,066.34
Expenses: Travel and Materials	\$81,400.00
TOTAL ESTIMATED FEES	\$1,699,530.92



DEPARTMENT OF THE NAVY
OFFICE OF NAVAL RESEARCH
875 NORTH RANDOLPH STREET
SUITE 1425
ARLINGTON, VA 22203-1995

Agreement Date: March 9, 2021

NEGOTIATION AGREEMENT

INSTITUTION: **THE WATER INSTITUTE OF THE GULF
BATON ROUGE, LOUISIANA**

The Indirect Cost and Fringe Benefits rates contained herein are for use on grants, contracts and other agreements issued or awarded to the Water Institute of the Gulf by all Federal Agencies of the United States of America, in accordance with the provisions and cost principles mandated by 2 CFR Part 200. These rates shall be used for forward pricing and billing purposes for the Water Institute of the Gulf's Fiscal Years 2021 and FY2022. This rate agreement supersedes all previous rate agreements/ determinations related to these rates for Fiscal Year 2021.

Section I: RATES - TYPE: PROVISIONAL (PROV)

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE</u>	<u>BASE</u>	<u>APPLICABLE TO</u>	<u>LOCATION</u>
Indirect Rate:						
PROV	1/1/21	12/31/22	89.00%	(a)	All Activities	All
Fringe Rate:						
PROV	1/1/21	12/31/22	32.52%	(b)	All Activities	All

DISTRIBUTION BASE

- (a) Total Direct Costs excluding capital expenditures, participant support costs, and subawards greater than \$25,000.
- (b) Salaries and Wages, less compensated leave time. Compensated leave time includes annual, sick leave and holiday leave.

SECTION II - GENERAL TERMS AND CONDITIONS

A. **LIMITATIONS:** Use of the rates set forth under Section I is subject to availability of funds and to any other statutory or administrative limitations. The rates are applicable to a given grant or contract or other agreement only to the extent that funds are available. Acceptance of the rates agreed to herein is predicated upon the following conditions: (1) that no costs other than those incurred by the organization were included in this indirect cost pool as finally accepted and that such costs are legal obligations of the organization and allowable under governing cost

principles; (2) that the same costs that have been treated as indirect costs are not claimed as direct costs; (3) that similar types of costs have been accorded consistent accounting treatment; and (4) that the information provided by the organization which was used as a basis for acceptance of the rates agreed to herein, and expressly relied upon by the Government in negotiating and accepting the said rates is not subsequently found to be materially incomplete or inaccurate.

B. ACCOUNTING CHANGES: The rates contained in Section I of this agreement are based on the accounting system in effect at the time the agreement was negotiated. Changes to the method(s) of accounting for costs, which affect the amount of reimbursement resulting from the use of these rates require the prior written approval of the authorized representative of the cognizant agency for indirect costs. Such changes include but are not limited to changes in the charging of a particular type of cost from indirect to direct. Failure to obtain such approval may result in subsequent cost disallowances.

C. PROVISIONAL RATES: The provisional rates contained in this agreement are subject to unilateral amendment by the Government or bilateral amendment by the contracting parties at any time.

D. USE BY OTHER FEDERAL AGENCIES: The rates set forth in Section I are negotiated in accordance with and under the authority set forth in 2 CFR Part 200. Accordingly, such rates shall be applied to the extent provided in such regulations to grants, contracts, and other agreements to which 2 CFR Part 200 applies, subject to any limitations in part A of this section. Copies of this document may be provided by either party to other federal agencies to provide such agencies with documentary notice of this agreement and its terms and conditions.

E. SPECIAL REMARKS: The Government's agreement with the rates set forth in Section I is not an acceptance of the Water Institute of the Gulf accounting practices or methodologies. Any reliance by the Government on cost data or methodologies submitted by Water Institute of the Gulf is on a non-precedence-setting basis and does not imply Government acceptance.

Accepted:

FOR THE WATER

INSTITUTE OF THE GULF:

**Danielle
Johnson**

Digitally signed by
Danielle Johnson
Date: 2021.03.10
12:49:48 -0600

DANIELLE JOHNSON
Director of Grants & Contracts

Date: 3.10.21

FOR THE U.S. GOVERNMENT:

TINGLE.BETTYJOHNSON.1204289359

Digitally signed by
TINGLE.BETTYJOHNSON.120428
9359
Date: 2021.03.10 15:33:38 -05'00'

BETTY J. TINGLE
Contracting Officer

Date: March 10, 2021

For information concerning this agreement contact:

Betty Tingle (betty.tingle@navy.mil) (703-696-7742, FAX: (703) 696-2870)
Office of Naval Research, Indirect Cost Branch (BD0242, Rm. 371)

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

PART I - GENERAL			EXHIBIT 'B'	
1. Project City of Jacksonville Resilience Planning		2. Proposal Number RFP# P-37-21		
3. Name of Consultant The Water Institute		4. Date of Proposal 3/29/2022		
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Project Manager	\$44.96	1294.00	\$58,178.24	
Project Management Support	\$31.95	1260.00	\$40,257.00	
Project Director	\$90.34	595.00	\$53,749.33	
Research Scientist II	\$42.56	1149.00	\$48,904.31	
Senior Research Scientist	\$77.74	579.00	\$45,011.46	
Research Associate II	\$29.81	540.00	\$16,097.40	
Vice President	\$127.40	104.00	\$13,249.60	
Technical Editor	\$30.79	76.00	\$2,340.04	
Grants and Contracts Specialist	\$62.50	56.00	\$3,500.00	
Administrator	\$35.00	70.00	\$2,450.00	
Project Controller	\$75.00	9.00	\$675.00	
TOTAL DIRECT LABOR		5,732	Hours	\$284,412.38
6. Overhead (Combined Fringe Benefit & Administrative)			150.46%	\$427,934.83
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$712,347.20
8. PROFIT: Labor Related Costs (Item 7) x 10%				\$71,234.72
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation & Shipping			\$0.00	
Original Reproducibles			\$0.00	
Reproducibles			\$0.00	
Other			\$0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$0.00
10. SUBCONTRACTS (Reimbursable/Not to Exceed)				
SCAPE			268,300.00	
Fernleaf			261,600.00	
ADG			205,000.00	
Halff			147,049.00	
SUB-CONTRACT SUB-TOTAL				\$881,949.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$1,665,530.92
11. REIMBURSABLE COSTS (Limiting Amount)				
Travel			30,000.00	
Printing and Materials			\$4,000.00	
SUB-TOTAL REIMBURSABLES				\$34,000.00
PART IV - SUMMARY				
TOTAL AMOUNT OF AMENDMENT #6 (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$1,699,530.92
12. PRIOR CONTRACT AMOUNT (Through Amendment # 1)				\$0.00
AMENDED AMOUNT OF CONTRACT				\$1,699,530.92

EBO FORM 1
SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

Name of Proposer: The Water Institute of the Gulf

Project Title: Professional Services for Resilience Planning

Proposal Number: RFP- Number P-37-21 Total Base Proposal Amount (if applicable): \$ 1,604,465

***Please list all JSEBs first**

Full Company Name	JSEB Category (African-American, Women, Asian, Native American, Non-MBE or Hispanic)	Type of Work to be Performed	Total Contract Value or Percentage
<u>Acuity Design Group</u>	<u>African-American Women</u>	<u>Engagement & Communications; Graphic Design; Web Design</u>	<u>\$ 205,000</u>
<u>SCAPE</u>	<u>Non-MBE</u>	<u>Resilient Design & Planning; Visual Communications; Stakeholder Engagement</u>	<u>\$ 268,300</u>
<u>Fernleaf</u>	<u>Non-MBE</u>	<u>Climate & Hazard Analysis; City Government Operations</u>	<u>\$ 261,600</u>
<u>Half</u>	<u>Non-MBE</u>	<u>Local Resilience Policy & Planning; Local Hazards Analysis</u>	<u>\$ 147,049</u>

Attach additional list of subcontractors/sub-consultants as needed

CONSULTANT/SUBCONTRACTOR/SUPPLIER TOTAL VALUES	
African-American Participation Total	\$ 205,000
Hispanic-American Participation Total	
Native-American Participation Total	
Asian-American Participation Total	
Woman Participation Total	
Non-MBE Participation Total	\$ 676,979

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

Signature of Danielle Johnson
 Proposer: Danielle Johnson
 Print Name: Danielle Johnson

Digitally signed by Danielle Johnson
 Date: 2022.03.29 11:49:40 -05'00'

Title: Director of Grants & Contracts Date: 03/28/2022



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.

TO: Greg Pease, Chairperson
Professional Services Evaluation Committee

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

FROM: Bill Joyce, P. E., Operations Director *Bill Joyce*
Department of Public Works

Robin Smith, P. E., Chief *Robin Smith*
Engineering and Construction Management Division

DATE: March 29, 2022

RE: **REQUEST FOR PROPOSALS – RFP NO. P-20-21
PROFESSIONAL ENGINEERING SERVICES FOR HARTLEY ROAD WIDENING
FROM SAN JOSE BOULEVARD TO OLD ST AUGUSTINE ROAD**

Please take appropriate action to issue the attached Request for Proposals (RFP) for subject professional services.

The following information is furnished as required by the Ordinance Code and Procurement Department Regulations:

1. The general purpose of these services is stated in the accompanying RFP.
2. The objective of this request is to make available professional services as stated in the RFP.
3. The services shall be performed in accordance with negotiated time schedules.
4. The cost for these services is estimated at approximately \$2,000,000.
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.
8. The Department of Public Works does not have the in-house capabilities to provide these services.

SS

9. A subcommittee composed of Bill Joyce, P. E., Operations Director, Department of Public Works, 255-8762; and Robin Smith, P. E., Chief, Engineering and Construction Management Division, 255-8710; is assigned to review submittals for this RFP.
10. Internal Services administrative costs should be charged to Account No. PWEN011AD.
11. Funding will be identified at the time the contract is drafted for these services.
12. All firms who have expressed an interest in furnishing Professional Engineering Services as detailed in the RFP should be mailed a notice of this RFP.
13. The subcommittee members assigned to this RFP have read and understand the Procurement Manual dated March 2017.
14. Four (4) weeks is believed to be sufficient time for interested parties to respond to this RFP.

We certify the contents of this memorandum are correct and true to the best of our knowledge.

BJ:dh

Attachment: Request for Proposals
Risk Management and EBO Approvals (sent by e-mail)

cc: David D. Hahn, P. E., Engineer Manager, Engineering Design Section
Steve Schlessinger, Contracts and Finance Manager, Public Works
Lori West, Contract Specialist, Engineering Division



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

TO: Greg Pease, Chairperson
Professional Services Evaluation Committee

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

FROM: Bill Joyce, P. E., Operations Director
Department of Public Works *Bill Joyce*

Melissa M. Long, P. E., Chief
Environmental Quality Division *Melissa M. Long*

DATE: March 29, 2022

RE: REQUEST FOR PROPOSALS – RFP NO. P-03-22
NPDES ENGINEERING AND PERMIT ADMINISTRATION SERVICES

Please take appropriate action to issue the attached Request for Proposals (RFP) for subject professional services.

The following information is furnished as required by the Ordinance Code and Procurement Department Regulations:

1. The general purpose of these services is stated in the accompanying RFP.
2. The objective of this request is to make available professional services as stated in the RFP.
3. The services shall be performed in accordance with negotiated time schedules.
4. The cost for these services is estimated at approximately \$5,500,000.
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.
8. The Department of Public Works does not have the in-house capabilities to provide these services.

9. A subcommittee composed of Bill Joyce, P. E., Operations Director, Department of Public Works, 255-8762; and Melissa Long, P. E., Chief, Environmental Quality Division, 255-7101; is assigned to review submittals for this RFP.
10. Internal Services administrative costs should be charged to Account No. PWEN011AD.
11. Funding will be identified at the time the contract is drafted for these services.
12. All firms who have expressed an interest in furnishing Professional Engineering Services as detailed in the RFP should be mailed a notice of this RFP.
13. The subcommittee members assigned to this RFP have read and understand the Procurement Manual dated March 2017.
14. Four (4) weeks is believed to be sufficient time for interested parties to respond to this RFP.

We certify the contents of this memorandum are correct and true to the best of our knowledge.

BJ:dh

Attachment: Request for Proposals
Risk Management and EBO Approvals (sent by e-mail)

cc: David D. Hahn, P. E., Engineer Manager, Engineering Design Section
Steve Schlessinger, Contracts and Finance Manager, Public Works
Lori West, Contract Specialist, Engineering Division



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

March 21, 2022

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

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

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with PQH Group, Inc. for Professional Architectural Services for Oceanway/New Berlin Library, that includes the attached Scope of Services identified as Exhibit "A" and Fee Schedule identified as Exhibit "B", to provide a lump sum amount for Design Services in the amount of \$1,258,008.71 and a not to exceed limit for Environmental Services for \$35,000.00, with a maximum indebtedness to the City in the amount of \$1,291,008.71 and with an expiration date of Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.

Funding for this project is as follows:

ACCOUNTS:		TOTAL	
32111.153103.585031.000781.00.00.00	32112.185201.585050.000781.00.00.00	32111.183103.585051.000781.00.00.00	
000781	000781	000781	
PWCP Public Bldg Capit Pro-Oth Gen Gov Svc	PLCP Public Libraries Capital Proj- Libraries	PLCP Public Libraries Capital Proj- Libraries	
585050	586050	585051	
1	2	3	
32111.384020	32112.352010	32111.384020	
\$289,885.65	\$222,252.50	\$799,070.56	\$1,291,008.71

JPP/lw

Attachment: Exhibits A & B
JSEB Participation

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

OCEANWAY/NEW BERLIN NEW LIBRARY FACILITY AND ROADWAY IMPROVEMENTS

March 17, 2022

SCHEDULE OF DESIGNATED SERVICES

I. PROJECT SUMMARY

Design Services for the schematic design, cost analysis and preparation of design documents for the bidding and construction of a new library in the Oceanway/New Berlin community. It is our understanding the projected usage of this location would be 300,000 visits per year. With an Anticipated Construction Budget of \$10,608,977. Initial programmatic considerations will include the following owner identified elements:

- Single story design - not to exceed 40,000 gross square feet
- Children's Space including Programming/Event area
- Children's Area
- Adult Collection Area
- Unisex Family, Adults and Children's Restrooms with diaper changing area
- Young Adult/ Teen Area
- Multifunctional Customer Service Desk
- Public Computer Stations
- Adult Reading Area
- Computer Classrooms
- Staff Workroom
- Kitchen/Break Room /Quiet Room Staff
- Ample Storage
- Custodial Closet
- Easy access to mechanical/electrical/server locations
- Parking for library patrons and staff
- Road and entrance to accommodate a school bus stop
- Building placement & orientation on designated lot should take into consideration access road and adjacent properties.
- LED lighting with should include natural lighting
- The design must anticipate future expansion and be situated on the site such that expansion is not impeded by the site boundaries
- ADA compliance
- Energy efficiency
- Drive through book drops
- Drive through window
- Auditorium and/or election rooms with dedicated exterior doors and unisex restroom
- Maintenance Storage Room
- Study/Conference/Auditorium/Election Rooms
- Customers Snacks/Vending Machines Area

- Furniture, Fixtures and Equipment - Building Access Card Readers
- Security Cameras
- Self Service Area
- Automated Book Return Sorter
- Exterior Material Locker System - RFID Capability
- Audio Visual Capability
- LEED Certification
- Flexibility of Space/Furniture
- New Berlin Necessary Roadway Improvements

II. PRE-DESIGN SERVICES (PQH/MPS):

A. Preliminary Needs Assessment and Programming

- .1 Community input
 - .01 Questionnaires, and any other presentation materials required for community meetings, staff and public focus groups
 - .02 At least four (4) public focus group meetings to determine community objectives, including at least two evenings. Community Engagement activities will take place over the course of several days, and typically will occur simultaneously with the programming meetings mentioned above. The community engagement meetings often are scheduled at a variety of locations and times to allow for maximum participation from a diverse cross section of the community. The community meetings will create a forum to solicit desires, dreams, and expectations for the new library space. The Architectural design team will document the comments and ideas mentioned in these meetings and incorporate any information deemed relevant by the Owner into the building program when appropriate.
 - .03 Up to four (4) staff focus group meetings to assess professional requirements
- .2 Programming and Visioning Services
 - .01 Up to two trips by Programming team with face time with Library
 - .02 Summary of findings - Visioning Report
 - .03 Conduct two (2) Follow-Up Community Meetings (incl. one evening) to present the research, emerging themes and possible programmatic changes to community for their feedback
 - .04 Written analysis of the public feedback gathered at the Follow-Up Community Meetings and the recommendations for a building program based on all the information collected in the Visioning Report

III. DESIGN SERVICES

A. Architectural Design/Documentation (PQH/MPS):

- .1 During the Planning Review / Schematic Design Phase, responding to program requirements and preparing:
 - .01 Confirm 30% Design Program and Budget
 - .02 Adjust 30% site and building plans
 - .03 Review 30% sections and elevations
 - .04 Review 30% selection of building systems and materials.
 - .05 Adjust Site and Building dimensions, areas and volumes.
 - .06 Perspective sketch.
- .2 During the Design Development Phase 60% consisting of development and expansion of architectural 30% Design Documents to establish the final scope, relationships, forms, size and appearance of the Project through:
 - .01 Plans, sections and elevations
 - .02 Typical construction details
 - .03 Final materials selection
 - .04 Equipment layouts.
- .3 During the Contract Documents Phase (90% + 100%) consisting of preparation of Drawings based on approved Design Development Document setting forth in detail the architectural construction requirements for the project. Revit Will be used in preparation of Construction Documents (Min. LOD 100)

B. Structural Design/Documentation (M&M):

- .1 During the Planning Review Design Phase consisting of recommendations regarding basic structural materials and systems, analyses, and development of conceptual design solutions for:
 - .01 Review 30% predetermined structural system
 - .02 Consider alternate structural systems.
- .2 During the Design Development Phase (60%) consisting of development of the specific structural system(s) and 30% Design Documents in sufficient detail to establish:
 - .01 Basic structural system and dimensions
 - .02 Final structural design criteria
 - .03 Foundation design criteria
 - .04 Preliminary sizing of major structural components
 - .05 Critical coordination clearances.

- .3 During the Contract Documents Phase (90% and 100%) consisting of preparation of final structural engineering calculations, Drawings and Specifications based on approved Design Development Documents, setting forth in detail the structural construction requirements for the Project.

C. Mechanical Design/Documentation (M&M):

- .1 During the Planning Review Design Phase consisting of consideration of alternate materials, systems and equipment, and development of conceptual design solutions for:
 - .01 Heating and ventilating
 - .02 Air conditioning
 - .03 Plumbing
 - .04 Fire protection
 - .05 General space requirements.
- .2 During the Design Development Phase (60%) consisting of development and expansion of mechanical Planning Review Design Documents and development of Specifications or materials lists to establish:
 - .01 Approximate equipment sizes and capacities
 - .02 Preliminary equipment layouts
 - .03 Required space for equipment
 - .04 Required chases and clearances
 - .05 Acoustical and vibration control
 - .06 Visual impacts
 - .07 Energy conservation measures.
- .3 During the Contract Documents Phase (90% and 100%) consisting of preparation of final mechanical engineering calculations, Drawings and Specifications based on approved Design Development Documents, setting forth in detail the mechanical construction requirements for the Project.

D. Electrical Design/Documentation (M&M):

- .1 During the Planning Review Design Phase consisting of consideration of alternate systems, recommendations regarding basic electrical materials, systems and equipment, analyses, and development of conceptual solutions for:
 - .01 Power and service distribution
 - .02 Lighting
 - .03 Telephones
 - .04 Fire detection and alarms
 - .05 Security Systems
 - .06 Electronic communications (incl. Intecom/Announcement system)
 - .07 Special electrical systems (Incl. Data/Cable systems)
 - .08 General space requirements.

- .2 During the Design Development Phase (60%) consisting of development and expansion of electrical Planning Review Design Documents and development of Specifications or materials lists to establish:
 - .01 Criteria for lighting, electrical and communications systems
 - .02 Approximate sizes and capacities of major components
 - .03 Preliminary equipment layouts
 - .04 Required space for equipment
 - .05 Required chases and clearances
- .3 During the Contract Documents Phase (90% and 100%) consisting of preparation of final electrical engineering calculations, Drawings and Specifications based on approved Design Development Documents, setting forth in detail the electrical requirements for the Project.

E. Interior Design (PQH/MPS):

- .1 During the Planning Review / Schematic Design Phase:
 - .01 Preparing presentation materials, preliminary finish plan and schedule, and narrative specifications for finishes for cost estimating purposes.
 - .02 Attendance at Community Input and Visioning Meetings (2 Trips)
- .2 During the Design Development Phase:
 - .01 Providing finish schedule, finish plan and and legend for DD package
 - .02 Coordinating the materials and specifications with vendors, reps and the Consultant
 - .03 Collaborating with design team on the overall project design, including lighting, fixtures and casework.
 - .04 Develop/confirm cost and budget strategies related to interior finishes.
- .3 During the Contract Documents/Specifications Phase:
 - .01 Produce Finish Plan, Finish Schedule and Legend for Construction Development drawing package
 - .02 Coordinate finish documentation on plans, elevations, millwork and casework drawings, reflected ceiling plans, door schedule and details
 - .03 Provide Consultant with Division 9 specification information to write specifications as necessary

- F. **Geotechnical Exploration and Engineering Services : (by MAE)**
 - .1 See Attached Scope from MAE (Attachment 'A')
- G. **Traffic Study : (by CTSi)**
 - .1 See Attached Scope from CTSi (Attachment 'B')
- H. **Roadway Design/Documentation : (by CTSi)**
 - .1 See Attached Scope from CTSi (Attachment 'C')
- I. **Survey/Civil Design/Documentation : (by GAI)**
 - .1 See Attached Scope from GAI (Attachment 'D')
- J. **Specifications:**
 - .1 During the Schematic Design Phase consisting of:
 - .01 Identification of potential architectural materials, systems and equipment and their criteria and quality standards consistent with the conceptual design.
 - .02 Coordination of similar activities of other disciplines.
 - .2 During the Design Development Phase consisting of activities by in-house architectural personnel in:
 - .01 Presentation of proposed General and Supplementary Conditions of the Contract for Owner's approval.
 - .02 Development of architectural Specifications or itemized lists and brief form identification of significant architectural materials, systems and equipment, including their criteria and quality standards.
 - .03 Coordination of similar activities of other disciplines
 - .3 During the Contract Documents Phases consisting of activities of in-house architectural personnel in:
 - .01 Assistance to the Owner in development and preparation of bidding information which describes the time, place and conditions of bidding, bidding forms, and the form of Agreement between the Owner and Contractor
 - .02 Assistance to the Owner in development and preparation of the Conditions of the Contract (General, Supplementary and other Conditions)
 - .03 Development and preparation of architectural Specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction Project.
 - .04 Coordination of the development of Specifications by other disciplines
 - .05 Compilation of Project Manual including Conditions of the Contract, bidding information and Specifications.

K. FF&E (PQH/MPS):

- .1 Basic Furniture Coordination:
 - .01 Development of a conceptual furniture and shelving layout during schematic design and develop a conceptual cost estimate during SD cost estimation.
 - .02 Facilitate one (1) visioning and layout verification session with the selected Library representatives to identify the layout and furniture goals for the facility and a unified direction for selection of new furnishings. Typical furnishing vignettes and materiality options will be discussed.
 - .03 Coordination of furniture "test drives" for the library to see furniture samples and/or mockups for review and evaluation.
 - .04 Host a second presentation with the client group mentioned above and present an updated cost assumption along with the recommended furniture selections and their associated finish options. The purpose of this meeting is to approve a final furniture plan, basis of design product and finish selections for incorporation into a basis of design package.
 - .05 Creation of a basis of design furniture and shelving package and conceptual furniture budget for the purpose of coordinating with engineering disciplines during the construction document phase and to inform an overall project budget.
- .2 Furniture Bid Specifications & Coordination:
 - .01 Using the basis of design selections, the design team will create a formal bid or RFP package for the library with the following deliverables:
 - Overall, tagged furniture plan(s)
 - Furniture and shelving detail plans, as needed
 - Furniture and shelving specifications and accompanying images
 - Pricing spreadsheet
 - Substitution request forms, as needed
 - .02 During bidding, the design team will be available to answer applicable questions, issue addenda needed for clarifications, and review substitution requests as needed. Upon receipt of bids, the design team will assist in evaluation of bids received.
**if the Library or City of Jacksonville prefers to procure furniture directly from a pre-approved state vendor in lieu of a bid or RFP process the MPS deliverables are still the same for optimum coordination.*

- .3 Vendor, Installation and Closeout Coordination:
 - .01 Once the order is placed, the design team will be available to assist the library in answering vendor/manufacturing questions that may arise. The Design Team will advise the library during installation scheduling and will be available for a punch list visit. The Design Team will inform the Library/City of Jacksonville of any items that appear defective, so the Library/City of Jacksonville can follow up with the vendor for resolution and/or withhold payment until the issue is acceptably resolved. The Design Team will not coordinate directly with the vendor but will assist the Library/City of Jacksonville in formulating responses to the vendor(s).

L. Signage; Scope does not include Donor Signage - (PQH/MPS):

- .1 Basic Signage and Wayfinding Coordination:
 - .01 Kick off meeting with select Library/City Project Team. The purpose of the meeting is to establish a signage scope schedule, procurement strategy, and budget as well as identify a unified vision for signage and wayfinding design development.
 - .02 Development meeting with the team mentioned above to review a conceptual design that includes a plan layout and sign type recommendations. The purpose of this meeting is to approve the direction of the signage package for final development and budgeting. Resulting from this meeting, The Design Team will reconcile the feedback and coordinate with a selected manufacturer to inform a conceptual budget.
 - .03 Final approval meeting with the designated library project committee to approve the final development of the signage and wayfinding package. Resulting from this meeting, MPS will submit the approved layout plan and signage design to the library committee in digital format. The final deliverable will include:
 - Overall, tagged signage/wayfinding floor plan
 - Signage/wayfinding details and specifications, as needed
 - Signage/wayfinding message schedule and accompanying documentation
 - Conceptual Budget
 -
- .2 Procurement Assistance & Vendor Shop Drawing Review:
 - .01 The Design Team will remotely assist in the request for a pricing proposal through either construction bidding or with the Library/City's procurement department. MPS will be available to assist in the review and evaluation of the submittal or pricing proposal, manage vendor questions and review the selected vendor's shop drawings for accuracy during manufacturing.

- .3 Vendor Punch-list and Close Out:
 - .01 Once the signage and wayfinding components are installed, the design team will arrive on-site for an installation evaluation and will create a comprehensive punch list. The design team will inform the Library/City of Jacksonville of any items that appear defective, so the Library/City of Jacksonville can follow up with the vendor for resolution and/or withhold payment until the issue is acceptably resolved. The design team will not coordinate directly with the vendor but will assist the Library/City of Jacksonville in formulating responses to the vendor(s)

IV. CONTRACT ADMINISTRATION SERVICES

A. General Services consisting of:

- .1 Assisting Owner in obtaining building permits.
- .2 Processing of submittals, including receipt, review of, and appropriate action on Shop Drawings, Product Data, Samples and other submittals required by the Contract Documents.
- .3 Distribution of submittals to Owner, Contractor and/or Architect's field representative as required.
- .4 Related communications.
- .5 Evaluation of Applications for Payment and certification

B. Observation Services consisting of visits to the site at intervals appropriate to the stage of the work or as otherwise agreed by the Owner and Architect in writing to become generally familiar with the progress and quality of the Work completed and to determine in general if the Work when completed will be in accordance with Contract Documents; preparing related reports and communications.

C. Supplemental Documentation services consisting of:

- .1 Preparation, reproduction and distribution of supplemental Drawings, Specifications and interpretations in response to requests for clarification by Contractor or the Owner.
- .2 Forwarding Owner's instructions and providing guidance to the Contractor on the Owner's behalf relative to changed requirements and schedule revisions.

D. Quotation Requests/Change Orders consisting of:

- .1 Preparation and electronic distribution of Drawings and Specifications to describe Work to be added, deleted or modified.
- .2 Review of proposals from Contractor
- .3 Review and recommendations relative to changes in time for Substantial Completion
- .4 Assisting in the preparation of appropriate Modifications of the Contract for Construction
- .5 Coordination of communications, approvals, notifications and record-keeping relative to changes in the Work.

E. Interpretations and Decisions consisting of:

- .1 Review of claims, disputes or other matters between the Owner and Contractor relating to the execution or progress of the Work as provided in the Contract Documents.
- .2 Rendering written decisions within a reasonable time and following the procedures set forth in the General Conditions of the Contract for Construction, AIA Document A201, current as of the date of this Agreement.

F. Project Closeout services initiated upon notice from the Contractor that the Work, or a designated portion thereof which is acceptable to the Owner, is sufficiently complete, in accordance with the Contract Documents, to permit occupancy or utilization for the use for which it is intended, and consisting of:

- .1 Walk-thru with the Owner's representative for conformity of the Work to the Contract Documents to verify the list submitted by the Contractor of items to be completed or corrected.
- .2 Determination of the amounts to be withheld until final completion.
- .3 Securing and receipt of consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment.
- .4 Issuance of Certificate of Substantial Completion
- .5 Notification to Owner and Contractor of deficiencies.
- .6 Follow-up visits, limited to two (2), and final walk-thru with the Owner's representative to verify final completion of the Work.
- .7 Issuance of final Certificate for Payment.

V. Assumptions / Understandings / Additional Services / Misc Direct Expenses

A. Additional / Supplemental Services Acoustic design services, renderings, construction manager coordination, commissioning, continuous on site observation, and other professional design services not indicated above are available as additional services. Reoccurring or additional meetings beyond those mentioned above will be billed hourly.

- .1 Cost Estimating
- .2 Value Engineering
- .3 Services not specifically identified in item I-IV above

B. Assumptions and Understandings

- .1 Client and Owner has provided all its requirements for PQH's scope of services and all criteria and/or specifications that PQH should utilize at the time this proposal is authorized.
- .2 Client and Owner has provided all available information pertinent to PQH's scope of services, including previous reports/drawings, utility information, etc. at the time this proposal is authorized. Unless otherwise noted, PQH may rely upon such information.
- .3 Client and/or Owner will give PQH prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of GAI's performance.
- .4 Client and/or Owner will examine and provide comments and/or decisions with respect to any of PQH's interim or final deliverables within a period mutually agreed upon.

C. Misc. Direct Expenses

- .1 Expenses will be billed at cost in accordance with City of Jacksonville expense reimbursement protocol.

December 16, 2021



Mr. Christopher L. Kaye, AIA, IIDA, NCARB
 PQH Group
 4141 Southpoint Drive East
 Jacksonville, Florida 32216

Subject: Proposal for Geotechnical Exploration and Engineering Services
 COJ Oceanway New Berlin Road Library Site
 Jacksonville, Florida
 MAE Proposal No. 001321

Dear Mr. Kaye:

MESKEL & ASSOCIATES ENGINEERING, PLLC (MAE) is pleased to present this proposal to provide geotechnical exploration and engineering services for the subject project. Based on the information received to-date for this project, we understand that the proposed Library will be on an approximate 10-acre site located at 12210 New Berlin Road in Jacksonville, Florida. We understand the proposed structure will be about 40,000 square feet in plan area. We have assumed it will be a one-story structure with masonry, concrete and/or steel framing and a cast-in-place concrete slab-on-grade floor. The proposed development will include parking/drive areas, assumed to consist of a flexible pavement (asphalt) section, as well as turn lanes on New Berlin Road for access to the site. A stormwater pond will be constructed and is assumed to be about 1.5 acres in size.

The objective of the geotechnical exploration is to provide site and subsurface information to evaluate the subsurface conditions at the site for the proposed construction. Based on the provided information, we propose the following field services:

Test Location	Test No. & Type	Test Depth ft below ground surface
Library Building	5 SPT*	30
Stormwater Pond	3 SPT*	20
Onsite/Offsite Pavements	8 Auger	6

*Standard Penetration Test (SPT) Boring

Once the SPT borings are complete, each will be backfilled with a cementitious grout. The auger borings will be backfilled with soil cuttings.

In accordance with Florida law, we will attempt to locate existing underground utilities at the site by utilizing the Sunshine State One-Call (SSOC) system. Any private utilities not included in the SSOC system will need to be located by the property Owner.

We plan to access the site with our ATV-mounted drilling equipment. We will take all reasonable precautions to prevent damage to the property and will reasonably restore the site to the condition existing prior to the start of our fieldwork. However, rutting of the ground surface due to our ATV rig moving across the site will result, particularly if our field exploration occurs following heavy or prolonged rainfall events.

The recovered soil samples will be described in the field by the field crew. The field logs and samples will be delivered to our laboratory where the logs will be reviewed and the samples classified by a geotechnical engineer. Laboratory classification and index property tests will be performed as necessary on selected soil samples to confirm the soil classification and provide engineering characteristics to estimate compressibility.



A geotechnical engineer, licensed in the State of Florida, will direct the geotechnical exploration and provide an engineering evaluation of the subsurface conditions encountered at the boring locations. The results of the exploration and evaluation will be documented in an engineering report that will include the following:

- Our understanding of the planned construction,
- The observed site conditions, such as topography, surface vegetation, etc. as they relate to the anticipated construction,
- The field and laboratory test procedures used and the results obtained,
- The encountered subsurface conditions, including subsurface profiles, measured groundwater levels, and estimated geotechnical engineering properties, as necessary,
- A geotechnical engineering evaluation of the site and subsurface conditions with respect to the anticipated construction,
- An estimate of the Seasonal High Groundwater Level,
- Recommendations for shallow foundation design parameters, including our estimate of the performance of the foundation system,
- Recommendations for reuse of the soils excavated from the proposed pond area as fill soil,
- Recommendations for pavement design and construction, and
- Recommendations for testing required during site preparation and earthwork construction.

Based on the scope of the services outlined above, we propose to complete our work for a not-to-exceed fee of **\$15,497.04**. An itemization of the fee estimate is attached. This fee includes submittal of an electronic copy of the report. Bound, paper copies can be provided at an additional cost of \$50 per copy. We will contact you immediately if we encounter subsurface conditions that could require the borings to be advanced to deeper depths, and/or if additional engineering analysis/evaluation outside the scope of this proposal is necessary.

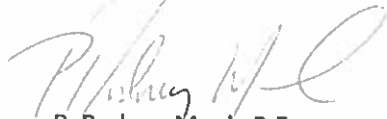
A returned copy of the attached authorization sheet will authorize our work. Our work will be performed in accordance with our General Conditions, a copy of which is attached to and made a part of this proposal.

Once authorization is received, a utility locate request will be submitted. We will mobilize our field crew to the site within one to 2 weeks once the utilities have been marked and located. We anticipate that the field work will take 3 days to complete, weather permitting. Laboratory testing will take up to 5 days depending on the amount of lab testing assigned. We expect to submit our geotechnical report 2 to 3 weeks after completion of the field and laboratory testing.

We appreciate this opportunity to provide this proposal for your project. If you have any questions concerning this proposal, or if we can serve you in any other way, please contact me.

Sincerely,

MESKEL & ASSOCIATES ENGINEERING, PLLC



P. Rodney Mank, P.E.
Principal Engineer

Distribution: Mr. Christopher L. Kaye, AIA, IIDA, NCARB – PQH Group

One (1) e-mail copy

I. Introduction

Jacksonville Public Library – Oceanway Branch will be constructed at 12210 New Berlin Road in Duval County, Florida. The new library serves Oceanway and surrounding neighborhoods. It will be situated on a 10-acre parcel on the westside of New Berlin Road south of American Holly Road/Ringneck Drive. The library is anticipated to include no more than +/-40,000 SF and be completed no later than 2025. Two (2) services are required for this project, Traffic Study and Design. This proposal includes the scope and fee estimates to provide Traffic Study services.

II. Scope of Services

A traffic study will be conducted to evaluate the operational and safety impacts to New Berlin Road in accordance with City of Jacksonville (COJ) criteria. The following are the anticipated traffic study tasks:

A. Methodology (time charge basis)

A methodology meeting will be held with COJ staff to discuss the study requirements. The results of the meeting will be documented in a Methodology Statement to be approved by COJ prior to conducting the study.

B. Data Collection

7-day traffic counts will be collected on New Berlin Road including vehicles, pedestrians, and bicyclists. The peak periods will be identified from the 7-day counts. Turning movement counts (TMCs) will be collected up to three (3) peak periods. The TMCs will be collected at the New Berlin Road at Project Access Driveway/Murphy Pipeline Contractors Southern Driveway intersection

C. Crash Data

Obtain and review five (5) years of historical crash data on New Berlin Road adjacent to the site and within the study area.

D. Transportation Model

A transportation model will be prepared using the latest Northeast Florida Regional Planning Model (NERPM_AB), 2025 model year. The model will be used to determine anticipated traffic distributions for Buildout Year 2025. The identified traffic distributions will be used to determine the anticipated project trips.

E. Trip Generation

The anticipated trip generation for the library will be evaluated using rates and/or equations included in the latest edition of the Institute of Traffic Engineers (ITE) Trip Generation Manual.

F. Access Analysis

An access analysis will be conducted for the project driveway(s) on New Berlin Road. The following will be evaluated:

- Determine the need and dimensions for a northbound left turn lane on New Berlin Road at the Project Access.
- Determine the need and dimensions for a southbound right turn lane on New Berlin Road at the Project Access.
- Determine the appropriate lane configuration of New Berlin Road and exiting the Project Access.
- Determine the dimensions and spacing criteria of all proposed roadway improvements.

The needs, dimensions and configuration will be in accordance with COJ and/or FDOT criteria. The results will be utilized in the design on New Berlin Road.

G. Signal Warrant Analysis

An analysis will be conducted to determine the appropriate traffic control on New Berlin Road at the project access (primary). The analysis includes a signal warrant analysis for the Buildout Year 2025. The results may become a part of the design on New Berlin Road. The anticipated warrants to be evaluated are:

- Warrant 1, Eight-Hour Vehicular Volume
- Warrant 2, Four-Hour Vehicular Volume
- Warrant 4, Pedestrian Volume

H. Midblock Crosswalk Analysis

- An analysis will be conducted in accordance with the FDOT Traffic Engineering Manual (TEM) and the National Highway Cooperative Research Program (NCHRP) Report 457. The analysis will include the following:
- Determine the projected pedestrian volume crossing New Berlin Road that may potentially use a new pedestrian crossing in the vicinity of the site.
- Conduct a qualitative evaluation of a new pedestrian crossing on New Berlin Road. The evaluation will include determination of preferred location, configuration, and treatment to enhance the safety and effectiveness of the crossing.
- Conduct a safety evaluation of a new pedestrian crossing based on the guidance of the Highway Safety Manual and the and NCHRP Report 457. The safety evaluation will include safety considerations with respect to stopping sight distances, illumination levels, and proximity to intersection conflict areas.
- Based on the quantitative and qualitative evaluation, develop a recommendation for a new pedestrian crossing on New Berlin Road, including type, location, treatment, and safety measures.

I. Multimodal Analysis

Existing bicycle and pedestrian features will be evaluated to determine their appropriateness. Gaps will also be identified with recommendations if deemed necessary. Transit stop activity

data and the location of transit stops within the vicinity of the proposed crosswalk, as applicable will be evaluated.

J. Intersection Capacity Analysis

A capacity analysis will be conducted using the Synchro 11 or Highway Capacity Software (HCS) identified during Methodology. The analysis will be for the Buildout Year 2025 during the peak periods at the intersections

K. Traffic Study Report

A report will be prepared documenting the analysis and findings to be submitted to COJ for review and approval. One (1) draft report plus one (1) revision for comments and one (1) final signed and sealed report will be prepared. Upon approval, the design process will begin.

Miscellaneous Services

The following services provided on an hourly basis as needed are anticipated:

- Coordination with COJ
CTSi will coordinate and meet with COJ staff as needed to facilitate the completion, submittal and approval of the Traffic Study.
- Meetings
CTSi representative will travel to/from and participate in project related meetings with the Client, Civil Engineer and Review Agencies as requested by the Client.
- Responses to Comments
Two (2) rounds of responses to COJ comments are included for the Traffic Study submittal.

Additional Services

Any services not specifically described in the above Traffic Study Services, any changes requested by the Client, and/or additional analysis required by COJ. Any potential additional services will need to be negotiated and added by contract amendment. Additional services may include, but are not limited to, the following:

- Driveway connection permit application preparation
- Additional data collection
- Additional transportation modeling
- Additional revisions/versions of the report based on changes requested that impact results
- Presentations at public meetings
- Additional Traffic Impact Analyses and/or Intersection Capacity Analyses
- Additional responses to comments and/or revised reports.

Traffic Study Schedule *(subject to change)*

It is anticipated that the study will be completed within nine (9) to fourteen (14) weeks from notice to proceed. The start and completion of the study is contingent upon the tasks identified above.

The anticipated schedule is as follows:

- Traffic Study Notice to Proceed (NTP)
- Methodology Meeting: 1 to 2 weeks from NTP
- Data Collection: 1 to 2 weeks from Methodology Meeting
- Methodology Statement: 2 weeks from Data Collection
- Transportation Model: 2 weeks from Data Collection
- Traffic Study: 3 to 4 weeks from Transportation Model
- Review Period: 2 to 4 weeks
- Revision Period (if applicable): 2 weeks each revision

I. Introduction

Jacksonville Public Library – Oceanway Branch will be constructed at 12210 New Berlin Road in Duval County, Florida. The new library serves Oceanway and surrounding neighborhoods. It will be situated on a 10-acre parcel on the westside of New Berlin Road south of American Holly Road/Ringneck Drive. The library is anticipated to include no more than +/- 40,000 SF and be completed no later than 2025. Two (2) services are required for this project, Traffic Study and Design. This proposal includes the scope and fee estimates to provide Design services.

II. Scope of Services

Design services are contingent upon the approval of the traffic study and therefore services will begin after receipt of approval from City of Jacksonville (COJ) of the study. The identified roadway configuration and dimensions from the approved Traffic Study will be the basis of the design. It is anticipated that New Berlin Road will need to be widened to accommodate the anticipated auxiliary turn lanes. The actual length of improvements that will be needed (as compared to the concept plan) will be verified and determined in the traffic study.

The following are the anticipated design tasks:

A. Survey

Provided by the Client or Others

The surveyor must provide the survey in a usable AutoCAD format in the appropriate state plain coordinate system and survey feet. The minimum limits of the survey are as follows:

- Right-of-way (ROW) limits on both sides of New Berlin Road from the intersection of American Holly Road/Ringneck Drive south to the intersecting driveways of TRUair Industries and Jacksonville Clay Target Sports entrances.

The survey shall provide topographic survey locating all above ground features including edge of pavement, curb, and gutter, signing and pavement markings, landscape within the ROW, utilities, existing drainage structures (structure type, inverts, pipes connecting to the structures), curb ramps, sidewalks, and driveways within the minimum survey limits to facilitate sufficient design for proposed improvements.

If permitting is needed and/or coordination with the maintaining agency and Water Management District, it is the responsibility of the surveyor or client.

B. Subsurface Utility Exploration

Provided by the Client or Others

Subsurface utility explorations must be conducted by the Client or others to ensure that there will be no underground utilities located underneath the pavement. Work to include providing S.U.E. personnel, tools, and specialized equipment to designate underground public utilities, within the limits of the proposed improvements. The Sub-Consultant will mark utilities in the field using color coded wire flags and paint and will provide an AutoCAD file with the utility findings sketched out. The project surveyor must be notified to record the field markings from Designating. Once utility conflicts have been established, the Clients consultant will

provide utility relocation information required. This information will be incorporated into the roadway design plans by Chindalur Traffic Solutions, Inc. (CTSi).

C. Geotechnical

Provided by the Client or Others

A geotechnical investigation must be conducted by the Client or others in accordance with COJ and/or Florida Department of Transportation (FDOT) requirements. The detailed boring location plan must be provided to CTSi to be incorporated into the roadway design plans.

D. Design Analysis

The following analysis activities are anticipated to be conducted to develop auxiliary turn lane and roadway widening design plans:

- Project layout analysis and design
- Project drawing reviews

To be provided by others:

- Drainage Calculations (by others)
- Sizing of ditches, pipes, and drainage structures (by others)
- Grading associated with these drainage structures (by others)

E. Roadway Components Set (60% Plans)

The following roadway plans are anticipated to be developed:

- Key Sheet
- Signature Sheet
- Summary of Pay items (Preliminary)
- Typical sections (Roadway Plans Only)
- Project Layout (60% Plans Only)
- Project Control (60% Plans Only)
- Roadway Plan-Profile (60% Only)
- Cross sections (60% only)
- Signing and Pavement Marking Plans (60% only)
- Midblock Pedestrian Crossing Plan Set and Details
- Summary of Quantities (60% only)

To be provided by others:

- Drainage Map (info provided by others)
- Summary of Drainage Structures (by others)
- Optional Materials Tabulation (by others)
- Drainage Structures (by others)
- Retention/Detention Ponds (by others)
- Roadway Soil Survey (by others)
- Stormwater Pollution Prevention Plan (by others)
- Temporary Traffic Control Plans/Maintenance of Traffic Plans (by others)
- Utility Adjustments (by others)

- F. **Signing and Pavement Marking Component Set (60% Only)**
Upon addition of turn lanes and other required improvements on New Berlin Road, pavement markings at the intersection and the roadways will be required to be modified to include bicycle lanes, sidewalks (if required) stop bars and pavement markings. Signing and Pavement Markings in compliance with MUTCD, COJ and/or FDOT requirements will be provided along with the roadway design plan sheets as required for 60% Plans Set.
- G. **Midblock Pedestrian Crossing Design Plan Set (60% Only)**
Field review indicates that several residential homes are located on New Berlin Road across from the proposed library. It is anticipated that these residents that would be walking to the library would be required to cross New Berlin Road either at the residential access roadway or at the proposed access to the library. A small gap in sidewalk currently exists on the eastside of New Berlin Road just north of the proposed library. It is recommended that the gap in the sidewalk be closed to facilitate the pedestrians that may walk to the library. Midblock Pedestrian Crossing Plans in compliance with MUTCD, COJ and/or FDOT requirements will be provided along with the roadway design plan sheets based on the recommended and approved traffic control identified in the Traffic Study.
- H. **Lane Closure Analysis**
Lane closure analysis is anticipated to be required in case lane closure would be required for the construction of the auxiliary lanes and the widening of New Berlin Road at the entrance to the proposed Library.
- I. **Construction Cost Estimate (60% Plans Level Only)**
Using the quantity tabulation sheet and the latest available Basis of Estimates and Pay Item Information from the FDOT website, cost estimates for the proposed improvements along with the roadway design plans will be provided to the Client (60% Plans Level Only).
- J. **Design Plan Submittals**
It is anticipated that two (2) submittals (60% and 90% plans) will be provided for review and approval. However, CTSi will provide 60% plans for submittal. 90% plans will be provided by others.
- K. **Quality Assurance/Quality Control (QA/QC) Review of 100% Plans and Final Plans**
Chindalur Traffic Solutions, Inc. will provide QA/QC review of the 100% Plans and Final Plans prior to submittal of the plans to the City for Permitting and Approvals
- L. **Driveway Connection and Construction Permit Application Preparation and Submission**
Chindalur Traffic Solutions, Inc. will prepare and submit Driveway Connection and Construction Permit Application to the City of Jacksonville. Drainage/Storm Water Details and Utility Relocation details to be provided by others.

Miscellaneous Services

The following services provided on an hourly basis as needed are anticipated:

- **Post Design Services/Shop Drawing Reviews**
CTSi will review shop drawings, assist the roadway contractor in utility coordination and utility conflict resolutions and provide client liaison services for traffic sign plans interpretation.
- **Utility Coordination Services**
CTSi will incorporate utility relocation coordination details identified by others into the proposed design.
- **ROW Dedication (If required)**
CTSi will assist with coordination of the following activities:
 - The need for additional ROW required for providing the improvements on New Berlin Road.
 - The need for additional environmental and survey data for obtaining additional ROW. The Client or other consultants to provide the environmental and survey data necessary for obtaining additional dedication.

Services Provided by Others

The following services are anticipated to be provided by the Client or other consultants:

- Surveys, including boundary (right-of-way), topography, utilities, and trees
- Geotechnical Report
- Drainage Analysis and Design
- Permit application and details required for the permits
- Underground utility locates and relocation services
- Payment of review, processing, and permit fees
- Provide access to all properties included in this proposal
- Owner information for all permit forms
- Client to provide schedule and/or milestones for project delivery

Additional Services

Any services not specifically described in the above Design Services, any changes requested by the Client, and/or additional analysis/design required by COJ. Any potential additional services will need to be negotiated and added by contract amendment. Additional services may include, but are not limited to, the following:

- Driveway connection permit application preparation
- Additional data collection
- Additional revisions/versions of the report based on changes requested that impact results
- Presentations at public meetings
- Clearing or grubbing of trees or bushes
- Traffic Signal Design Plans if the traffic study results show the need for a traffic signal control

Roadway Design Schedule *(subject to change)*

The start and completion of the design is contingent upon the tasks identified above. The anticipated time frames are as follows:

- Project Notice to Proceed (NTP)
- Pre-Design and Pre-Application Meetings: 1 to 2 weeks from NTP
- Survey (provided by others): 1 to 2 weeks from NTP
- Geotechnical Services (provided by others): 1 to 2 weeks from NTP
- Design Submittal Packages: To be determined. Contingent on other activities.
 - 60% Design Plans
- Review Period per submittal package: 2 to 4 weeks
- Revision Period (if applicable): 2 weeks each revision

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

Scope of Services for Surveying, Civil Engineering, and Landscape Architecture

Jacksonville, Florida

The purpose of this scope of work is to specify the services required of GAI Consultants, Inc. ("GAI") to PQH Architects ("Client") for the above-referenced project for the City of Jacksonville ("Owner"). This proposal reflects the anticipated scope and related costs for services to be provided based on our knowledge of the project.

Project Understanding

The proposed project (Project) is a new regional library to be located at 12210 New Berlin Road in Jacksonville, Florida. The site is an approximate 10.5-acre site consisting of undeveloped land. It is assumed that the program will consist of an approximate 40,000 sf (maximum) library, on-site parking, and on-site stormwater management. Based on preliminary review, the site drains into Terrapin Creek and ultimately Dunn Creek, but there are no restricted drainage basin requirements for this project. We understand that wetlands will be flagged by others for GAI to survey. It is assumed there are no known environmental contamination or any other environmental constraints to the site other than the potential for wetlands.

It's understood that the City Parks department may utilize this facility for joint programming with the Library, however no additional recreation facilities nor any design services for any park and recreation amenities are currently anticipated or included in this scope of work. If joint programming discussions lead to the need for the design of additional facilities beyond the approximate 40,000 SF building, GAI will provide a supplement for services at that time.

Additional site design will require landscape, hardscape, and irrigation to be provided for under this proposal that will meet the city standard code requirements with any additional amenities being provided in the form of hardscaping and additional ground cover or tree plantings. No additional site amenities such as programming of outdoor conference rooms or patio space (other than landscaping), or water features (either interactive or static) are anticipated or included.

In addition to the proposed on-site improvements, it is anticipated that the project will require northbound left turn lane should be 340 feet (100 feet storage + 190 feet deceleration and 50 feet taper) and the southbound right turn lane should be 240 feet (190 feet deceleration and 50 feet taper) on New Berlin Road. The access plan should also accommodate for providing two egress lanes (eastbound left and right turn lanes) from the proposed library site. Additionally, it is anticipated that the off-site improvements will necessitate a mid-block pedestrian crossing with Rectangular Rapid Flashing Beacon (RRFB) infrastructure.

GAI understands that another project team member will be conducting a traffic analysis study to confirm the above turn lane lengths, and that GAI will be provided a preliminary engineering design for these turn lanes for GAI to progress to final design thru permitting as part of the on-site development plan and permit process. Any roadway improvements required other than the above referenced assumptions can be provided for as an additional service amendment to this proposal.

Anticipated permitting for the site includes:

- City of Jacksonville 10-set permitting.
- St. Johns River Water Management District Permitting (ERP Permit – Assumed wetland permitting by others with GAI only coordinating for that effort.)
- JEA
- Florida Department of Environmental Protection (FDEP) Permitting – Wastewater Permit
- City's Environmental Quality Division – Wastewater Approval

It is our understanding that the site has proper land use and zoning, and that if any land use and zoning amendments are required, it will be completed by others.

Scope of Services

Based on our understanding of the project requirements/criteria provided to date by the Client, GAI will perform the following described Scope of Services:

Task 1 – Survey

Project Description: Boundary, Tree, and Topographic survey for an approximate 10.5-acre site located at 12210 New Berlin Road in Jacksonville, Florida. The 3D topographic survey will include the site at a grid of 100 x 100' plus 25 feet beyond all property lines. The topographic survey will include elevations along significant grade breaks and identify drainage features such as swales, ditches, etc. GAI will also pick up wetland flags that are set in the field by others.

Protected trees will also be identified and surveyed. Off-site survey will be included to provide for the required off-site turn lane improvements identified in the Project Understanding above. It's assumed that off-site survey will consist at a minimum of full width right of way necessary to design the turn lanes, at a maximum grid of 50'.

The survey will include 3D topography of the site with any buildings, driveways, sidewalks, above ground utility indicators to underground utilities, signs, light poles, drainage, fences, parking, curbing and other topography features on site. The survey may extend past boundary to include road or adjacent property features. GAI will set or verify horizontal control and benchmarks on site; tie to boundary monumentation or centerline on site; perform 3D Topographic Survey of site; locate above ground indicators to underground utilities; and produce CAD and final survey signed and sealed.

Task 2 – Civil Engineering and Permitting

Utilizing the final client approved site plan developed by the Client, the survey obtained under Task 1, and the geotechnical report provided by others, GAI will prepare engineering plans and supporting calculations in accordance with the regulatory standards and good engineering practice. At a minimum, the plans may include the following sheets:

- Cover
- General Notes
- Pre-Development Drainage Plan
- Demolition Plan
- Site Geometry Plan
- Grading and Drainage Plan
- Utility Plan
- Off-Site Improvements
- Temporary Traffic Control Plan
- Sediment & Erosion Control Plan
- Appropriate details

GAI will provide progress plans necessary to meet the project milestones established by Client and the Owner. No fencing, monument signage, site electrical services, roadway design (other than the required turn lanes for the project), street lighting, site lighting, or other site amenities are included in this proposal. Specifications will be provided via general notes on the plans and will reference City of Jacksonville, FDOT, and JEA specifications as applicable. No other specifications or bid solicitation documents will be generated.

GAI's utility coordination will consist of coordination with JEA to tap the required utilities which are assumed to be in New Berlin Road, adjacent to the project site. We have included an overall soft dig allowance of \$20,000 to obtain additional soft dig information to assist with the off-site turn lane design.

GAI's sanitary sewer design scope will assume a single on-site lift station will be required.

Based on each agency's permitting process, GAI anticipates beginning the permit process no sooner than the development of approximately 60% plans and no later than approximately 90% plans. GAI plans to develop permit applications and submit the plans for approval by the below agencies for this project. GAI's scope of work assumes a typical two round request for additional information review process and that any client or owner information required for permit issuance will be provided in a timely fashion.

Permits or Approvals Anticipated

- City of Jacksonville
 - Development Services Division "10-set" Permit
- St. Johns River Water Management District (SJRWMD)
 - ERP Permit (assumed Wetland Permitting by others)
- JEA
 - Water Approval
 - Wastewater Approval
- Florida Department of Environmental Protection (FDEP)
- Environmental Quality Division (EQD)

Note: If the concept undergoes significant changes (i.e., reconfiguration of building) after the commencement of engineering services due to Client, Owner, or review agency, GAI shall prepare a change order to revise engineering drawings accordingly.

Task 3 – Landscape Architecture Services

GAI understands the scope to include hardscape, landscape, and irrigation design. It is assumed that site lighting and electrical engineering will be by others. No miscellaneous site structural engineering is anticipated or included.

Schematic Design (30% CD's)

- Kick-off Meeting – GAI will attend a virtual meeting with the Client and the project team to kick-off the project. The Client will be responsible for setting and providing the agenda for the meeting. GAI anticipates the agenda for the meeting will include:
 - Client objectives/Vision for the project.
 - Architect's design intent.
 - Preliminary development program.
 - Project requirements.
 - Project issues.
 - Project Schedule.
 - Team member responsibilities.
- Site Analysis – GAI will visit the site one (1) time to develop an understanding of the site's opportunities and constraints and important views to and from the proposed building.
- Schematic Design – Based on the development program and the design intent discussed with the Client, GAI will prepare schematic landscape development plans and imagery, including the following:
 - Overall schematic design plans for each area and design comparable imagery identifying proposed hardscape and landscape improvements associated with the common area development.
 - Project elements that are anticipated.

- Client Review Meeting – GAI will meet with the Client one (1) time, virtually, to review the schematic landscape design documents. After the review, GAI will proceed with the preparation of the Design Development phase of the work, incorporating the Client's review comments into the next phase of the work. Minor changes will be incorporated into the documents. Major revisions that represent a significant departure from the design program, budget, and prior approvals will be provided as an Additional Service.

Design Development (60% CD's)

- Design Development – Based on the approved schematic design documents, GAI will prepare design development documents. These documents will further refine and articulate the project elements established in the schematic design phase and will include the following:
 - Hardscape plans indicating paving and hardscape layout
 - Cross sections, as needed, to illustrate design intent
 - Design intent details of site hardscape elements
 - Schedule of hardscape finishes, colors, and textures
 - Tree removal and mitigation plan
 - Landscape plan
 - Plant list with species and sizes
- Client Review Meeting – GAI will meet with the Client two (2) times, virtually, to review the design development documents. Major revisions that represent a significant departure from the design program, budget, and prior approvals will be provided as an Additional Service.

Construction Documents (100% CDs)

- Final Construction Documents (100% CDs / Permit & Bid Docs) – GAI will prepare final construction documents, incorporating all revisions required by the Final Site Plan approval, Client review meeting and 3rd-party reviews. The documents will be suitable for building permit, bidding and construction of the landscape design elements of the Project as detailed in this scope of services.

Subconsultants

GAI anticipates the following subconsultants for this project: Irrigation Designer, Subsurface Utility Locates. No other subconsultants are anticipated or included.

Schedule

GAI will work with the Client and Owner to develop a mutually agreeable schedule in line with the City's critical path objective.

Services Not Included

The proposed scope of services and cost(s) assume the following items are excluded from this scope of services:

- LEED or any other Environmental Sensitive Design over and above regulatory requirements.
- Cost Estimating.
- Value Engineering.
- Regularly scheduled OAC Meetings. GAI has included a maximum of 10 meetings in this scope of work for purposes of OAC.

- Wetland or other environmental studies or wetland flagging.
- Wetland permitting (other than for coordination with the St. Johns River Water Management District and the project environmental consultant)
- Gas, Telecommunication, Telephone, and Electric System Design (coordination of these efforts for civil related items only)
- Geotechnical Engineering (coordination of these efforts for civil related items only)
- Structural Engineering Design
- Jack and Bore Design of off-site utility connections
- Treatment Train Stormwater Design to meet more stringent stormwater treatment requirements.
- Stormwater resiliency design beyond typical city of Jacksonville land development procedure design requirements.
- Public meetings, public involvement coordination for notification of commencement of construction, flyers, and utility outage reports, traffic rerouting reports, etc.
- Pre-Construction or Construction Phase Services.
- Any services not specifically identified in Tasks 1 thru 3 above.

Assumptions and Understandings

GAI's Scope of Services, Schedule, and Compensation as set forth above have been prepared based on the following assumptions and understandings:

1. Client and Owner has provided all its requirements for GAI's scope of services and all criteria and/or specifications that GAI should utilize at the time this proposal is authorized.
2. Client and Owner has provided all available information pertinent to GAI's scope of services, including previous reports/drawings, utility information, etc. at the time this proposal is authorized. Unless otherwise noted, GAI may rely upon such information.
3. Client and/or Owner will give GAI prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of GAI's performance.
4. Client and/or Owner will examine and provide comments and/or decisions with respect to any of GAI's interim or final deliverables within a period mutually agreed upon.

Miscellaneous Direct Expenses

Expenses will be billed at cost in accordance with City of Jacksonville expense reimbursement protocol. GAI has established an estimated budget for these anticipated expenses which includes anticipated permit application fees. It is assumed that actual impact fees, connection fees, mobility fees, etc. will be paid for by others.

CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION CITY OF JACKSONVILLE, FLORIDA				
PART I - GENERAL				
1. Project Oceanway - New Berlin Library Original Contract			2. Proposal No. / Contract No. P-31-20 / TBD	
3. Name of Consultant or Subconsultant: PQH Group, Inc.			4. Date of Proposal November 11, 2021	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principle	\$ 76.67	150	\$ 11,500.50	\$ 11,500.50
Project Manager	\$ 53.33	577	\$ 30,771.41	\$ 30,771.41
Project Architect	\$ 45.00	641	\$ 28,845.00	\$ 28,845.00
Project Interior Designer	\$ 41.67	77	\$ 3,208.59	\$ 3,208.59
Construction Observation / Cost Control Designer / Job Captain	\$ 41.67	110	\$ 4,583.70	\$ 4,583.70
Technician	\$ 33.33	800	\$ 26,664.00	\$ 26,664.00
Bookkeeper	\$ 30.00	1,125	\$ 33,750.00	\$ 33,750.00
Clerical	\$ 25.00	40	\$ 1,000.00	\$ 1,000.00
	\$ 20.00	90	\$ 1,800.00	\$ 1,800.00
			\$ 0.00	\$ -
TOTAL DIRECT LABOR	\$ 39.37	3,610		\$ 142,123.20
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	150 % x Total Direct Labor			\$ 213,184.80
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 355,308.00
8. PROFIT: Labor Related Costs (Item 7)				\$ 35,530.80
				10%
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs (Est. - Reimbursable Billed Hourly)				
Programming			\$ 5,000.00	
Community Meetings			\$ 15,000.00	
FF&E			\$ 23,587.00	
Signage			\$ 5,000.00	
Reimbursable Expenses			\$ 5,000.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ 53,587.00
10. SUBCONSULTANTS (Reimbursable)				
Meskel			\$ 15,497.00	
CTSi - Traffic Study			\$ 25,725.39	
CTSi - Roadway Design			\$ 54,257.74	
GAI			\$ 222,376.00	
MPS			\$ 298,226.77	
McVeigh Mangum			\$ 195,500.01	
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)				\$ 811,582.91
11. SUBCONTRACTS (Est. - Reimbursable)				
Envir. Services (Allowance / If Req.); ERS - Labor Rates Attached			\$ 35,000	
			\$	
			\$	
			\$	
			\$	
SUB-TOTAL REIMBURSABLES				\$ 35,000.00
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)				\$ 1,291,008.71
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 Oceanway - New Berlin Library Original Contract	2. Proposal No. / Contract No. P-31-20 / TBD
3. Name of Consultant or Subconsultant: Meskel & Associates Engineering, PLLC	4. Date of Proposal December 16, 2021

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal Engineer	\$ 65.63	1	\$ 65.63	\$ 65.63
Senior Project Engineer	\$ 45.67	4	\$ 182.68	\$ 182.68
Project Engineer	\$ 37.50	18	\$ 675.00	\$ 675.00
Engineering Intern	\$ 25.50	30	\$ 765.00	\$ 765.00
Driller	\$ 22.17	0	\$ 0.00	\$ -
Assistant Driller	\$ 18.50	0	\$ 0.00	\$ -
Senior Engineering Technician	\$ 26.00	10	\$ 260.00	\$ 260.00
CADD/Computer Technician	\$ 26.50	8	\$ 212.00	\$ 212.00
Secretary/Clerical	\$ 27.88	4	\$ 111.52	\$ 111.52
			\$	
TOTAL DIRECT LABOR	\$ 30.29	75		\$ 2,271.83
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	200 % x Total Direct Labor			\$ 4,543.66
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 6,815.49
8. PROFIT: Labor Related Costs (Item 7)			x 10%	\$ 681.55

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Lump Sum)				
Field Exploration				
Use of Support Truck, days	3	\$ 185.00	\$	555.00
Mobilization of Truck Rig, LS	1	\$ 565.00	\$	565.00
SPT Borings, Truck Rig, 0-50', per ft	210	\$ 14.50	\$	3,045.00
SPT Borings, Truck Rig, 50-100', per ft	0	\$ 17.50	\$	0.00
Hand Auger Boring, per foot	48	\$ 11.25	\$	540.00
Extra Spoons, 0-50 feet, ea.	9	\$ 45.00	\$	405.00
Grouting, 0-50 feet, per foot	210	\$ 6.00	\$	1,260.00
Grouting, 50-100 feet, per foot	0	\$ 7.50	\$	0.00
Temp Casing, 4-inch, 0-50 feet, per ft	0	\$ 11.00	\$	0.00
Movement Between Borings, per crew hr	2	\$ 175.00	\$	350.00

Exhibit B			
CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION			
CITY OF JACKSONVILLE, FLORIDA			
PART I - GENERAL			
1. Project Oceanway - New Berlin Library Original Contract		2. Proposal No. / Contract No. P-31-20 / TBD	
3. Name of Consultant or Subconsultant: Meskel & Associates Engineering, PLLC		4. Date of Proposal December 16, 2021	
Laboratory Testing			
Natural Moisture Content, each	16	\$ 20.00	\$ 320.00
Percent Fines, each	7	\$ 50.00	\$ 350.00
Organic Content, each	2	\$ 48.00	\$ 96.00
Grain Size, each	2	\$ 90.00	\$ 180.00
Atterberg Limits, each	1	\$ 110.00	\$ 110.00
Series Corrosion, each	1	\$ 224.00	\$ 224.00
MISCELLANEOUS DIRECT COSTS SUB-TOTAL			\$ 8,000.00
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)			\$ 15,497.04
12. TOTAL PRIOR CONTRACT AMOUNT			N.A.
TOTAL AMENDED CONTRACT AMOUNT			N.A.



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.
SECRETARY

June 12, 2021

Antoinette Meskel, President
MESKEL & ASSOCIATES ENGINEERING, PLLC
3728 Philips Highway, Suite 208
Jacksonville, Florida 32207

Dear Ms. Meskel:

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

Group 9 - Soil Exploration, Material Testing and Foundations

- 9.1 - Soil Exploration
- 9.2 - Geotechnical Classification Laboratory Testing
- 9.3 - Highway Materials Testing
- 9.4.1 - Standard Foundation Studies
- 9.5 - Geotechnical Specialty Laboratory Testing

Group 10 - Construction Engineering Inspection

- 10.3 - Construction Materials Inspection

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, 2022 for contracting purposes.

Approved Rates

Home/ Branch Overhead	Field Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimburse Actual Expenses	Home Direct Expense	Field Direct Expense	Published Fee Schedule
261.37%	159.52%	0.445%	Reimbursed	No	3.41%	0.00%*	Yes

*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

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

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

Sincerely,

Carliayn Kell
Professional Services
Qualification Administrator

Safety, Mobility, Innovation
www.fdot.gov

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

PART I - GENERAL

1. Project Jacksonville Public Library Oceanway Branch - Traffic Study Original Contract	2. Proposal No. / Contract No. P-31-20 / TBD
3. Name of Consultant or Subconsultant: Chindalur Traffic Solutions, inc.	4. Date of Proposal February 11, 2022

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	TOTAL
Principle Engineer	\$ 86.65	13	\$ 1,126.45
Traffic Engineer/Project Manager	\$ 67.55	92	\$ 6,214.60
Senior Designer	\$ 60.00	12	\$ 720.00
Designer	\$ 50.00	0	\$ -
Technician/Clerical	\$ 35.00	22	\$ 770.00
TOTAL DIRECT LABOR	\$ 63.53	139	\$ 8,831.05
6. Overhead (Combined Fringe Benefit & Administrative)			
Overhead Rate	150%	x Total Direct Labor	\$ 13,246.58
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)			\$ 22,077.63
8. PROFIT: Labor Related Costs (Item 7) 10%			\$ 2,207.76

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Lump Sum)			
	Printing	\$	-
	Transportation & Shipping	\$	-
		\$	-
MISCELLANEOUS DIRECT COSTS SUBTOTAL			\$ -
10. SUBCONSULTANTS (Lump Sum)			
	One (1) Intersection TMC (\$360 each)	\$	360.00
	One (1) 7 Day Hose Count	\$	1,080.00
		\$	-
SUB-CONTRACT (Reimb/NTE) SUBTOTAL			\$ 1,440.00

11. SUBCONTRACTS (Reimbursable/Not to Exceed)

REIMBURSABLES SUBTOTAL \$ -

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)	\$ 25,725.39
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 Jacksonville Public Library Oceanway Branch - Design Services Original Contract	2. Proposal No. / Contract No. P-31-20 / TBD
3. Name of Consultant or Subconsultant: Chindalur Traffic Solutions, inc.	4. Date of Proposal February 11, 2022

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	TOTAL
Principle Engineer	\$ 86.65	41	\$ 3,552.65
Traffic Engineer/Project Manager	\$ 67.55	76	\$ 5,133.80
Senior Designer	\$ 60.00	88	\$ 5,280.00
Designer	\$ 50.00	108	\$ 5,400.00
Technician/Clerical	\$ 35.00	0	\$ -
TOTAL DIRECT LABOR	\$ 61.87	313	\$ 19,366.45
6. Overhead (Combined Fringe Benefit & Administrative)			
Overhead Rate	150%	x Total Direct Labor	\$ 29,049.68
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)			\$ 48,416.13
8. PROFIT: Labor Related Costs (Item 7) 10%			\$ 4,841.61

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Reimbursable)			
	Printing	\$	500.00
	Transportation & Shipping	\$	500.00
		\$	-
MISCELLANEOUS DIRECT COSTS SUBTOTAL			\$ 1,000.00
10. SUBCONSULTANTS (Lump Sum)			
	Traffic Counts and Data Collection	\$	-
		\$	-
		\$	-
SUB-CONTRACT (Reimb/NTE) SUBTOTAL			\$ -
11. SUBCONTRACTS (Reimbursable/Not to Exceed)			
REIMBURSABLES SUBTOTAL			\$ -

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)	\$ 54,257.74
12. TOTAL PRIOR CONTRACT AMOUNT	N.A.
TOTAL AMENDED CONTRACT AMOUNT	N.A.

Contract Fee Summary for Engineering Division Oceanway-New Berlin Library City of Jacksonville, FL				
PART I - GENERAL				
1. Project Oceanway-New Berlin Library		2. City Contract Number P-31-20		
3. Name of Consultant GAI Consultants, Inc.		4. Date of Proposal 2/11/2022		
PART II - LABOR RELATED COSTS				
5. DIRECT LABOR	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Civil and LA Principals/PM	\$ 100.00	7	\$ 700.00	
Director	\$ 75.00	17	\$ 1,275.00	
Sr. Engineering Manager	\$ 65.50	84	\$ 5,502.00	
Sr. Engineer	\$ 55.00	162	\$ 8,910.00	
Project Engineer	\$ 42.25	204	\$ 8,619.00	
Engineer Intern	\$ 33.00	301	\$ 9,933.00	
Sr. LA Manager	\$ 64.00	60	\$ 3,840.00	
Project LA	\$ 46.23	171	\$ 7,905.33	
LA Technician	\$ 31.12	184	\$ 5,726.08	
Lead Designer	\$ 41.20	60	\$ 2,472.00	
Planning Manager	\$ 56.77	0	\$ 0.00	
Sr. Planner	\$ 36.00	0	\$ 0.00	
CAD Operator (Survey and Civil)	\$ 31.09	99	\$ 3,077.91	
Surveyor (PSM)	\$ 65.00	28	\$ 1,820.00	
Two-Man Survey Crew	\$ 57.00	40	\$ 2,280.00	
Admin	\$ 23.00	37	\$ 851.00	
TOTAL DIRECT LABOR				\$62,911
6. OVERHEAD (Combined Fringe Benefits & Administrative) Overhead Rate 177.99%				\$111,976
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$174,887
8. PROFIT: Labor Related Costs (Item 7) x 10%				\$17,489
TOTAL LUMP SUM LABOR FEE (GAI)				\$192,376
PART III - OTHER COSTS				
9. MISCELLANEOUS DIRECT COSTS (Reimbursable Allowance) Mileage, Courier, Printing, Etc.				\$ 5,000
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$5,000
10. SUBCONSULTANTS ALLOWANCE (Reimbursable) Irrigation (Eco Design & Consulting - Labor Rates Attached)				\$5,000
Soft Digs Allowance (ETM Surveying & Mapping, Inc. - Labor Rates Attached)				\$20,000
				\$0
				\$0
SUB-CONTRACT SUB-TOTAL				\$25,000
PART IV - FEE SUMMARY				
TOTAL FEE - (Items 5, 6, 8, 9 and 10)				\$222,376

GAI Consultants, Inc.
Statement of Direct Labor, Fringe Benefits, and General Overhead
December 31, 2020

Infrastructure - Home and Field Office

Description	Total Costs	Unallowable Costs	Allowable Costs	Allowable Costs Allocated To	
				Home Office	Field Office
Direct labor	\$ 16,304,943		\$ 16,304,943	\$ 14,798,534	\$ 1,506,409
Premium overtime	(166,064)		(166,064)	(116,438)	(49,626)
	\$ 16,138,879		\$ 16,138,879	\$ 14,682,096	\$ 1,456,783
Fringe benefits:					
Holiday payroll	\$ 748,133	\$ -	\$ 748,133	\$ 680,602	\$ 67,531
Vacation/sick payroll	2,079,407	-	2,079,407	1,891,708	187,699
Retirement plans	1,388,491	-	1,388,491	1,263,158	125,333
Employee group insurance	1,886,183	2,751 (a)	1,883,432	1,713,423	170,009
Bonuses	1,385,567	-	1,385,567	1,260,498	125,069
Payroll taxes	2,223,224	-	2,223,224	2,022,544	200,680
Total fringe benefits	\$ 9,711,005	\$ 2,751	\$ 9,708,254	\$ 8,831,933	\$ 876,321
General overhead:					
Indirect labor	\$ 9,024,395	\$ 251,572 (b)	\$ 8,772,823	\$ 8,231,381	\$ 541,442
Administrative	147,495	19,733 (c)	127,762	119,877	7,885
Amortization expense	427,625	427,625 (d)	-	-	-
Bad debt expense	57,785	57,785 (e)	-	-	-
Books and subscriptions	67,574	-	67,574	63,403	4,171
Computer and programs	1,792,782	-	1,792,782	1,682,135	110,647
Depreciation	531,718	-	531,718	498,901	32,817
Insurance - general	492,711	-	492,711	462,302	30,409
Interest	132,871	132,871 (f)	-	-	-
Miscellaneous	189,004	36,356 (g)	152,648	143,227	9,421
Postage	27,168	-	27,168	25,491	1,677
Professional development	226,248	108 (h)	226,140	212,183	13,957
Professional fees	906,382	2,930 (i)	903,452	847,693	55,759
Promotion	216,348	216,348 (j)	-	-	-
Rent	3,432,350	23,004 (k)	3,409,346	3,198,928	210,418
Repairs and maintenance	279,288	-	279,288	262,051	17,237
Supplies	214,141	4,844 (l)	209,297	196,380	12,917
Taxes	735,257	177,803 (m)	557,454	523,049	34,405
Telephone	266,809	-	266,809	250,342	16,467
Travel expenses	435,457	22,436 (n)	413,021	387,530	25,491
Utilities	209,621	-	209,621	196,684	12,937
Total general overhead	\$ 19,813,029	\$ 1,373,415	\$ 18,439,614	\$ 17,301,557	\$ 1,138,057
Total indirect costs			\$ 28,147,868	\$ 26,133,490	\$ 2,014,378
Percentage of direct labor			174.41%	177.99%	138.27%

Exhibit B				
CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION				
CITY OF JACKSONVILLE, FLORIDA				
PART I - GENERAL				
1. Project			2. Proposal No. / Contract No.	
Oceanway - New Berlin Library Original Contract			P-31-20 / TBD	
3. Name of Consultant or Subconsultant:			4. Date of Proposal	
Eco Design & Consulting (Irrigation Services)			March 3, 2022	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Landscape Architect	\$ 66.67		\$ 0.00	\$ -
Senior Designer	\$ 35.72		\$ 0.00	\$ -
CADD Tech	\$ 29.50		\$ 0.00	\$ -
TOTAL DIRECT LABOR		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	
			\$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ -
10. SUBCONSULTANTS (Lump Sum)				
			\$ 0.00	
			\$ 0.00	
SUB-CONTRACT SUB-TOTAL (Lump Sum)				\$ -
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 A EXHIBIT B
CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION
CITY OF JACKSONVILLE, FLORIDA

PART I - GENERAL

1. Project Oceanway - New Berlin Library	2 Proposal No. / Contract No. P-31-20 TBD
3. Name of Consultant or Subconsultant: ETM Surveying & Mapping, Inc.	4. Date of Proposal February 28, 2022

PART 11 - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
SUR Chief Surveyor	\$ 72.11	0	\$ 0.00	
SUR Project Surveyor	\$ 46.70	0	\$ 0.00	
SUR Survey Analyst 3 (Senior)	\$ 39.11	0	\$ 0.00	
SUR SUE Analyst 3 (Senior)	\$ 42.67	0	\$ 0.00	
SUR Survey Analyst 2 (Junior)	\$ 23.41	0	\$ 0.00	
SUR SUE Analyst 2 (Junior)	\$ 21.73	0	\$ 0.00	
SUR clerical	\$ 25.98	0.0	\$ 0.00	
SUR Party Chief	\$ 31.66	0	\$ 0.00	
SUR Survey Technician 2 (Junior)	\$ 19.58	0	\$ 0.00	
SUR Survey Technician 1 (Entry)	\$ 16.02	0	\$ 0.00	
SUR SUE Technician 3 (Senior)	\$ 35.89	0	\$ 0.00	
SUR SUE Technician 2 (Junior)	\$ 22.33	0	\$ 0.00	
SUR SUE Technician 1 (Entry)	\$ 16.69	0	\$ 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)		
	\$	
	\$	
	\$	
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	NA.
TOTAL AMENDED CONTRACT AMOUNT	NA.

Exhibit B				
CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION				
CITY OF JACKSONVILLE, FLORIDA				
PART I - GENERAL				
1. Project			2. Proposal No. / Contract No.	
Oceanway - New Berlin Library			P-31-20 / TBD	
Original Contract				
3. Name of Consultant or Subconsultant:			4. Date of Proposal	
McMillan Pazdan Smith			November 11, 2021	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$ 79.57	150	\$ 11,935.50	\$ 11,935.50
Project Manager	\$ 39.16	275	\$ 10,769.00	\$ 10,769.00
Project Architect	\$ 57.69	200	\$ 11,538.00	\$ 11,538.00
Project Designer	\$ 52.47	290	\$ 15,216.30	\$ 15,216.30
Intern Architect	\$ 20.60	500	\$ 10,300.00	\$ 10,300.00
			\$ 0.00	\$ -
Clerical	\$ 31.25	95	\$ 2,968.75	\$ 2,968.75
			\$ 0.00	\$ -
			\$ 0.00	\$ -
			\$ 0.00	\$ -
TOTAL DIRECT LABOR	\$ 41.54	1,510		\$ 62,727.55
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	150 % x Total Direct Labor			\$ 94,091.33
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 156,818.88
8. PROFIT: Labor Related Costs (Item 7)				\$ 15,681.89
				x 10%
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs (Est - Reimbursable Billed Hourly)				
Programming			\$ 15,000.00	
Community Meetings			\$ 15,000.00	
FF&E			\$ 75,726.00	
Signage			\$ 20,000.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ 125,726.00
10. SUBCONSULTANTS (Lump Sum)				
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
SUB-CONTRACT SUB-TOTAL (Reimb)				\$ -
11. SUBCONTRACTS (Reimbursable/Not to Exceed)				
			\$ -	
			\$ -	
			\$ -	
			\$ -	
SUB-TOTAL REIMBURSABLES				\$ -
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)				\$ 298,226.77
(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.	
Oceanway - New Berlin Library			P-31-20 / TBD	
Original Contract				
3. Name of Consultant or Subconsultant:			4. Date of Proposal	
McVeigh & Mangum Engineering, Inc			November 11, 2021	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principle	\$ 86.54	25	\$ 2,163.50	\$ 2,163.50
Department Manager/Technical Director	\$ 72.12	50	\$ 3,606.00	\$ 3,606.00
Senior Engineer	\$ 57.69	126	\$ 7,268.21	\$ 7,268.21
Lead Engineer/Sr. Designer	\$ 48.08	445	\$ 21,395.60	\$ 21,395.60
Engineer/Designer	\$ 40.87	175	\$ 7,152.25	\$ 7,152.25
Jr. Engineer/Designer	\$ 36.06	195	\$ 7,031.70	\$ 7,031.70
BIM/CADD Operator	\$ 33.65	625	\$ 21,031.25	\$ 21,031.25
Administrative	\$ 24.04	60	\$ 1,442.40	\$ 1,442.40
			\$ 0.00	\$ -
			\$ 0.00	\$ -
TOTAL DIRECT LABOR	\$ 41.79	1,701		\$ 71,090.91
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	150 % x Total Direct Labor			\$ 106,636.37
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 177,727.28
8. PROFIT: Labor Related Costs (Item 7)				x 10% \$ 17,772.73
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs (Lump Sum)				
Printing			\$ 0.00	
Transportation & Shipping			\$ 0.00	
			\$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ -
10. SUBCONSULTANTS (Lump Sum)				
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
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)				\$ 195,500.01
12. TOTAL PRIOR CONTRACT AMOUNT				N.A.
TOTAL AMENDED CONTRACT AMOUNT				N.A.

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

PART I - GENERAL

1. Project Oceanway - New Berlin Library	2. Proposal No. / Contract No. P-31-20 / TBD
3. Name of Consultant SES Energy Services LLC, Environmental Resource Solutions Division (ERS)	4. Date of Proposal

PART II - LABOR RELATED COSTS

5. Direct Labor (Limiting Amount)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Project Manager (Sr. Env. Scientist I)	\$87.28		\$ 0.00	
Sr. Environmental Scientist II	\$49.92		\$ 0.00	
Sr. Environmental Scientist II	\$49.33		\$ 0.00	
Environmental Scientist I	\$49.00		\$ 0.00	
Environmental Scientist II	\$47.50		\$ 0.00	
Environmental Scientist II	\$47.45		\$ 0.00	
Environmental Scientist III	\$41.75		\$ 0.00	
Environmental Scientist IV	\$31.76		\$ 0.00	
Environmental Technician I	\$28.88		\$ 0.00	
GIS Specialist	\$33.53		\$ 0.00	
Drafter / CADD Operator	\$31.76		\$ 0.00	
TOTAL DIRECT LABOR		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			\$	
Public Meeting Expenses			\$	
Changeable Message Boards			\$	
Transportation			\$	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ -
10. SUBCONTRACTS (Reimbursable/Not to Exceed)			\$	
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)				\$ -
11. REIMBURSABLE COSTS (Limiting Amount)			\$	
SUB-TOTAL REIMBURSABLES				\$ -

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)				\$ -
13. ORIGINAL OR CURRENT CONTRACT AMOUNT				
14. AMENDED CONTRACT AMOUNT				\$ -

EBO FORM 1
SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

Name of Proposer: **PQH Group**

Project Title: **Oceanway - New Berlin Library**

Proposal Number: **P-31-20** Total Base Proposal Amount (if applicable): **\$1,291,008.71**

***Please list all JSEBs first**

Full Company Name	JSEB Category (African-American, Women, Asian, Native American, Non-MBE or Hispanic)	Type of Work to be Performed	Total Contract Value or Percentage
PQH Group	Hispanic	Architecture / Interior Design	30%
Meskel & Associates Engineering	Woman	GeoTechnical	1%
Chindalur Traffic Solutions	Asian	Traffic Design	4%
GAI Consultants	Non-MBE	Civil Engineering/Survey	18%
Eco Design & Consulting	Non-MBE	Irrigation / Landscape Architecture	1%
ETM Surveying & Mapping	Non-MBE	Utility Locate Survey	2%
McMillan Pazdan Smith	Non-MBE	Architecture / Interior Design	25%
McVeigh & Mangum Engineering	Non-MBE	SMEP/FP Engineering & Data/Comm Design	16%
SES Energy Services (ERS)	Non-MBE	Environmental Services	3%

Attach additional list of subcontractors/sub-consultants as needed

CONSULTANT/SUBCONTRACTOR/SUPPLIER TOTAL VALUES	
African-American Participation Total	\$0
Hispanic-American Participation Total	\$444,425
Native-American Participation Total	\$0
Asian-American Participation Total	\$79,983
Woman Participation Total	\$15,497
Non-MBE Participation Total	\$751,103

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

Signature of
Proposer:



Title: PRESIDENT

Date: 3-21-22

Print Name: RICARDO QUINONES



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: Greg Pease, Chairperson
Professional Services Evaluation Committee

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

Re: Certification Letter for P-12-22 Medical ASO, Pharmacy Benefit Management Services, Stop Loss, EAP, Well-being and Chronic Condition Management Services

Date: April 1, 2022

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 Medical ASO, Pharmacy Benefit Management Services, Stop Loss, EAP, Well-being and Chronic Condition Management Services for City employees, retirees, and eligible dependents, and those employees of several outside agencies.
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 January 1, 2023 through December 31, 2027.
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 December 31, 2022.
6. List of current contracts or prior services that will be related to the proposed service. Florida Blue currently has the contract, and it will expire December 31, 2022.
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 545091 and 545092.



City of Jacksonville, Florida

Lenny Curry, Mayor

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

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10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process.
11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated May, 2018

(See: <http://inside.coj.net/op/pr/default.aspx>)



Subcommittee Member Signature

Chief, Compensation and Benefits

TITLE



Subcommittee Member Signature

Manager, Compensation and Benefits

TITLE



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: Greg Pease, Chairperson
Professional Services Evaluation Committee

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

Re: Certification Letter for P-13-22 Pharmacy Benefit Management Services

Date: April 1, 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 Pharmacy Benefit Management Services for City employees, retirees, and eligible dependents, and those employees of several outside agencies.
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 January 1, 2023 through December 31, 2027.
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 December 31, 2022.
6. List of current contracts or prior services that will be related to the proposed service. Florida Blue currently has the contract, and it will expire December 31, 2021.
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10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process.



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.

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated May, 2018

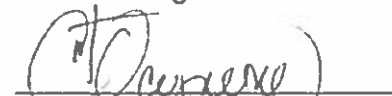
(See: <http://inside.coj.net/op/pr/default.aspx>)



Subcommittee Member Signature

Chief, Compensation and Benefits

TITLE



Subcommittee Member Signature

Manager, Compensation and Benefits

TITLE



City of Jacksonville, Florida


Finance and Administration Department
117 West Duval Street, Suite 300
Jacksonville, FL 32202
(904) 255-5355
www.coj.net

ONE CITY. ONE
JACKSONVILLE.

April 7, 2022

MEMORANDUM

TO: Greg Pease, Chairperson, Professional Services Evaluation Committee

FROM: Paul Barrett, Senior Manager of Debt and Investments 

RE: Selection of Bank Loan Provider for the Special Revenue, Series 2022B Bank Loan / Bond Issuance

On April 19, 2022, the City will close on a bank loan to refund previously outstanding Industrial Development Revenue Bonds (Metropolitan Parking Solutions Project), Series 2005 and Industrial Development Revenue Bonds (Metropolitan Parking Solutions Project), Series 2005A. The City recently completed an RFI process through its Financial Advisor for the Bank Loan and subsequent refunding of the aforementioned bonds.

In accordance with Section 126.313 of the Purchasing Code and the related Treasury and Pension Procurement Procedures, and after careful consideration, the City's Treasury Division hereby notifies PSEC that it has selected JP Morgan Chase Bank, N.A. to reserve for the City \$28,682,400.00 at a fixed interest rate of 2.77% and to be paid back over a period of 19.5 years for the purpose of refunding the outstanding Industrial Development Revenue Bonds (Metropolitan Parking Solutions Project), Series 2005 and Industrial Development Revenue Bonds (Metropolitan Parking Solutions Project), Series 2005A.