

PUBLIC NOTICE
PSEC AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, January 13, 2022, 10:00 a.m.
Eighth Floor, Conference Room 851
Ed Ball Building, 214 N. Hogan Street
Jacksonville, FL 32202

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[Teams Meeting](#)

Committee Members: Gregory Pease, Chairman
 Paul Barretti, Treasury
 James McCain, Jr., OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRA EXP	OUTCOME
Sarahyn Grass Tyrlica Young	P-41-21	Introduce & Review Scope Mentoring and Training Services Consultant Kids Hope Alliance	That the committee approves the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel 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.		
Noah Ray Todd Smith	P-01-22	Introduce & Review Scope Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR) Fire and Rescue Department/Emergency Preparedness Division	That the committee approves the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel 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.		
Robin Smith Rose Nettles	P-30-21	Introduce & Review Scope Professional Grant Writing and Management Services Department of Public Works/Engineering & Construction Management Division	That the committee approves the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel 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.		
Robin Smith Melissa Long	P-36-16	Contract Amendment No. 7 NPDES Engineering and Permit Administration Services - Annual Contract Department of Public Works/Engineering & Construction Management Division	That Contract No. 6398-23, originally executed December 26, 2016, between the City and England-Thims & Miller, Inc., for NPDES Engineering and Permit Administration Services- Annual Contract be amended to incorporate the attached Scope of Services identified as Exhibit O and Contract Fee Summary identified Exhibit P; to increase the lump-sum amount for NPDES Engineering and Permit Administration Services by \$705,602.77 to a new limit of \$4,890,829.77 and to increase the not-to-exceed limits for: PWD		

William Joyce Jill Enz	P-21-19	Contract Amendment No. 2 Professional Engineering Services for Emerald Trail Master Plan Improvements Department Of Public Works/Engineering & Construction Management Division	Special Project Requests by \$45,000 to a new limit of \$140,900; EOD Special Project Requests by \$45,000 to a new limit of \$134,000.00 and M&LM Division Special Project Requests by \$44,000.00 to a new limit of \$267,535.05; thereby increasing the maximum indebtedness to the city by \$839,602.77 to a new limit of \$5,433,264.32. All other terms and conditions as previously amended shall remain the same.	
Robin Smith Jill Enz	P-11-19	Contract Amendment No. 1 Architectural and Engineering Services Miscellaneous Park Improvements – Annual Contract-North Department of Public Works/Engineering & Construction Management Division	That Contract 9092-04, originally executed January 6, 2020, between the City and Pond and Company Corporation for Professional Engineering Services for Emerald Trail Master Plan Improvements, be amended to incorporate the attached Scope of Services identified as Exhibit E and Contract Fee Summary identified as Exhibit F: to increase the lump-sum amount for Design Services by \$32,516.69 to a new limit of \$333,147.80 and to add new not-to-exceed amount for Post Design Services in the amount of \$5,111.92, thereby increasing the maximum indebtedness to the City by \$37,628.61 to a new maximum indebtedness to the City in the amount of \$379,579.71. All other terms and conditions are as provided in the RFP and the City's standard contract language.	To project completion
Robin Smith Steven Long	P-13-19	Contract Amendment No. 1 Professional Engineering Services for Roadway, Intersection & Parking Projects – Annual Contract Department of Public Works/Engineering & Construction Management Division	That Contract No. 8107-10, originally executed January 14, 2020, between the City of Jacksonville and GAI Consultants, Inc., for Architectural and Engineering Services for Miscellaneous Park Improvements – Annual Contract-North, be amended to exercise the first renewal option extending the period of services from January 15, 2022, thru January 14, 2024, with one renewal option remaining. All other terms and conditions shall remain the same.	01/14/22
Robin Smith Steven Long	P-07-17	Contract Amendment No. 2 Professional Design Services for Various Pedestrian Improvement and Sidewalk Projects – Annual Contract Department of Public Works/Engineering & Construction Management Division	That Contract No. 8003-12, originally executed January 27, 2020, between the City and Hanson Professional Services, Inc., for Professional Engineering Services for Roadway Intersection & Parking Projects – Annual Contract, be amended to exercise the first renewal option extending the period of service from January 27, 2022, thru January 26, 2024, with one renewal remaining; and increase the maximum indebtedness by \$3,000,000.00 to a new maximum of \$6,000,000.00. All other terms and conditions shall remain the same.	01/26/22
Robin Smith Thomas McKnight	P-14-21	Subcommittee Report CEI Services for the LaSalle Drainage Design Build Project Department of Public Works/Engineering & Construction Management Division	That Contract No. 8107-08, originally executed February 14, 2018, between the City of Jacksonville and GAI Consultants, Inc., for Professional Design Services for Various Pedestrian Improvement and Sidewalk Projects – Annual Contract be amended to exercise the second and final renewal option extending the period of service from February 14, 2022, thru February 14, 2024. All other terms and conditions, as previously amended, shall remain the same. It is the consensus of the committee that of the three (3) proposals received in response to the Request for Proposal (RFP) all were found to be responsive, interested, qualified and available to provide the required services. The ranking of first, second and third, designates the order of qualification of these firms to perform the required service and alphabetically they are: 1) AE Engineering, Inc. 2) G-A-I Consultants, Inc. 3) The Gibbs Group, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with AE Engineering, Inc., the number one (1) ranked firm.	02/13/22
Robin Smith Thomas Goldsberry	P-36-21	Subcommittee Report Professional Threshold Inspection Services for Sports Performance Center	It is the consensus of the committee that of the three (3) proposals received in response to the Request for Proposal (RFP) all were found to be responsive, interested, qualified and available to provide the required services. The ranking of first, second and third, designates	

<p>Lori Boyer Daryl Joseph</p>	<p>P-01-21</p>	<p>Department of Public Works/Engineering & Construction Management Division</p> <p>Exhibit 8 Revision Northbank Lawn Riverfront Plaza FKA Jacksonville Landing Design Competition Downtown Investment Authority(DIA)</p>	<p>the order of qualification of these firms to perform the required service and alphabetically they are: 2) Baker Consulting and Engineering, LLC d/b/a Baker Design-Build 1) ECS Florida, LLC 3) Universal Engineering Sciences, LLC</p> <p>We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with ECS Florida, LLC, the number one (1) ranked firm.</p> <p>That the Fee Summary (Exhibit B) from the Award between Downtown Investment Authority and Perkins & Will, Inc., approved on December 3, 2021, for Northbank Lawn Riverfront Plaza FKA Jacksonville Landing Design Competition will now be identified/incorporated as Revised Exhibit "B" providing a lump-sum for Design Services in the amount of \$1,700,000.00; with a maximum indebtedness in the amount of \$1,700,000.00; All other terms and conditions remain the same.</p>	
<p>Paul Barrett Randall Barnes</p>	<p>N/A</p>	<p>Informational Update Investment Consulting Services for 457(b) Deferred Compensation and 401 (a) Defined Contribution Plans Finance and Administration Department/Treasury</p>	<p>The Treasury Division Hereby notifies PSEC in accordance with Section 226.313 of the Purchasing Code and the related Treasury and Pension Procurement Procedures, that Contract No. 10624, originally executed February 1, 2019, between the City and Aon Hewitt Investment Consulting, Inc., for Professional Services as Investment Consultant, be amended by (i) exercising the first of two, 2-year renewal options with a period of service from February 1, 2022, through January 31, 2024; and (ii) increasing the maximum indebtedness by \$200,000.00, to a new total maximum of \$500,000.00. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures and applicable federal and state laws</p>	

Meeting Adjourned:

"The next PSEC meeting is scheduled to be held on Thursday, January 27, 2022."



MEMORANDUM

TO: Gregory Pease, Chief of Procurement

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

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

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

SUBJECT: Request for Proposal – Mentoring and Training Services for Providers

DATE: November 15, 2021

P-41-21

The Kids Hope Alliance (KHA) respectfully requests permission to release a Mentoring and Training Services for Providers Request for Proposal (RFP). The Mentoring and Training Services RFP will solicit responses from qualified contractors to provide mentoring and training services to assist non-profit agencies/providers in capacity building, navigating the procurement process, and contract execution/deliverables.

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

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

Upon approval of this request, the Mentoring and Training Services for Providers RFP will adhere to the statues and guideline as established b the City of Jacksonville Procurement procedures.

If you need additional information after your review, please contact Tyrica Young at 904-255-4423.

Thank you for your assistance and consideration of this request.

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

4. The estimated cost of the service or study:

Between \$20,000 & \$80,000

5. Whether the proposed study or service will not duplicate a prior or existing work.

KHA has never had a contractor provide mentoring and training services.

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 mentoring and training 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:

Nonprofit Center of Northeast Florida – rcoughlin@nonprofitctr.org

Boys and Girls Club of Northeast Florida, Inc. – paulm@bgcnf.org

Communities in School of Jacksonville, Inc. – lbaxton@cisjax.org

Jacksonville Public Education Fund – rachael.fortune@jaxpef.org

Young Men's Christian Association, Inc. – funcglown@fcmca.org

Malivai Washington Youth Foundation, Inc. – terri@malwashington.com

The Florida Small Business Development Center at University of North Florida – fountain@unf.edu &

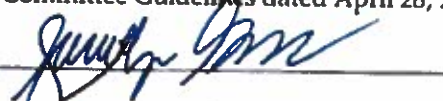
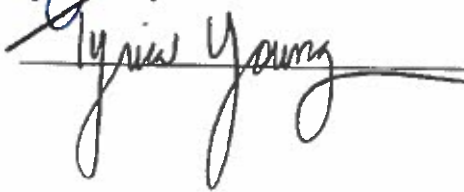
c.winterbottom@unf.edu & jwill@unf.edu & rudy.jamison@unf.edu

CASPER – cbyrd@casperfl.com

EduMatrix – ctaylor@edumatrixusa.org

Turnaround Solutions, Inc. - jyoung@turnaroundsolutionsinc.com
904ward - info@904ward.org
Thomas & James Consulting - yvana.allen@outlook.com
C. Robinson Associates - conchita@crobinsonassociates.com
The Chambliss Group - thechambliss.s@gmail.com
Lewis and White Business League - matt.galnor@myjaxchamber.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 April 28, 2021.

KHA - Chief Administrative Officer
TITLE

KHA - Director, Research and Grants
TITLE



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City of Jacksonville, Florida

Lenny Curry, Mayor

Jacksonville Fire and Rescue
Emergency Preparedness Division
(904) 255-3110
www.coj.net/jaxready

MEMORANDUM

January 5, 2022

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Noah Ray, Emergency Preparedness Supervisor
Jacksonville Fire & Rescue Department/Emergency Preparedness Division

THROUGH: Chief Todd Smith, Division Chief
Jacksonville Fire & Rescue Department/Emergency Preparedness Division

SUBJECT: Certification Letter for P-01-22 Threat & Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR)

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:

This study will result in development of a regional Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR). This project will directly support the implementation of the Resilience Initiative Project, funded by through the Regional Catastrophic Preparedness Grant Program (RCPGP). This consultant identified through this RFP will assist the City of Jacksonville Fire and Rescue Department (COJ JFRD), Emergency Preparedness Division (EPD) in creating goals and building a roadmap to assess core capabilities and identifying threats and hazards within the City of Jacksonville Metropolitan Statistical Area (MSA).

2. The Objective of the study or services:

The purpose of the study is to identify threats, hazards, and analyze the core capabilities of regional partners in relation to those threats and hazards. The Regional THIRA/SPR will assist the five (5) MSA county stakeholders and communities reach their mission objectives through capability levels, identifying gaps, new strategies, best practices, and tested preparedness activities.



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Lenny Curry, Mayor

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3. The estimated period of time needed for the service or study:
Is approximately two years, ending no later than July 23, 2023.
4. The estimated cost of the service or study:
\$100,000
5. Whether the proposed study or service will not duplicate a prior or existing work.
The proposed study will not duplicate an existing work.
6. List of current contracts or prior services or studies which are related to the proposed study or service:
None
7. A statement as to why the service/study cannot be done by department or agency staff:
The scale of the required assignment is too large to accomplish with existing agency staff. Additionally, no staff possess experience completing the formal THIRA/SPR framework documents developed by FEMA.
8. The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members:
Chief Todd Smith: 904-255-3118
Noah Ray: 904-255-3117
9. A project funding account number:
Project# 009167 | Oracle Fund# 11409 | Oracle Center# 122003 | Account # 531090
10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process: All firms who have expressed an interest in furnishing Professional Services as detailed in the RFP should be notified of this RFP.
 - All Hands Consulting, 11101 Resort Rd, #125, Ellicott City, MD 21042 (410) 988-8942
 - Contact@AllHandsConsulting.com(410) 988-8942
 - Integrated Solutions Consulting, Inc. 220 S. Buchanan St. Edwardsville, IL 62025
 - Dan Martin dan.martin@i-s-consulting.com (847) 477-6542
 - 1955 Evergreen Blvd., Bldg. 200, Ste. 300 Duluth, GA 30096
 - Christina Parkins christina.parkins@tetrattech.com (704) 796-6431
 - Hagerty Consulting, Inc. 1618 Orrington Avenue, Suite 201 Evanston, IL 60201
 - Katie Freeman katie.freeman@hagertyconsluting.com (847) 492-8454 x119



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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

Chief Todd Smith, Division Chief

Emergency Preparedness Division

Jacksonville Fire and Rescue Department

Noah Ray, Emergency Preparedness Supervisor

Emergency Preparedness Division

Jacksonville Fire and Rescue Department



City of Jacksonville, Florida

Lenny Curry, Mayor

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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

Chief Todd Smith, Division Chief

Emergency Preparedness Division

Jacksonville Fire and Rescue Department

Noah Ray, Emergency Preparedness Supervisor

Emergency Preparedness Division

Jacksonville Fire and Rescue Department



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

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TO: Greg Pease, Chairperson
Professional Services Evaluation Committee

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

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

Rose Nettles, Special Projects Manager *Rose Nettles*
Department of Public Works

DATE: January 4, 2022

RE: **REQUEST FOR PROPOSALS – RFP NO. P-30-21**
PROFESSIONAL GRANT WRITING AND MANAGEMENT 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 estimated cost for these services is \$200,000.
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 Robin Smith, P. E., Chief, Engineering and Construction Management Division, 255-8710; and Rose Nettles, Special Projects Manager, Department of Public Works, 255-8728, 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 purchase orders are issued 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.

WJJ:dh

Attachment: Request for Proposals
Risk Management Approval (sent by e-mail)

cc: David D. Hahn, P. E., Engineer Manager, Engineering Design Section
Lori West, Contract Specialist, Engineering Division



City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
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December 7, 2021

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

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

FROM: Robin G. Smith, P.E. *R. Smith*
Chief, Engineering & Construction Management

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

Dave McDaniel *Dave McDaniel*
Chief, Mowing & Landscape

SUBJECT: P-36-16 NPDES Engineering and Permit Administration Services- Annual Contract
Contract No. 6388-23 Amendment 7 PO 600683-20-021

The Engineering Division has negotiated with the consultant selected for NPDES Engineering and Permit Administration Services- Annual Contract for year 5 of the initial contract and permit cycle resulting in the attached Scope of Services, Exhibit O and Contract Fee Schedule, Exhibit P, attached. JSEB firms to be utilized to meet the 15% Participation Percentage Plan for this contract are detailed on a separate attachment.

Accordingly, this is to recommend that Contract No. 6388-23, originally executed December 26, 2016, between the City and Englund-Thims & Miller, Inc., for NPDES Engineering and Permit Administration Services- Annual Contract be amended to incorporate the attached Scope of Services, Exhibit O and Fee Summary Exhibit P to increase the lump sum amount for NPDES Engineering and Permit Administration Services by \$705,602.77 to a new limit of \$4,890,829.27 and to increase the not to exceed limits for: PWD Special Project Requests by \$45,000 to a new limit of \$140,900; EQD Special Project Requests by \$45,000 to a new limit of \$134,000.00 and M&LM Division Special Project Requests by \$44,000.00 to a new limit of \$267,535.05; thereby increasing the maximum indebtedness to the city by \$839,602.77 to a new limit of \$5,433,264.32, with all other terms and conditions of the agreement remaining unchanged.

Funding for this project should be encumbered as follows:

ACCOUNTS:		TOTAL
44101-158002-531090-000000-00000000-00000-00000000		\$711,463.77
00111-154005-531 090-000000-00000000-00000-00000000		\$59,000.00
010263-PWEN En -Other Physical Env-531090-3-11401-331491-010263		\$75,139.00
TOTAL		\$839,602.77

RGS/lw

Attachments Exhibits O & P and JSEB Participation

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

**Scope of Services
Amendment 07
City of Jacksonville Contract 6398-23
NPDES Engineering and Permit Administrative Services
December 2021**

Introduction

The Public Works Department of the City of Jacksonville (City) is responsible for the operation and maintenance of the Municipal Storm Sewer System (MS4). The following City departments and divisions actively support the Stormwater Management Program (SWMP).

- Public Works Department (PWD)
 - Engineering and Construction Management Division
 - Right of Way and Stormwater Maintenance (RWSM) Division
 - Mowing and Landscape Maintenance (MLM) Division
 - Solid Waste Division
- Neighborhoods Department
 - Environmental Quality Division (EQD) Water Branch
- Planning & Development Department
 - Development Services Division

Amendment 6 extended the term limit of Contract 6398-23 for two years to December 25, 2022. This Amendment 7 is consistent with the Term of Agreement in the RFP and defines/funds the services of England, Thims, & Miller, Inc. (ETM) in Year 1 of the City's NPDES Cycle 5 Permit (or October 1, 2021 to September 30, 2022).

The objective of this Scope of Services is to assist the City with the update and ongoing implementation of its Stormwater Management Program as required by the NPDES Cycle 5 Permit and includes the following:

- Update and Maintenance of the City and FDOT District 2 MS4 Database.
- Update and support of the web asset management application system.
- Update of the SWMP and related Standard Operating Procedures (SOPs) and plans.
- Conduct MAXIMO (TIVOLI) work order data analysis to assess and enable the reporting of stormwater infrastructure maintenance and inspection activities and effectiveness in accordance with NPDES Cycle 5 Permit and Tributaries I & II BMAP requirements.
- Preparation support of the City's NPDES Cycle 4 Year 5 (C4Y5) Annual Report due in March 2022.
- Preparation support of the Ribault River and Strawberry Creek Bacteria Pollution Control Plan Status Reports for the period October 2020 through September 2021 (C4Y5) due in March 2022.
- Preparation support for TMDL Prioritization Plan.
- Preparation support of the City's Tributaries I & II BMAP Annual Report for the period October 2020 through September 2021 (C4Y5) due on January 15, 2022.
- Assist EQD and PWD with the implementation of the SWMP Assessment Program and preparation of the NPDES C4Y5 SWMP Assessment Status Report due in March 2022.
- Provide NPDES related special project services as requested and authorized.

Scope of Services

The following is a per task description of ETM's scope of services for Year 1 of the NPDES Cycle 5 Permit (C5Y1).

Task 1 - MS4 Inventory Update and Maintenance (Permit Part II)

The NPDES Permit requires that the City maintain a current map-based inventory of MS4 infrastructure to support MS4 operations, maintenance and inspection activities, and the reporting of these activities in its Annual Report.

Task 1.A - MS4 Inventory Update

ETM shall, in accordance with NPDES Permit requirements, maintain a current inventory of the MS4 infrastructure owned and maintained by the City and FDOT District 2.

Update of MS4

- ETM will update MS4 information in the GIS or web application on a quarterly basis. Inspectors and staff need to provide information on the connecting structures if the structure investigated does not exist. A copy of the updated MS4 GIS inventory database will be forwarded to the City's ITD on a quarterly basis till the end of the permit year.
- The updated MS4 GIS inventory database will be used to update the base map in Cartegraph and the ETM Mapping tool quarterly as well till the end of the permit year.
- All updated MS4 inventory work will be posted to the NPDES GIS database, and the hosted asset management system (Cartegraph web site) will be maintained by ETM. A copy of the updated MS4 inventory will be forwarded in Esri geodatabase format to the City's Information Technology Division (ITD), GIS Section at completion of work for posting by ITD to the City's intranet site.
- The MS4 inventory maintained in ETM's software platform will serve as the MS4 infrastructure dataset accessed and used by the City to support MS4 structural control inspections, proactive and reactive Illicit Discharge Detection & Elimination (IDDE) investigations and other stormwater management plans and activities as required by the NPDES Permit.
- Positional accuracy of information will be relative to the City's parcel layer which is maintained by the Duval County Property Appraisers Office and serves as the NPDES GIS base map.
- The MS4 shall be updated based upon As-builts, minor drainage addition and repair projects, and the City's structural control inspectors and RWSM Division staff.
- ETM will coordinate with the City's PWD staff, City's Planning and Development Department, FDOT, SJRWMD, JTA, and the NPDES Coordinator regarding as-builts or other plans. Confirmation of both the ownership and maintenance entity of the structures will be provided by the City.
- All City provided as-built drawings will be forwarded to ETM as CAD drawing files or PDF files. Drainage as-built drawings for FDOT District 2 MS4 infrastructure within the City's MS4 jurisdiction will be forwarded to ETM by the FDOT District 2 NPDES Administrator or downloaded from the FDOT portal.

- Private, FDOT District 2, and City-owned and maintained roadways will be depicted via line style and/or color in the mapping applications.
- The FDOT District 2 NPDES Administrator will inform ETM of MS4 infrastructure and/or roadways transferred from FDOT to the City. ETM will review and confirm transfer information provided by FDOT with the City prior to updating the MS4 inventory.
- Only private development and redevelopment project as-builts for which the roadways and MS4 infrastructure has been transferred to the City will be forwarded by the Development Services authorized representative.
- ETM will also provide any available as-builts to the City upon request.
- Private developments are not included in MS4 updates unless specifically requested by the City on an individual development basis.
- ETM will update parcel and roadway centerlines and related attribute information via a download of Duval County Property Appraisers Office parcel map quarterly during the NPDES Cycle 5 Permit Year 1. Aerials will be updated once a year. ETM will update the base map in the web asset management application and ETM Mapping tool with the information quarterly.

MS4 attributes collected from as-builts include the following:

- Manhole, inlet, and control structure rim and bottom pipe invert elevation.
- Control structure weir elevations
- Manhole, inlet, and control structure type
- Open and closed conveyance segment lengths
- Open and closed conveyance upstream and downstream invert/bottom elevations
- Open and closed conveyance material and year constructed
- Closed conveyance (pipe) dimensions and shape
- Check valve information
- All MS4 features will include owner (either City, FDOT, or Private) information if known.

Major Outfall inventory and mapping

- One map of the total City major outfalls with unique IDs will be produced in pdf format and submitted if required by FDEP. One map of the total FDOT major outfalls with unique IDs will be produced in pdf format and submitted if required by FDEP. A list of the major outfalls with their receiving waters and spatial coordinates (lat./long.) will also be provided if required in the Cycle 5 Permit. The maps, if required, will be submitted to FDEP by the City and FDOT in the Year 1 Annual Report in March 2023.
- ETM will assist the City with the major outfall inspection analysis. The results of the major outfall inspection analysis could determine if the City requests a lower inspection frequency to FDEP.

Non-Major Outfalls

- ETM will assist the City in the development of a plan to determine potential non-major outfall locations as required by the Cycle 5 Permit. The plan is required to be submitted by the City with the CSY2 Annual Report in March 2024.

Task 1.B - MLM Division Database Update

The MLM Division is responsible for routine maintenance (mowing, litter removal, and vegetation management/spraying) of roadside and off-road ditches, conveyance swales, MS4 ponds, and City-owned parcels. To support effective maintenance of these MS4 structures, ROW's, and public lands, ETM will:

- Add any new roadside and outfall ditches cleaned/re-graded by SWAT crews to the MLM Division's Application database as directed by the MLM Division Chief or his authorized representative.
- Update and add to the MLM Division's database, City ponds posted to the NPDES GIS database (Task 1.A) and/or transferred to the MLM Division for routine maintenance.
- Review and update all MLM Division contractor maintenance schedules for Fiscal Year 2021/22 within 30 business days of final receipt. Coordination with the MLM Administrator and contractors will be required to complete this task. Contractors are required to use the ETM asset and scheduling form. Any Contractor discrepancies (quantities, additions, deletions, and nomenclature) with the provided MLM asset list and schedule form will be sent to the MLM Administrator for review. Additional assets added or deleted throughout the year will also require the Contractor to provide schedules to ETM and the MLM Administrator.

TASK 2 – Stormwater Management Plan (SWMP) Update and Permit Required Reports

The NPDES Cycle 5 Permit requires that the SWMP be updated as needed to reflect changes in City standard operating procedures and/or resource allocation.

Task 2.A - SWMP Update Smart Book

ETM will update the SWMP "Smart Book" (first prepared during the NPDES Cycle 3 Permit) which compiles all the related reports, documents and procedures concerning the SWMP. ETM will also insert new plans and reports submitted to FDEP as well as City updated and new SOP's implemented by the City during C4Y5.

Task 2.B - NPDES Cycle 4 Year 5 (C4Y5) Annual Report Preparation Support

- Assist with Annual Report. ETM will assist the City's NPDES Coordinator with the collection of data maintained by various departments. ETM will work with the City's NPDES Coordinator to analyze, and format the data as well as draft supporting text for the following NPDES C4Y5 Annual Report Sections:
 - Section II Major Outfall Inventory
 - Section IV Fiscal Analysis
 - Section VII Stormwater Management Program
 - Part III.A.1 Structural Controls and Stormwater Systems Operations
 - Part III.A.3 Roadways - Street Sweeping and Nutrient Reduction Calculation
 - Part III.A.4 Flood Control Projects
 - Part III A.7.c Illicit Discharges and Improper Disposal
 - Part III A.7.g Limitation of Sanitary Sewer Seepage

The gathering, analysis and summarizing of data for all sections of the NPDES C4Y5 Annual Report form not listed in Task 2.B above will be completed by the City's NPDES Coordinator or authorized representatives.

- **FDOT MS4 Structures.** In addition to the above, ETM will, in accordance with the City's inter-agency agreement with FDOT District 2, forward to FDOT's NPDES Administrator an updated count of MS4 structures within the City's MS4 jurisdiction and IDDE inspection information. This will assist FDOT to complete some sections of the FDOT C4Y5 Annual Report.

Task 2.C – Tributaries I & II BMAP Annual Report (FY 20/21) Preparation Support

The City is required to submit, by January 15, 2022, a status report summarizing planned, ongoing, and completed activities/projects for tributaries I and II listed for the LSJR BMAP for the period since submittal of its most recent annual report.

- ETM will assist the City's NPDES Coordinator with the preparation of the Tributaries I and II BMAP Annual Report for the period October 2020 through September 2021.
- Summarize proactive, CARE driven, and SWAT initiative maintenance activities and associated costs as recorded in MAXIMO (TIVOLI) for those tributaries in the above BMAP.
- Summarize the number of proactive and reactive IDDE inspections; EQD CARE response water quality investigations; private lift station inspections, and the number septic tanks phased out for those tributaries in the above BMAP.

The City's NPDES Coordinator and PWD Engineering Division Chief or their authorized representative(s) are responsible for the addition and update of Stormwater Capital and DSR projects underway and completed as required in the instruction documentation provided by FDEP. This information will be forwarded to ETM by the City for inclusion in the report.

Task 2.D – Ribault River and Strawberry Creek Bacteria Pollution Control Plan (BPCP) Status Reports for C4Y5 and TMDL Prioritization Plan

Ribault River and Strawberry Creek BPCP Status Reports. ETM will assist the City's NPDES Coordinator with the preparation of the NPDES C4Y5 Ribault River and Strawberry Creek Bacteria Pollution Control Plan status reports. More specifically ETM will, in coordination with the City's NPDES Coordinator, assemble necessary data and prepare an activity table for each report summarizing the following for the reporting year:

- EQD proactive and reactive IDDE, private lift station, and water quality complaint inspections and investigations.
- RWSM proactive and reactive maintenance activities.
- Septic tanks phased out during the current reporting year.
- FDOH of Duval County septic tank inspections and enforcement actions, and JEA's SSO response and maintenance activities.

The preparation of water quality monitoring trend analysis narrative along with related tables and maps will be completed by EQD staff.

TMDL Prioritization Plan. ETM will assist the City with the TMDL Prioritization Plan for waterbodies with a TMDL and without a BMAP which is due six months following the effective date of the Cycle 5 Permit (approximately March 2022).

Task 2.E – Stormwater Needs Analysis

As part of the 2021 State of Florida regular session, the legislature recognized the need for a long-term planning process for stormwater and wastewater. Section 403.9302, Florida Statutes, requires a 20-year

needs analysis from the local governments providing stormwater services. An Excel template was prepared by the Florida Office of Economic & Demographic Research (EDR) for local governments to input their Stormwater Needs Analysis. The City of Jacksonville is required to submit a Stormwater Needs Analysis using this template, by July 31, 2022.

ETM will assist the City in preparation of the Stormwater Needs Analysis as required by Section 5 of Section 403.9302, Florida Statutes. ETM will draft the Stormwater Needs Analysis Excel template for the City to review, approve, and submit to the State of Florida. Information from City's MS4 inventory and NPDES Permit Annual Reports will be included in the Stormwater Needs Analysis submittal.

The Stormwater Needs Analysis will require assistance from various City Departments. In particular, the City must provide all supporting documentation for the completion of Parts 5, 6, 7 and 8 of the Stormwater Needs Analysis Excel template. This shall include, but is not limited to, current and projected cost estimates and funding sources (including non-identified funding sources) for routine O&M, expansion plans, resiliency plans, and infrastructure replacement plans.

Preparation and/or review of separate Stormwater Needs Analysis for Dependent Special Districts within the City (Duval County) is not included in this scope of work. In addition, this scope of work does not include any work associated with preparation of the Wastewater Need Analysis.

TASK 3 – SWMP Assessment Program Implementation

The City submitted an updated SWMP Assessment Program Plan with their NPDES C4Y4 Annual Report in March 2021. The City is currently waiting for approval of this Plan. ETM will continue to assist City staff with the implementation of the FDEP-approved SWMP Assessment Program.

Task 3.A – SWMP Assessment Annual Report Preparation Support

ETM will assist the City's NPDES Coordinator with the preparation of the NPDES C4Y5 SWMP Assessment Annual Report as defined from the FDEP-approved plan.

More specifically ETM will:

- Assemble and analyze all rainfall data and prepare draft narrative benchmark EMC text.
- Prepare draft narrative text for each of the following SWMP Assessment Key Performance Indicators (KPI's).
 - KPI 1 - MS4 Capital Improvement and Retrofit Projects Completed
 - KPI 2 - Septic Tank Phase Out
 - KPI 3 - Maintenance Activities Undertaken
 - KPI 4 - Load Reductions Achieved through Street Sweeping, Roadway Litter Removal, and Inlet Cleaning
 - KPI 5 - Structural Control Inspection Findings and Follow-up Maintenance

The City's water quality monitoring staff, at the direction of the City's NPDES Coordinator will:

- Utilize long-term and current permit reporting year water quality monitoring data to summarize current permit year water quality sample results and the long-term water quality trend for each of the SWMP Assessment Program's focus waterbodies.
- Assemble data and prepare narrative text for KPI 6 – BMP Effectiveness.

TASK 4 – Permit Administration Application Technical Support

The purpose of this task is for ETM to provide user and technical support of the inspection and permit administration applications, dashboards, and reports during NPDES C5Y1.

Task 4.A - MAXIMO Extract Refinement

With the assistance of PWD MAXIMO (TIVOLI) support staff, ETM will, on an approximate quarterly basis, extract and geocode the drainage related work orders. The geocoded work orders will enable ETM to assess and report MS4 maintenance activity and effectiveness.

- Summarize and update SWAT accomplishments.
- Consolidate work order data for the NPDES C4Y5 Annual Report, Ribault River and Strawberry Creek BPCP Status Reports as well as the Tributaries I & II BMAP and SWMP Assessment Annual Reports.
- Analyze and format extracted MAXIMO (Tivoli) data to support PWD special project reporting and presentation needs.
- Download, analyze and format daily rainfall data from NOAA.

As in prior years, preparation and updated Maximo (TIVOLI) extract scripts and related documentation will be completed by City staff.

Task 4.B - Technical Support & Systems Administration

Maintain web -based Applications. ETM will perform the following to maintain the web-based platforms:

- Maintain the inspection applications and MS4 viewer in the web-based platforms (Cartegraph and ETM GIS Mapping Tool).
- Address minor configuration requests and updates from the City.
- Transfer attachments from Inspection tasks to Maintenance and Cleaning tasks on a weekly basis.
- Populate site information such as WBID name and number, CPAC, Council District, etc. will be populated for new IDDE and HRF assets.
- Add information to Task or Asset libraries for drop down menus as requested by the City.
- Correct non-reoccurring incorrectly entered data from the inspectors as directed by the City.
- Create layers as directed by the City.
- Provide contour shapefiles for requested areas by the City.
- Creation, deactivation, and general administration of user accounts at the direction of the City.
- Update Application manuals as needed.

All technical support requests will be forwarded to ETM by the appropriate City functional group manager/supervisor via email. The email forwarded will include a description of the issue; and related screen shots of the problem encountered if needed.

ETM will respond to all technical support requests within 24 hours of receipt. ETM will resolve technical issues in a timely manner but cannot commit to completing all technical support requests within 24 hours.

ETM is not responsible for resolving connectivity or performance caused by City or FDOT District 2 owned or maintained desktop and notebook PCs, local area networks, routers, air cards, or web site access restrictions.

New Staff Training and Layer Set Up.

- ETM will add, delete, and replace users to the City Applications as requested (up to 7 times during the contract period). Any Cartegraph application hosting costs for additional users (above the existing 70 users) will be billed to the Reimbursables Tasks.
- ETM will also provide initial user training and support for new City software application users as directed by the City for up to 7 times during the contract amendment period. Any additional training will be billed to Reimbursables Tasks.
- New settings and automations will be added and revised with regard to new users. Any additional users (above the existing 70 users) will be billed to Reimbursables Tasks.
- Layers and screen dashboards will also be created for new users for up to 7 new users during the contract amendment period. Any additional work will be billed to Reimbursables tasks.

After the initial training, the City is responsible for assessing and maintaining integrity of all inspection findings and other data entered into the database by City staff and associated with each inspection type within the software platform.

Inspection Batch Closing.

ETM will batch create and batch close inspections for new developments and SWAT completed ditches as requested by the City for C4Y5 time period to be included in the inspection count for the NPDES C4Y5 Annual Report due March 2022.

TASK 5 – Project Management and Direct Expenses**Task 5-A -Project Management**

ETM is responsible for the preparation and distribution of monthly status reports to the project stakeholders. The status report will summarize all work in progress, describe work completed and in progress as well as any outstanding issues that may impact timely completion of all work authorized in this amendment. Other project management responsibilities include the following:

- The general day to day coordination and supervision of the ETM and sub-Consultant project team.
- Preparing for and attending program status and other meetings as requested and scheduled by the City Engineer, the City's NPDES Coordinator or their authorized representative.
- Meetings with RWSM, EQD, MLM, and PWD Engineering Division Chief to review work in progress and resolve issues that may impede the completion of the work as described in this scope of services.
- Assist with preparation for and participate in bi-monthly PWD/EQD coordination meetings and quarterly executive briefings.
- Interface with appropriate FDEP personnel on NPDES Permit requirements.

Task 5-B Direct Expenses

Direct expenses include costs associated with asset management application hosting fees, transportation, reproduction, printing, shipping and hard copy data extracts.

Task 6 – Reimbursable Services

The purpose of the following reimbursable services tasks is to enable the City's Project Manager, NPDES Coordinator, and RWSM, MLM and EQD Division Chief(s) to authorize ETM to provide NPDES Permit special project services on an as needed basis.

Budget amounts allocated to each reimbursable service task (6.A, 6.B, and 6.C) can be redistributed as deemed necessary by the City's NPDES Coordinator or authorized representative.

ETM will prepare and submit to the requesting department/division's authorized representative and the City's NPDES Coordinator a statement of work and cost estimate for each special project request requiring more than 40 hours of labor to complete. For requests that require less than 40 hours of labor to complete, email correspondence between ETM and the City authorized representative will be used to authorize and document the work to be performed.

Reimbursable services authorized may include but are not limited to the following:

Task 6.A - PWD NPDES Permit Special Project Requests

- Maps and related structure excel files to support SWAT crew field activities.
- SWAT accomplishment mapping and reports.
- Creation of City Council, public meeting, and other special purpose reports or presentation maps.
- Special purpose MAXIMO (TIVOLI) work order history/trend reports and maps.
- Funding of certification and annual refresher level training courses for RWSM, MLM, and PWD Engineering Division staff. Courses to be conducted by FSA or other state certified trainer.
- Perform upgrades to the existing inspection application as directed by RWSM.
- Assist PWD with development of sustainable program to increase LSJR BMAP nutrient reduction credit associated with street sweeping, closed conveyance cleaning, and removal of sediment from BMP's.
- Prepare enhancement layers or gadgets to use in the Cartegraph Platform, as requested.
- Assist with update of SOPs associated with RWSM, as requested.
- Costs associated with additional users for PWD.
- Prepare Street Sweeping map updates as requested.
- Configure the Street Sweeping data management into the Cartegraph inspection platform. Automations, filters, and dashboards will also be prepared.
- Integration of Cartegraph maintenance requests into the MyJax platform complaint system to trigger maintenance services.
- Prepare a Stormwater Capital Improvement Projects Inventory in Cartegraph system, if requested.
- City Maximo integration into the Cartegraph system directly or indirectly.
- Personnel stormwater training.

Task 6.B - EQD NPDES Permit Special Project Requests

- Creation of City Council, public meeting, and other special purpose reports or presentation maps.
- Funding of certification level and annual refresher training courses of EQD staff. Courses to be conducted by FSA or other state certified trainer.
- Perform upgrades to the existing inspection application as directed by EQD.
- Research and assist the City with grants, as requested.
- Prepare enhancement layers or gadgets to use in the Cartegraph Application, as requested.
- Assist with the update of SOPs associated with EQD, as requested.
- Costs associated with additional users for EQD.
- Drone services for inspection of waterways or outfalls as requested.
- Provide field personnel for inspection services as needed. Additional user costs for Cartegraph platform.

- Perform CCTV services of storm systems as requested.
- Personnel stormwater training.

Task 6.C - MLM Division NPDES Permit Special Project Requests

- Creation of City Council, public meeting, and other special purpose reports or presentation maps.
- Perform upgrades to the existing inspection application as directed by MLM.
- Prepare enhancement layers or gadgets to use in the Cartegraph Application, as requested.
- Assist with update of SOPs associated with MLM, as requested.
- Costs associated with additional users for MLM.
- Training MLM personnel on the mobile application for the Cartegraph Platform.
- MyJax platform complaint system integration into the Mowing Inspection platform to trigger mowing services.
- Automations will be developed to notify the contractor of treatment failures based on drone inspection flights. Prepare additional filters in the MLM application. Additional user costs for Cartegraph platform.
- Data storage costs associated with storage of drone video and photos.
- Tree Planting database integration into Cartegraph platform. Configuration of planted tree inspections in MLM inspection application.
- Personnel stormwater training.

COJ NPDES Cycle 5 Permit Year 1 Budget (October 01, 2021 - September 30, 2022)		
TASK	LABOR HOURS	PRICE
TASK 1 - MS4 Inventory Update	2,946.0	\$ 359,607.65
Task 1.A - MS4 Update	2,678.0	\$ 324,997.95
Task 1.B - M&LM Division Database Update	268.0	\$ 34,609.69
TASK 2 - Stormwater Management Plan (SWMP) Update	503.7	\$ 76,469.15
Task 2.A - SWMP Update	98.0	\$ 14,005.59
Task 2.B - NPDES Year 5 Annual Report Preparation Support	134.0	\$ 20,030.44
Task 2.C - Tributaries I & II BMAP Annual Report Preparation Support	62.0	\$ 6,923.16
Task 2.D - Ribault River & Strawberry Creek Year 5 BPCP Status Reports and Prioritization Plan	104.0	\$ 15,509.93
Task 2.E - Stormwater Needs Analysis	105.7	\$ 20,000.04
TASK 3 - SWMP Assessment Program Implementation	84.0	\$ 13,141.44
Task 3.A - SWMP Effectiveness Assessment Report Preparation Support	84.0	\$ 13,141.44
TASK 4 - Permit Administration Toolkit Development & Support	576.0	67,475.4
Task 4.A - MAXIMO Extract Refinement	152.0	17,991.9
Task 4.B - Technical Support & Systems Administration	424.0	49,483.5
TASK 5 - Project Management	810.0	139,909.1
Task 5.A - Project Supervision & Management	810.0	139,909.1
Miscellaneous Direct Costs		\$ 49,000.00
Labor Total Lump Sum	6,848.0	\$ 705,602.77
TASK 6 Reimbursable Services		\$ 134,000.00
Task 6.A - PWD Special Project Requests		\$ 45,000.00
Task 6.B - EQD Special Project Requests		\$ 45,000.00
Task 6.C - MLM Division Special Projects		\$ 44,000.00
Total Lump Sum + Reimbursable Services		\$ 839,602.77
FDOT Cost Share Contribution		\$ (75,139.00)
MLM Division Funded		\$ (25,000.00)
NET COJ PWD COST		\$ 739,463.77

**Contract Fee Summary Format for Public Works Department
City of Jacksonville, Florida**

PART I - General				
1. Project NPDES Engineering & Permit Administration Amendment 07			2. Proposal Number/Contract P-36-16/ 6398-23	
3. Name of Consultant England-Thims & Miller, Inc.			4. Date of Proposal 12/2/2021	
PART II - Labor Related Costs				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal-in-Charge	\$ 80.00	44	\$ 3,520.00	
Client Manager	\$ 61.55	1299.721	\$ 79,997.83	
Project Manager	\$ 54.80	50	\$ 2,740.00	
Senior Engineer	\$ 48.14	0	\$ 0.00	
Senior Scientist	\$ 41.64	0	\$ 0.00	
Senior Programmer	\$ 39.96	1026	\$ 40,998.96	
GIS Programmer	\$ 36.64	526	\$ 19,272.64	
GIS Analyst	\$ 31.43	154	\$ 4,840.22	
GIS Technician	\$ 18.73	1742	\$ 32,627.66	
Clerical	\$ 23.91	78	\$ 1,864.98	
Total Direct Labor		4919.721		\$ 185,862.29
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	164.42 % x Total Direct Labor			\$ 305,594.77
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 491,457.06
8. PROFIT: Labor Related Costs (Item 7)				x 10% \$ 49,145.71
PART III - Other Costs				
9. Miscellaneous Direct Costs				
Transportation			\$ 1,270.00	
Application Platform Fees			\$ 46,350.00	
Reproduction			\$ 300.00	
Shipping			\$ 80.00	
Provide Data Extracts and Maps to Other Agencies			\$ 1,000.00	
Sub-total Miscellaneous Direct Costs				\$ 49,000.00
10. Subconsultants				
Tasks 1-5 Subconsultant - Four Waters Engineering, Inc. (JSEB)			\$ 116,000.00	
Subconsultants Sub-total			\$ 116,000.00	\$ 116,000.00
Total Lump Sum Amount (Items 5, 6, 8, 9 and 10)				\$ 705,602.77
11. Reimbursable Service Costs - Limiting Amount				
Task 6A - PWD NPDES Special Project Requests			\$ 45,000.00	
Task 6B - EQD NPDES Special Project Requests			\$ 45,000.00	
Task 6C - MLM Division NPDES Special Project Requests			\$ 44,000.00	
Sub-total Reimbursable Services				\$ 134,000.00
PART IV - Summary				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$ 839,602.77
12. Prior Contract Amount				\$ 4,593,661.55
Amended Amount of Contract				\$ 5,433,264.32

EBO FORM I
SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

Name of Proposer: England Thims and Miller, Inc.

Project Title: NPDES Engineering & Permit Administration Amendment 07

Proposal Number: P-36-16, Contract 6398-23 Total Base Proposal Amount (if applicable): \$839,602.72


***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
Four Waters Engineering, Inc.	WBE	MS4 update	\$116,000.00

Attach additional list of subcontractors/sub-consultants as needed

CONSULTANT/SUBCONTRACTOR/SUPPLIER TOTAL VALUES	
African-American Participation Total	
Hispanic-American Participation Total	
Native-American Participation Total	
Asian-American Participation Total	
Woman Participation Total	\$116,000.00
Non-MBE Participation Total	\$ 0.00

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: Exec. Vice President Date: October 11, 2021

Print Name: Juanitta Hader Clem



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

December 16, 2021

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

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

FROM: William J. Joyce, P.E. *William J. Joyce*
Director of Operations

Jill Enz, *Jill Enz*
Chief, Natural & Marine Resources

SUBJECT: P-21-19 Professional Engineering Services for Emerald Trail Master Plan Improvements
Pond & Company, Inc. Contract 9092-14/ PO 600665-20-021 Amendment 2

Additional services have been requested for railroad coordination, bid assistance and post design services on the Model Mile segment of the Emerald Trail. Negotiations with the consultant have resulted in the attached Scope of Services, Exhibit E and Contract Fee Schedule, Exhibit F. 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 Contract 9092-04, originally executed January 6, 2020, between the City and Pond and Company Corporation for Professional Engineering Services for Emerald Trail Master Plan Improvements be amended to incorporate the attached Scope of Services, Exhibit E and Fee Summary, Exhibit F, to increase the lump sum amount for Design Services by \$32,516.69 to a new limit of \$333,147.80 and to add new not to exceed limit for Post Design Services in the amount of \$5,111.92, thereby increasing the maximum indebtedness to the city by \$37,628.61 to a new maximum indebtedness to the City in the amount of \$379,579.71. All other terms and conditions are as provided in the RFP and the City's standard contract language.

Funding for this project should be as follows:

ACCOUNTS:	TOTAL
008870	
PWRS- Public Works R-O-W & SW Rd & St Fac.	
565030	
1	
10401-338010	
\$37,628.61	\$37,628.61

JPP/lw

Attachment Exhibits E & F
JSEB Participation

cc. Kelsey Cox, P.E. Engineering and Construction Management
Lori West, Engineering and Construction Management



1200 Riverplace Boulevard
Suite 600
Jacksonville, FL 32207

T: 904.543.0400 | F: 904.543.0203
www.pondco.com

June 2, 2021
(Rev. July 27, 2021)

City of Jacksonville
Engineering and Construction Management Division
214 North Hogan Street, 10th Floor
Jacksonville, FL 32202

ATTN: Ms. Kelsay Cox, PE

RE: Request for Additional Services, Emerald Trail Model Project
City of Jacksonville, Florida
Contract P-21-19

Scope of Work

Additional fee is being requested for railroad coordination, bid assistance including updating cost estimate and plans, and post design services on the Model Mile segment of the Emerald Trail. Post design services of \$19,730.00 for Pond will include project coordination during construction and review of contractor RFI's, shop drawings, submittals, samples, and mock-ups; and \$5,111.92 for Peters and Yaffee to provide signalization services in responding to contractor's questions and shop drawing review.

Requested Fee

i. Railroad Coordination	\$ 10,894.71
ii. Bid Assistance (Incl updating cost estimate and plans)	1,891.98
iii. Post Design Services	
1. Pond	19,730.00
2. Signalization (Peters and Yaffee)	<u>5,111.92</u>
TOTAL	\$ 37,628.61

We appreciate the opportunity to continue working with you on this exciting project. If you should have any questions, please feel free to give me a call to discuss at (904)396-3556.

Sincerely,

Nina C. Sickler
Vice President

Architects
Engineers
Planners
Contractors

Amendment #2

**Emerald Trail Design Services
Segment #1 Model Project
March 29, 2021 (rev July 27, 2021)**

Summary of Out of Scope Work

Below is a summary of current and pending out of scope services incurred by the Pond project team regarding requested railroad coordination and drainage design.

ITEMS REQUESTED IN AMENDMENT #2**1. Park Street Bridge Railroad Coordination**

Additional fee is being requested to assist the GWJax and COJ client team to secure project approval from the FEC railroad. This effort will require additional survey work to confirm FEC right-of-way lines and locate & provide elevations of the rails. Pond will prepare plan and section-elevation exhibits requested by FEC in their application process. Pond will assist with the application preparation and coordination of items for submittal. Pond will update the construction plans to show both ROW and air rights lines surveyed. This fee includes one revision based on RR comments. Additional fee has been included for coordination, addressing comments, and providing plan and exhibit revisions.

Fee Requested Item #1: \$21,789.42

2. Update Cost Estimate, Bid Tab, & Plans

As requested by GWJax, the Pond team will update the cost estimate, bid tab, and plans to include the following items prior to release to the contractor.

- A. Update design and cross section based on new survey data for State Street.

Fee Requested Item #2: \$3,783.96

3. Post Design Services

The Pond team will be providing services during construction including ongoing project management and coordination, attendance at the preconstruction meeting and weekly progress meetings, review of shop drawings (up to 6 submittals), assistance with responses to requests for information (RFI's) and requests for modifications (RFM's), and preparation of plan revisions as deemed necessary by the client. Plan revisions are not intended to be used for as-built drawings. As-built drawings should be provided by the contractor. Fee includes all design subconsultants.

Fee Requested Item #3: \$49,682.71

Total Fee Requested for this Amendment (COJ only): \$75,256.09

\$37,628.61

CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION
CITY OF JACKSONVILLE, FLORIDA (COJ Funded) EXHIBIT F

PART I - GENERAL				
1. Project Emerald Trail Model Mile - Amendment #2			2. Contract Number	
3. Name of Consultant Pond and Company			4. Date of Proposal 7/27/2021	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$ 98.73	20	\$ 1,974.50	
Project Manager	\$ 47.00	65	\$ 3,055.00	
Sr. LA	\$ 54.38	3	\$ 163.14	
LA	\$ 30.28	2	\$ 60.56	
Sr. Engineer	\$ 69.23	40	\$ 2,769.20	
Design Engineer	\$ 55.00	0	\$ 0.00	
Engineering Intern	\$ 32.06	85	\$ 2,725.10	
Sr. Designer	\$ 43.46	0	\$ 0.00	
Designer	\$ 25.72	18	\$ 462.96	
Clerical	\$ 30.84	0	\$ 0.00	
TOTAL DIRECT LABOR		233		\$ 11,210.46
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	163.31 % x Total Direct Labor			\$ 18,307.80
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 29,518.26
8. PROFIT: Labor Related Costs (Item 7), x 10%				\$ 2,951.83
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation & Shipping			\$	
Original Reproducibles			\$	
Reproduction			\$ 46.60	
Other			\$	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ 46.60
10. SUBCONTRACTS (Lump Sum)				
SUB-CONTRACT SUB-TOTAL				\$ -
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$ 32,516.69
11. REIMBURSABLE COSTS (Limiting Amount)				
Post Design Services - Peters and Yaffee (Signalization)	\$	5,111.92		
SUB-TOTAL REIMBURSABLES				\$ 5,111.92
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$ 37,628.61
12. Prior Contract Amount				\$ 341,951.10
AMENDED AMOUNT OF CONTRACT				\$ 379,579.71

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

EXHIBIT F

PART I - GENERAL				
1. Project Emeral Trail - Signalization - Post Design Services			2. Proposal Number	
3. Name of Consultant Peters and Yaffee, Inc.			4. Date of Proposal 3/26/2021	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$ 87.21	2	\$ 174.42	
Project Manager	\$ 69.89	4	\$ 279.56	
Senior Engineer	\$ 68.75	6	\$ 412.50	
Design Engineer	\$ 38.63	7	\$ 270.41	
Designer (Non-Regist.)	\$ 28.82	7	\$ 201.74	
Engineering Intern	\$ 34.18	7	\$ 239.26	
Clerical	\$ 24.88	0	\$ 0.00	
Designer Associate	\$ 16.00	7	\$ 112.00	
TOTAL DIRECT LABOR	\$42.25	40		\$ 1,689.89
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate			175 % x Total Direct Labor	\$ 2,957.31
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 4,647.20
8. PROFIT: Labor Related Costs (Item 7) x 10%				\$ 464.72
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation & Shipping			\$ 0.00	
Original Reproducibles			\$ 0.00	
Reproduction			\$ 0.00	
Other (Specify)			\$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ -
10. SUBCONTRACTS (Lump Sum)				
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
SUB-CONTRACT SUB-TOTAL				\$ -
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$ 5,111.92
11. REIMBURSABLE COSTS (Limiting Amount)				
			\$ 0.00	
			\$ 0.00	
SUB-TOTAL REIMBURSABLES				\$ -
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$ 5,111.92

**EBO FORM 1
SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION**

Name of Proposer: Pond and Company
 Project Title: Emerald Trail Master Plan Improvements
 Proposal Number: P-21-19 Total Base Proposal Amount (if applicable): \$373,866.01

***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>Peters and Yaffee</u>	<u>African-American</u>	<u>Signalization</u>	<u>\$74,556.61 (20%)</u>
<u>Morales Consulting Engineers</u>	<u>Hispanic-American</u>	<u>Electrical</u>	<u>\$8,352.75 (2.77%)</u>

Attach additional list of subcontractors/sub-consultants as needed

CONSULTANT/SUBCONTRACTOR/SUPPLIER TOTAL VALUES	
African-American Participation Total	\$74,556.61 (20%)
Hispanic-American Participation Total	\$8,352.95 (2.77%)
Native-American Participation Total	
Asian-American Participation Total	
Woman Participation Total	
Non-MBE Participation Total	

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 the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Signature of Proposer: *Nina C. Siekler* Title: Vice President Date: June 2, 2021
 Print Name: Nina C. Siekler, PE



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

December 17, 2021

MEMORANDUM

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

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

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

Jill Enz *Jill Enz*
Chief, Natural & Marine Resources

SUBJECT: P-11-19 Architectural and Engineering Services for Miscellaneous Park Improvements-
Annual Contract - North
GAI Consultants, Inc. Contract 8107-10 Amendment 1 POA-70572-21

The subject contract expires January 14, 2022. All work has been performed satisfactorily for the past two years. Section 1.2 of the contract allows for two, two year renewals. Therefore, we wish to extend the contract for the 1st of the two year renewals. There is no rate increase associated with this amendment. GAI Consultants, Inc. is committed to meeting the 20% JSEB goals for this contract.

Accordingly, this is to recommend that Contract 8107-10, originally executed January 14, 2020 between the City and GAI Consultants, Inc., for Architectural and Engineering Services for Miscellaneous Park Improvements- Annual Contract- North, be amended to renew the period of service from January 15, 2022 thru January 14, 2024, with all other terms and conditions of the Agreement as previously amended, remaining unchanged.

RGS/lw

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

lp

From: [Nick Mousa](#)
To: [West, Lori](#)
Cc: [Andre Sutherland](#); [Sarah Johnson](#)
Subject: FW: P-11-19 A/E Svcs for Misc. park Imp. North Contract 8107-10 Amendment 1
Date: Friday, December 17, 2021 12:23:30 PM
Attachments: [image001.png](#)

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

Hi Lori – I am the POC for this contract. We do want to exercise the renewal option and are committed to the JSEB Goals for the job.

Please let me know if you need anything further.

Nicholas E. Mousa, AICP
Assistant Vice President

12574 Flagler Center Blvd., Suite 202, Jacksonville, FL 32258
T 904.363.1110 D 904.559.8133 M 904.449.4305

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**ENGINEERING,
PLANNING, AND
ENVIRONMENTAL
CONSULTING SINCE 1958**

[GAI Consultants provides local expertise to worldwide clients in the energy, transportation, development, government, and industrial markets.](#)

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From: West, Lori <LWEST@coj.net>
Sent: Friday, December 17, 2021 12:00 PM
To: Andre Sutherland <A.Sutherland@gaiconsultants.com>
Subject: P-11-19 A/E Svcs for Misc. park Imp. North Contract 8107-10 Amendment 1

EXERCISE CAUTION: This is an External Email Message!

Think before clicking on links, opening attachments, or responding

Your contract currently expires 1/14/22. You have the 1st of your 2 year renewals available. Can you please send a request to exercise the renewal option ASAP. Include that there is no change in rates and that GAI is still committed to meeting the 20% JSEB goal.



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.ccf.net

ONE CITY ONE JACKSONVILLE

December 17, 2021

MEMORANDUM

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

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

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

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

SUBJECT: P-13-19 Professional Engineering Services for Roadway, Intersection & Parking
Projects - Annual Contract
Contract # 8003-12 Amendment 1 POA 70064-20

The subject contract expires January 26, 2022. All work has been performed satisfactorily for the past two years. Section 1.2 of the contract allows for two, two year renewals. Therefore, we wish to renew the contract for the 1st of the two year renewals. There is no rate increase associated with this amendment. Hanson Professional Services, Inc. is committed to meeting the 20% JSEB goals for this contract.

Accordingly, this is to recommend that Contract 8003-12, originally executed January 27, 2020 between the City and Hanson Professional Services, Inc. for Professional Engineering Services for Roadway, Intersection & Parking Projects - Annual Contract, be amended to increase the upset limit by \$3,000,000.00 to a new limit of \$6,000,000.00 and to extend the period of service from January 27, 2022 thru January 26, 2024, with all other terms and conditions of the Agreement as previously amended, remaining unchanged.

JPP/aw

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

88

-----Original Message-----

From: Chantal Bowen <CBowen@hanson-inc.com>

Sent: Friday, December 17, 2021 4:46 PM

To: West, Lori <LWEST@coj.net>

Cc: Michele Clark <MClark@hanson-inc.com>; David Kemp <DKemp@hanson-inc.com>

Subject: Re: P-13-19 Prof Eng Svcs for Roadway, Intersection & Parking Proj. Contract 8003-12
Amendment 1

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

Lori,

Hanson would like to exercise the renewal option on this contract. There are no proposed rate increase and we are still committed to meeting the 20% JSEB goal.

Have a great weekend.

Chantal Bowen

Hanson Professional Services, Inc.

> On Dec 17, 2021, at 12:03 PM, West, Lori <LWEST@coj.net> wrote:

>

> please send a request to exercise the renewal option ASAP. Include that there is no change in rates and that Hanson is still committed to meeting the 20% JSEB goal.



City of Jacksonville, Florida

Lenny Curry, Mayor

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ONE CITY ONE JACKSONVILLE

December 17, 2021

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

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

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

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

SUBJECT: P-07-17 Professional Design Services for Various Pedestrian Improvement and
Sidewalk Projects- Annual Contract Amendment 2
Contract 8107-08 POA-71266-21

Contract #8107-08 between the City and GAI Consultants, Inc. for Professional Design Services for Various Pedestrian Improvement and Sidewalk Projects- Annual Contract is set to expire on February 13, 2022. All work has been performed satisfactorily for the past two years. Section 1.2 of the contract allows for two, two year renewals. Therefore, we wish to extend the contract for the 2nd of the two year renewals. There is no rate increase associated with this amendment. GAI Consultants, Inc. is committed to meeting the 20% JSEB Participation Percentage Plan for this contract.

Accordingly, this is to recommend that Contract No. 8107-08, originally executed February 14, 2018 between the City and GAI Consultants, Inc. for Professional Design Services for Various Pedestrian Improvement and Sidewalk Projects- Annual Contract be amended to extend the Period of Service from February 14, 2022 thru February 13, 2024; with all other terms and conditions of the Agreement remaining unchanged.

JPP/lw

SS



City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
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(904) 255-8762
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ONE CITY. ONE JACKSONVILLE

January 3, 2022

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

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

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

Thomas G. McKnight *Tom McKnight*
Capital Improvement Construction Manager

SUBJECT: P-14-21 CEI Services for the LaSalle Drainage Design Build Project

The subcommittee received three (3) proposals for evaluation for the subject project and found it to be responsive, interested, qualified and available to provide the services required by the RFP.

The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

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

1. AE Engineering, Inc.
2. G-A-I Consultants, Inc.
3. The Gibbs Group, Inc

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

JPP/lw

Attachment: Scoring Matrix

cc: Lori West, Engineering and Construction Management

ll

Evaluation Matrix

PROJECT NO. P-14-21
 PROJECT TITLE: CEI Services for the LaSalle Drainage Design-Build Project

EVALUATION SCALE
 -----20

EXTREMELY QUALIFIED

QUALIFIED

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Past & Present Demonstration Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	Willingness to meet Time & Budget	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
MAXIMUM POINTS ASSESSED	10	10	5	10	5	10	20	20	10	10	110
AE Engineering, Inc.	9.50	9.00	4.00	9.63	4.25	10.00	20.00	17.50	8.00	9.00	100.88
The Gibbs Group	7.75	8.50	2.00	8.75	3.75	10.00	20.00	16.00	5.00	9.00	91.75
GAI Consultants, Inc.	10.00	9.25	5.00	9.50	4.38	7.00	15.50	19.50	9.00	5.00	94.13

1
3
2



City of Jacksonville, Florida

Lenny Curry, Mayor

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214 N. Hogan Street, 10th Floor
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ONE CITY. ONE JACKSONVILLE.

January 10, 2022

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

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

FROM: Robin G. Smith, P.E. *R. Smith*
Chief, Engineering & Construction Management

J. Goldsbury Thomas G. Goldsbury, P.E.
Project Manager *Thomas G. Goldsbury*

SUBJECT: P-36-21 Professional Threshold Inspection Services for Sports Performance Center

The subcommittee received three (3) proposals for evaluation for the subject project and found them to be responsive, interested, qualified and available to provide the services required by the RFP.

The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

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

2. Baker Consulting and Engineering, LLC, d/b/a Baker Design Build
1. ECS Florida, LLC
3. Universal Engineering Sciences, LLC

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

JPP/lw

Attachment: Scoring Matrix

cc: Lori West, Engineering and Construction Management



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City of Jacksonville, Florida

Lenny Curry, Mayor

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

January 7, 2022

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

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

FROM: Lori Boyer, Chief Executive Officer
Downtown Investment Authority

Daryl T. Joseph
Director, Parks, Recreation and Community Services

SUBJECT: P-01-21 Northbank Lawn/ Riverfront Plaza FKA Jacksonville Landing Design Competition

Approval was granted December 3, 2021, for award to Perkins & Will, Inc. for Professional Services for Northbank Lawn/ Riverfront Plaza FKA Jacksonville Landing Design Competition in the amount of \$1,700,000.00, with an attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B. While the scope remains the same, Perkins & Will were unable to execute an agreement with the subconsultant they planned to utilize for the water feature. They have negotiated with a different company at a higher rate and have revised the fee schedule to allow for the differences in price to remain at \$1,700,000.00. The encouragement plan was utilized for this contract.

Accordingly, this is to recommend that the Fee Schedule be changed as noted by Perkins & Will, Inc. for Northbank Lawn/ Riverfront Plaza Competition that still provides a lump sum amount for Design Services in the amount of \$1,700,000.00, with a maximum indebtedness to the City in the amount of \$1,700,000.00 as noted in Exhibit B Revised. All other terms and conditions remain the same.

DTJ/lw

Attachment: Exhibit B and Exhibit B Revised

cc: Lori West, Engineering and Construction Management
Rich Cooper, Engineering and Construction Management
Kelsey Cox, P.E., Engineering and Construction Management

Fee Summary Revision (Exhibit B)

Northbank Lawn Riverfront Plaza FKA Jacksonville Landing Design Competition


Downtown Investment Authority(DIA) That contract No between Downtown Investment Authority and Perkins & Will, Inc., for Northbank Lawn Riverfront Plaza Competition that incorporates the attached Scope of Services identified as Exhibit 'A' and Fee Schedule identified as Revised Exhibit 'B'; provide a lump-sum for Design Services in the amount of \$1,700,000.00; provide a maximum indebtedness in the amount of \$1,700,000.00; the period of service will be from execution of the contract to project completion. All other terms and conditions are per the RFP and the City's standard contract language.

FINANCE AND ADMINISTRATION DEPARTMENT

ONE CITY ONE JACKSONVILLE!

MEMORANDUM

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

**FROM: Paul Barrett, CFA, CIPM – Senior Manager of Debt and Investments
Treasury Division** 

**RE: Aon Hewitt Investment Consulting, Inc. – Amendment #1 (1st of 2
Contract Extension Options).**

DATE: January 13, 2022

The Finance and Administration Dept requests that Contract No. 10624, originally executed February 1, 2019, between the City and Aon Hewitt Investment Consulting, Inc., for Professional Services as Investment Consultant, be amended by (i) exercising the first of two, two-year renewal options with a period of service from February 1, 2022, through January 31, 2024; and (ii) increasing the maximum indebtedness by \$200,000.00, to a new total maximum of \$500,000.00. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures and applicable federal and state laws.

cc: Alex Baker, PSEC Specialist

**AMENDMENT ONE TO SERVICES CONTRACT
BETWEEN
THE CITY OF JACKSONVILLE AND
AON HEWITT INVESTMENT CONSULTING, INC.
FOR
INVESTMENT CONSULTING SERVICES FOR 457(b) DEFERRED COMPENSATION
AND 401(a) DEFINED CONTRIBUTION PLANS**

THIS AMENDMENT ONE (“Amendment 1”) is made and entered into in duplicate as of this 1 day of February, 2022, (the “Effective Date”), by and between the CITY OF JACKSONVILLE, a consolidated political subdivision and municipal corporation existing under the Constitution and the laws of the State of Florida, (hereinafter the “City”), and AON HEWITT INVESTMENT CONSULTING, INC, an Illinois corporation authorized to transact business in Florida and with its principal offices at 200 East Randolph Street, Chicago, Illinois 60606 (the “CONTRACTOR”), for investment consulting services (hereinafter the “Services”).

RECITALS:

WHEREAS, City and Contractor, entered into that certain Services Contract for Investment Consulting Services for 457(b) Deferred Compensation and 401(a) Defined Contribution Plans dated February 1, 2019, City Contract Number 10624 (the “Agreement”),; and

WHEREAS, said Agreement should be amended by: (i) exercising the first of two, two-year renewal periods to extend the term of the Agreement to be from the Effective Date thereof to January 31, 2024, with one (1) two-year renewal option remaining; and (ii) increasing the maximum indebtedness by \$200,000 to a new maximum amount of \$500,000; with all other provisions, terms and conditions of said Agreement remaining unchanged; now therefore

IN CONSIDERATION of the Agreement and of the mutual covenants contained below, the parties agree as follows:

1. The above-stated recitals are accurate, true and correct and are incorporated herein and made a part hereof by this reference.

2. Section 3 of the Agreement is amended, in part, by increasing the maximum indebtedness of the Agreement by \$200,000 to a new maximum amount of \$500,000, and, as amended, shall read as follows:

“The maximum indebtedness of the City for all fees, reimbursable items and other costs, for Services provided, by CONTRACTOR, as specified in Section 3. of this Agreement, shall not exceed the total sum of FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00). The specific fees are based upon the amount of particular future financial transactions, and until such financial transactions take place, those particular fees can be neither calculated nor earned.”

3. Section 4. of the Agreement is amended, in part, by exercising the first of two, two year renewal periods to extend the term of the Agreement to be from the Effective Date of the Agreement to January 31, 2024, with one (1) additional, two year renewal option remaining and, as amended, shall read as follows:

“4. The term of this Agreement shall commence on the day and year first above written and shall continue and remain in full force and effect as to all its terms, conditions, and provisions as set forth herein until January 31, 2024, unless sooner terminated by City, with or without cause, by giving of not less than sixty (60) days prior written notice to the Contractor. In the sole and exclusive discretion of the City, this Agreement may be renewed for up to one (1), two (2) year period.”

SAVE AND EXCEPT as expressly amended in this instrument, the provisions, terms and conditions of said Agreement shall remain unchanged and shall continue in full force and effect.

[Remainder of page left blank intentionally; signatures on following page.]

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

ATTEST:

CITY OF JACKSONVILLE

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

By: _____
Lenny Curry
Mayor

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

Director of Finance
City Contract #10624 Am. #1

Form Approved:

Office of General Counsel

WITNESS:

**AON HEWITT INVESTMENT
CONSULTING, INC., an Illinois
Corporation**

By _____
Signature

By _____
Signature

Type/Print Name

Type/Print Name

Title

Title