

PUBLIC NOTICE
 "REVISED" AGENDA
 PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
 Thursday, October 11, 2018, 10:00 a.m.
 Eighth Floor, Conference Room 851
 Jacksonville, FL 32202

Committee Members: Gregory Pease, Chairman
 Randall Barnes, Member, Treasury
 Jeff Close, Member, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTR EXP	OUTCOME
William Joyce R. Duane Kent	P-12-17	Contract Amendment No. 1 Professional Design Services for Deerwood Park Boulevard Roadway & Bridge Project Department of Public Works/Engineering & Construction Management Division	That Contract No. 7077-15, originally executed December 11, 2017 between the City of Jacksonville and Watiz & Moye, Inc., for Professional Design Services for Deerwood Park Boulevard Roadway and Bridge Project, be amended to: (f) Incorporate the attached Scope of Services identified as Exhibit 'C' and Contract Fee Schedule identified as Exhibit 'D'; (ii) Increase the lump-sum amount for Final Design and Construction Assistance by \$951.20 to a new limit \$363,865.36, and to add a new not-to-exceed limit for Geotechnical Services in the amount of \$4,315.80 and to increase the not-to-exceed limit for Subsurface Utility Engineering Services by \$5,200.00 to a new limit of \$11,560.00; thereby (iii) increasing the maximum indebtedness by \$10,467.00 to a new maximum of \$405,741.18. 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.	To project completion	
Steve Long Duane Kent	P-12-18	Subcommittee Report Professional Design Services for Old Middleburg Road South from Argyle Forest Blvd., to 103rd Street Department of Public Works/Engineering & Construction Management Division	It is the consensus of the committee that of the five (5) companies responding to the Request for Proposal all were found to be responsive, interested, qualified and available to provide the services required by the RFP. The ranking of first, second and third designates the order of qualification of these companies to perform the required services and alphabetically they are: 2) The R.A.M Professional Group, Inc. 3) Civil Services, Inc. 1) England Thims & Miller, Inc. We recommend that the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with England, Thims & Miller, Inc., the number one ranked company/firm.		
Monroe Hazen William Joyce	P-14-18	Subcommittee Report Miscellaneous Surveying Services - Annual Contract Department of Public Works/Engineering & Construction Management Division	It is the consensus of the committee that of the five (5) companies responding to the Request for Proposal all were found to be responsive, interested, qualified and available to provide the services required by the RFP. The ranking of first, second and third designates the order of qualification of these companies to perform the required services and alphabetically they are: 1) DRMP, Inc. 3) Johnson Surveying & Mapping, Inc. 2) Robert M. Angas Associates, Inc. We recommend that the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with DRMP, Inc., the number one ranked company/firm.		
Damian Cook John Snyder	P-46-17	Contract Amendment No. 4 Data Analytics Consultant Services Finance and Administration Department/Office of Grants and Contract Compliance	That Contract No. 10167-03 between the City of Jacksonville and NLP Logix, LLC for Data Analytics Consultant Services, be amended to: (f) ratify and confirm the actions of the parties from April 1, 2018 to October 11, 2018 and extend the period of	03/31/18	

service through July 12, 2019, with two (2) additional one-year renewal options remaining; (ii) Incorporate the attached Scope of Services identified as Exhibit 'E' and Contract Fee Summary identified as Exhibit 'F'; and (iii) Increase the maximum indebtedness by \$112,600.00 for the services, to a new not-to-exceed total maximum of \$349,300.00. All other terms and conditions, as previously amended, 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.

MEETING ADJOURNED.

C Council Alder
Subcommittee Members



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.

September 26, 2018

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

10/04/18 11:44:07
Procurement Division

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

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

R. Duane Kent, P. E.
Public Works Project Manager

SUBJECT: P-12-17 Professional Services for Deerwood Park Boulevard Roadway & Bridge
Contract 7077-15 Amendment 1
PWSD114FAIR-06505-PW0814-02

Additional Subsurface Utility Engineering services are needed beyond the original projected exploration. Negotiations with the consultant have resulted in the attached Scope of Services, Exhibit C and Fee Schedule, Exhibit D to provide these services. 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 7077-15, originally executed December 11, 2017 between the City and Waitz & Moyer, Inc. for Professional Services for Deerwood Park Boulevard Roadway & Bridge, be amended to incorporate the attached Scope of Services, Exhibit C and Fee Schedule, Exhibit D, to increase the lump sum amount for Final Design and Construction Assistance by \$951.20 to a new limit of \$363,865.38 and to add a new not to exceed limit for Geotechnical Services in the amount of \$4,315.80 and to increase the not to exceed limit for Subsurface Utility Engineering Services by \$5,200.00 to a new limit of \$11,560.00, thereby increasing the maximum indebtedness by \$10,467.00 to a new maximum of \$405,741.18. All other terms and conditions are as provided in the RFP and the City's standard contract language.

WJJ/lw

Attachment: Exhibits C & D
JSEB Participation

cc: Lori West, Contract Specialist

ab

SCOPE OF SERVICES

**SUPPLEMENTAL ENGINEERING SERVICES
FOR
FINAL DESIGN PHASE AND CONSTRUCTION ASSISTANCE
FOR THE
DEERWOOD PARK BOULEVARD ROADWAY AND BRIDGE PROJECT
P-12-17
September 20, 2018
WMI #2017-019-000A**

1. SCOPE OF PROJECT

This proposal is to supplement the proposals currently in place for this project. This proposal is for additional services for the additional Subsurface Utility Engineering (SUE) and Geotechnical Exploration & Engineering. The following supplemental scope is included in this proposal:

- SUE Work: Additional soft digs to locate utilities and identify potential conflicts with the construction. This work will be a reimbursable amount and will be performed by DRMP, Inc.
- Geotechnical Exploration: An additional boring for the bridge is required to complete the design. This work will be a reimbursable amount and will be performed by Meskel & Associates Engineering, Inc.
- Additional analysis of the utility locates will be required. This work will be performed by Waitz & Moye, Inc. as a lump sum amount.

2. COMPENSATION

Waitz and Moye, Inc. proposes to perform the above described supplemental work as detailed in the attached Estimate of Work Effort:

Lump Sum Price: \$ 951.20

Reimbursable Fee: \$ 9,515.80

3. NOTICE TO PROCEED

No work on this project shall be performed until a contract has been executed and a Notice to Proceed is issued which specifically authorizes such work.

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

EXHIBIT D

PART I - GENERAL				
1. Project Deerwood Parkway Blvd. Roadway and Bridge Project - SA1		2. Proposal Number 2017-019-000A		
3. Name of Consultant Waitz & Move, Inc		4. Date of Proposal 09/20/18		
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$72.12	0	\$0.00	
Project Manager	\$52.88	2	\$105.76	
Design Engineer	\$36.06	4	\$144.24	
Designer / Technician	\$36.06	0	\$0.00	
CADD Operator	\$30.25	2	\$60.50	
Field Inspector	\$23.00	0	\$0.00	
Clerical	\$17.50	2	\$35.00	
TOTAL DIRECT LABOR		10	Hours	\$345.50
6. Overhead (Combined Fringe Benefit & Administrative)				
			150.283%	\$519.23
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$864.73
8. PROFIT: Labor Related Costs (Item 7)				\$86.47
				x 10%
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$0.00
10. SUBCONTRACTS (Lump Sum)				
				\$
SUB-CONTRACT SUB-TOTAL				\$0.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$951.20
11. REIMBURSABLE COSTS (Limiting Amount)				
DRMP -Subsurface Utility Engineering Services			\$ 5,200.00	
MAE - Geotechnical Exploration & Engineering Services			\$ 4,315.80	
			\$	
			\$	
			\$	
			\$	
			\$	
SUB-TOTAL REIMBURSABLES				\$9,515.80
PART IV - SUMMARY				
TOTAL AMOUNT OF AMENDMENT #1 (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$10,467.00
12. PRIOR CONTRACT AMOUNT				\$395,274.18
AMENDED AMOUNT OF CONTRACT				\$405,741.18

PRINCIPALS

Wayne D. Chalifoux
Donaldson K. Barton, Jr.
Glenn J. Lusink
Jon S. Meadows
Mark D. Prochak
Mark E. Puckett
Lawrence L. Smith, Jr.

September 13, 2018

Griffith Brown, P.E.
Waitz & Moye, Inc.
3738 Southside Boulevard, Suite 101
Jacksonville, FL 32216

Subject: Additional SUE Services Deerwood Park Boulevard Roadway Improvements, Subsurface Utility Engineering, Jacksonville Florida

Dear Mr. Brown:

DRMP, Inc. (DRMP) is pleased to submit the following proposal for Subsurface Utility Engineering Services on the above subject project.

SCOPE OF SERVICES

PART I SUBSURFACE UTILITY ENGINEERING VVH's

DRMP will perform ten (10) soft dig VVH's (7 soft surface and 3 hard surface) in accordance with CI/ASCE 38-02 Quality Level A, to locate and identify existing utilities along the south side of Deerwood Park Boulevard per Exhibit sent to DRMP via email on June 4, 2018. Our staff will coordinate this effort with the engineering Project Manager before the commencement of this work effort, if needed. During the process of the field work, DRMP will take detailed notes regarding the type, size, depth and ownership of the utilities, if known. This information shall be documented utilizing a subsurface utility form. All efforts will be performed in accordance with the Underground Facility Damage Prevention and Safety Act, Chapter 556, Florida Statutes. All work shall conform to CI/ASCE 38 -02 utilizing quality level A.

PART II SCHEDULE

DRMP will begin work on the subject project within ten (10) working days after receipt of your executed Notice to Proceed (NTP). Proposed fee and schedule shown hereon is valid for up to 45 days.

PART III Compensation Summary and Terms

The following summarizes the fees and billing terms as proposed by DRMP for the Scope of Services as presented herein. Please note billing terms for direct expenses. All additional meetings as requested by the Client will be invoiced hourly.

DRMP's Lump Sum Fee of \$5,200.00

If Waitz & Moye, Inc. desires to change or expand upon these proposed services, an additional fee shall be negotiated. This renegotiation shall be accomplished prior to commencing the additional work, and may be necessary for any of the following services which are not a part of this contract:

Locating and/or flagging Flood Zone Line or Normal High Water Line (NHWL), or locating '0' or specific elevations, Research and ordering additional Maps, Records or Materials necessary for completing these specified tasks; client-imposed requirements not covered herein; Boundary Survey/Property determination; Additional Certifications or Affidavits not specified herein; Elevation Certifications; Wetland Delineation; sub-surface Designation or Excavation of Underground Utility Location; Extensive Title Review and Plotting of Easements; Legal Descriptions or Sketches; Vertical Topographic information unless outlined in this proposal; Requests by Third Parties for additions, deletions or revisions to be made to the survey drawings or maps before or after initial submittal to client; Additional Meetings and Errands not covered herein which are necessary to complete these specified tasks; Client-Authorized

OFFICES

Atlanta, Georgia
Boca Raton, Florida
Charlotte, North Carolina
Chipley, Florida
Fort Myers, Florida
Gainesville, Florida
Jacksonville, Florida
Lakeland, Florida
Melbourne, Florida
Orlando, Florida
Panama City, Florida
Pensacola, Florida
Raleigh, North Carolina
Tallahassee, Florida
Tampa, Florida

1 800 375 3767
www.DRMP.com





on-site instruction given to field crew for extra field work not covered herein; Client-approved overtime. Any ALTA/ACSM certification or Table A Items.

It may be necessary for the Project Manager to call the client to receive verification and authorization for Extra Costs stated above in the preceding paragraph, and may further require the client to sign an Additional Work Authorization Form for any out-of-scope requests.

We sincerely appreciate this opportunity to provide professional services for this project. Space has been provided for your acceptance of this proposal. Your signature will constitute a contract between us for the work, methods of compensation, etc. as specified herein. If you are in agreement, please sign and return two proposals to our office, we will then sign and return one to you. If you have any questions regarding this proposal, please contact our office.

Sincerely,
DRMP, Inc.

C. William Faust, III. PSM
Jacksonville Survey Manager

Accepted by:
Waitz & Moye, Inc.

Authorized Signature Date

Witness signature Date

Print Name: _____

Print Name: _____

Title: _____

Title: _____

September 19, 2018



Mr. John H. Moyer, P.E.
Waitz & Moyer
3738 Southside Boulevard, Suite 101
Jacksonville, Florida 32216

Subject: Proposal for Supplemental Geotechnical Exploration and Engineering Services
Deerwood Park Roadway & Bridge Project
Jacksonville, Florida
MAE Project No. 0063-0003

Dear Mr. Moyer:

MESKEL & ASSOCIATES ENGINEERING, PLLC (MAE) is pleased to present this proposal to provide supplemental geotechnical exploration and engineering services for the subject project. This proposal has been modified to include an itemized fee breakdown as requested.

We understand that the City of Jacksonville plans to improve the existing 2-lane section of Deerwood Park Boulevard beginning at its intersection with Centurion Parkway and ending east of the existing bridge where the roadway widens to a 4-lane divided section. We understand our work begins at the intersection with Centurion Parkway and ends approximately 400 feet east of the existing bridge. In addition to widening the existing roadway to 4 lanes, we understand that the existing bridge will be widened to 4 lanes, or a second, separate 2-lane bridge will be constructed.

Due to a modification to the bridge design as well as variable soil conditions encountered in the bridge boring performed during the initial field exploration, a second bridge boring is required to ascertain the soil conditions on both sides of the proposed bridge. Therefore, our supplemental scope of services will include 1 Standard Penetration Test (SPT) boring. The boring will be advanced to a depth of 100 feet below the existing ground surface in general accordance with ASTM D-1586. However, the borings will be advanced with continuous sampling to a depth of 10 feet, and additional split-spoon samples will be obtained thereafter at 2.5-foot intervals, in accordance with the latest edition of the FDOT *Soils and Foundation Handbook* for bridge structures. Both borings will be backfilled with soil cuttings following completion.

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 Owner. We will take all reasonable precautions to prevent damage to property and will reasonably restore the site to the condition existing prior to the start of our fieldwork.

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 supplemental geotechnical exploration and provide an engineering evaluation of the subsurface conditions encountered at the boring location. The results will be documented in our final report.

Based on the supplemental scope of the services outlined above, we propose to complete our work for a supplemental amount of **\$4,315.80**. Our total Not-To-Exceed fee will increase to \$12,211.08. An itemization of this fee is attached to this proposal. 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

8936 Western Way, Suite 12
Jacksonville, Florida 32256
Phone: (904)519-6990 Fax: (904)519-6992

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.

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, LLC

Brett H. Harbison, P.E.
Director, Geotechnical Services

Distribution: Mr. John H. Moye, P.E.- Waitz & Moye

One (1) e-mail copy

SUPPLEMENTAL GEOTECHNICAL SERVICES
DEERWOOD PARK BOULEVARD ROADWAY & BRIDGE
MAE PROJECT NO. 0063-0003

Item	Quantity	Units	Rate	Total
FIELD TESTING				
Mobilization-Truck Rig & Equipment	1	LS	\$ 450.00	\$ 450.00
SPT Borings - 0-30 ft.	30	LF	\$ 11.00	\$ 330.00
SPT Borings - 30-50 ft.	20	LF	\$ 12.00	\$ 240.00
SPT Borings - 50-100 ft.	50	LF	\$ 14.00	\$ 700.00
Extra Split Spoons - 0-50 feet	8	Ea.	\$ 26.00	\$ 208.00
Extra Split Spoons - 50-100 feet	10	Ea.	\$ 30.00	\$ 300.00
Hand Auger Borings	0	LF	\$ 8.75	\$ -
Boring Layout	1	Hr.	\$ 165.00	\$ 165.00
MOT-Signs, Cones	0	DAY	\$ 25.00	\$ -
LAB TESTING				
Natural Moisture Content	0	Ea.	\$ 10.00	\$ -
Percent Fines	0	Ea.	\$ 35.00	\$ -
Soil Corrosion Series	0	Ea.	\$ 185.00	\$ -
Atterberg Limits	0	Ea.	\$ 80.00	\$ -
Organic Content	0	Ea.	\$ 40.00	\$ -
MAE FIELD & LAB TESTING:				\$ 2,393.00
Project Manager	2	Hr.	\$ 145.44	\$ 290.88
Senior Project Engineer	4	Hr.	\$ 123.63	\$ 494.52
Engineering Intern	8	Hr.	\$ 86.21	\$ 689.68
CADD Technician	4	Hr.	\$ 60.50	\$ 242.00
Senior Engineering Technician	0	Hr.	\$ 66.55	\$ -
Secretary/Clerical	4	Hr.	\$ 51.43	\$ 205.72
ENGINEERING ESTIMATED FEE:				\$ 1,922.80
TOTAL ESTIMATED FEE:				\$ 4,315.80

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

Name of Proposer: Waitz & Moye, Inc.

Project Title: Deerwood Park Blvd. Roadway & Bridge Improvements

Proposal Number: P-12-17 Total Base Proposal Amount (if applicable): \$405,741.18


***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>Morales Consulting Engineers</u>	<u>JSEB-Hispanic</u>	<u>Structural Engineering</u>	<u>\$133,400.88 (32.9%)</u>
<u>Peacock Consulting Group</u>	<u>JSEB-Woman</u>	<u>Environmental Services</u>	<u>\$6,116.00 (1.5%)</u>
<u>Meskel & Associates Engineering</u>	<u>JSEB-Woman</u>	<u>Geotechnical Services</u>	<u>\$12,211.08 (3.0%)</u>
<u>Durden Surveying & Mapping, Inc.</u>	<u>JSEB-Non-MBE</u>	<u>Survey Services</u>	<u>\$23,500.00 (5.8%)</u>
<u>Waitz & Moye, Inc.</u>	<u>Hispanic- Non-JSEB-MBE</u>	<u>Engineering Services</u>	<u>\$218,953.22 (54.0%)</u>
<u>DRMP, Inc.</u>	<u>Non-JSEB Non-MBE</u>	<u>SUE</u>	<u>\$11,560.00 (2.8%)</u>

Attach additional list of subcontractors/sub-consultants as needed

CONSULTANT/SUBCONTRACTOR/SUPPLIER TOTAL VALUES	
African-American Participation Total	
Hispanic-American Participation Total	\$352,354.10 (86.9%)
Native-American Participation Total	
Asian-American Participation Total	
Woman Participation Total	\$18,327.08 (4.5%)
Non-MBE Participation Total	\$35,060.00 (8.6%)

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  Title: Vice President Date: September 26, 2018

Print Name: John H. Moye, P.E.



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

September 26, 2018

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

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

10/03/18 15:37:24
Procurement Division

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

R. Duane Kent, P.E.
Public Works Project Manager

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

SUBJECT: P-12-18 Professional Design Services for Old Middleburg Road South from
Argyle Forest Blvd. to 103rd Street

The subcommittee received Five (5) proposals for evaluation for the subject project and found all 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. The R.A.M. Professional Group, Inc.
3. Civil Services, Inc.
1. England Thims & Miller, Inc.

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

JPP/lw

Attachment: Scoring Matrix

cc: Lori West, PW Contract Specialist

ab



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.

September 26, 2018

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

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

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

W. Monroe Hazen, P.L.S.
Topographical Survey Manager

SUBJECT: P-¹¹⁴~~48~~-18 Miscellaneous Surveying Services- Annual Contract

10/04/18 11:44:00
Procurement Division

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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. DRMP, Inc.
3. Johnson Surveying & Mapping, Inc.
2. Robert M. Angas Associates, Inc.

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

JPP/lw

Attachment: Scoring Matrix

cc: Lori West, PW Contract Specialist

ab



City of Jacksonville, Florida

Lenny Curry, Mayor

Administration and Finance Department
117 W. Duval St.
Jacksonville, FL 32082
(904) 630-CITY
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: Greg Pease, Chief of Procurement

FROM: Damian Cook, Grant Administrator

SUBJECT: Request for Reinstatement of Services Contract for P-46-17

DATE: October 3, 2018

P-46-17 Ops # 4

Please take appropriate action to reinstate the contract with NLP Logix, LLC. For services procured under RFP P-46-17.

This contract was inadvertently amended to terminate the entire agreement instead on only one of the listed projects. This request is to reinstate the original contract for the initial term, commencing July 12, 2017 and continuing for a two year period, with the option for up to two additional one-year renewal periods. This includes making the contract retroactively in force during the period the contract was inadvertently terminated, from March 31, 2018 till the execution this amendment.

Additionally, I request the following projects be included in the reinstated contract with a maximum indebtedness of \$112,800.

The projects included in this amendment to the contract include:

- Safe & Thriving Communities Grant, AFOD1F1STC, \$24,000
- Criminal Justice Reinvestment Grant, JCPS192CJR, \$16,800
- Kids Hope Alliance – Advance Analytics, JCOD191RG, \$72,000

Attachments:

Exhibit A:

- Scope of Work - Safe & Thriving Communities Grant
- Scope of Work - Criminal Justice Reinvestment Grant
- Scope of Work - Kids Hope Alliance – Advance Analytics

Exhibit B:

- Fee Schedule

**EXHIBIT "A"
SCOPE OF SERVICES**

Community Assessment

In cooperation with the City of Jacksonville's Office of Grants & Compliance, Jax Journey and the Office of Juvenile Justice and Delinquency Prevention (OJJDP), NLP Logix has been commissioned to perform analysis and research that contribute to a community assessment of the local juvenile justice and youth violence landscape. This will involve participation in Safe and Thriving Communities grant working groups.

The consultant will be required to:

- Analyze data from the Florida Department of Juvenile Justice and Jacksonville Sheriff's Office to understand crime trends, demographic characteristics, and hot spots
- Perform research on available data sources as well as current data gaps and limitations
- Provide a written report of results

Health of the System Dashboard Development

As part of a larger effort to help the City of Jacksonville and community providers understand neighborhood-level needs and to drive juvenile programming decision-making, NLP Logix has been commissioned to perform an analysis of health of the system indicators in the City of Jacksonville. This will involve joining disparate datasets and collaborating with multiple parties to understand the metrics that should be evaluated and what data is available. This will include discussing the capacity to build predictive models for risk of juvenile justice involvement and risk of school dropout.

The consultant will be required to:

- Collaborate with the Safe and Thriving Communities grant working groups to identify key metrics and data sources
- Collect data from Florida Department of Juvenile Justice, Duval County Public Schools, Jacksonville Sheriff's Office, Census Bureau and other identified sources
- Meet regularly with the Data and Evidence working group to give updates on the progress of the analysis and answer questions
- Build an interactive dashboard at the census-tract level that analyzes neighborhood indicators and facilitates communication with community providers and the Jax Journey

EXHIBIT 'E'

October 1, 2018

Ms. Dae Lynn Helm
Kids Hope Alliance
1095 A Philip Randolph Boulevard
Jacksonville, FL 32206

SUBJECT: SCOPE OF WORK FOR FY 2018-2019 – ADVANCED ANALYTICS - CJRG

Dear Dae Lynn,

Please find the below scope of work in support of the Criminal Justice Reinvestment Grant:

Analytical Studies and Surveys (Consulting) 12 Months at \$1,400 per month = \$16,800

Services include but are not limited to:

- Extract, transform and load monthly CJRG data into a database.
- Work with grant coordinator to ensure data accuracy and provide support for monthly and quarterly reports.
- Refresh the existing CJRG Tableau dashboard with updated data.
- Present the dashboard at the monthly CJRG task force meeting.
- Regular monitoring of grant performance goals and analysis leading to insight on service provided by care coordinators and treatment providers.

Thank you for the opportunity to continue to support the Kids Hope Alliance and if you have any questions, please do not hesitate to call me at 904 208 5065 ext. 501.

Sincerely,



Theodore R. Willich
Chief Executive Officer

Exhibit 'E'

October 1, 2018

Ms. Dae Lynn Helm
Kids Hope Alliance
1095 A Philip Randolph Boulevard
Jacksonville, FL 32206

SUBJECT: SCOPE OF WORK FOR FY 2018-2019 – ADVANCED ANALYTICS – KIDS HOPE ALLIANCE

Dear Dae Lynn,

Please find the below scope of work in support of the Kids Hope Alliance:

Analytical Studies and Surveys (Consulting) 12 Months at \$6,000 per month = \$72,000

Services include but are not limited to:

- Collect, extract and transform multiple data sources into a single database to include data from COJ and all other relevant sources, such as the Department of Juvenile Justice, Non-profits, state and federal government databases.
- Apply statistical and machine learning modeling techniques to identify trends, predictors and other signals in the combined data sets.
- Analyze the efficacy of KHA programs from the five essential afterschool, summer learning, teen programs and full-service schools.
- Provide consultation on the report types of analysis and metrics that should be utilized in evaluation.
- Provide presentations on the findings and analysis.

Thank you for the opportunity to continue to support the Kids Hope Alliance and if you have any questions, please do not hesitate to call me at 904 208 5065 ext. 501.

Sincerely,



Theodore R. Willich
Chief Executive Officer

EXHIBIT 'E'

EXHIBIT "F"

Fee Schedule

The fee rate for each of these projects is \$150 per hour.

EXhibit 'F'

P-46-17

10167-03

SERVICES CONTRACT
BETWEEN
THE CITY OF
JACKSONVILLE
AND
NLP LOGIX, LLC
FOR
Data Analytics Consultant Services

THIS CONTRACT, made and entered into this 12 day of July, 2017 (the "Effective Date"), by and between the CITY OF JACKSONVILLE (the "CITY"), a municipal corporation existing under the Constitution and the laws of the State of Florida, and NLP LOGIX, LLC, a Florida limited liability company with its principal offices at 4215 Southpoint Blvd., Suite 140 Jacksonville, Florida 32216 (the "CONTRACTOR").

WHEREAS, the CITY (as the "Buyer") issued a Request for Proposal No. P-46-17 (the "RFP") for certain services described in the RFP (the "Services"); and

WHEREAS, based on CONTRACTOR'S response to the RFP (the "Response"), the CITY has negotiated and awarded this Contract to CONTRACTOR.

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

1. **Performance of Services.** CONTRACTOR shall perform the Services as specified in the RFP and the Response. The Scope of Services for the first two projects to be undertaken by CONTRACTOR under the Contract are set forth in EXHIBIT "A" to this Contract.
2. **Compensation.** CITY will pay CONTRACTOR for the Services as specified on the Fee Schedule attached as EXHIBIT "B" to this Contract.
3. **Maximum Indebtedness.** As required by Section 106.431, *Ordinance Code*, the CITY's maximum indebtedness, for all products and services under this Contract shall be a fixed monetary amount not-to-exceed EIGHTY-FIVE THOUSAND AND NO/100 DOLLARS (\$85,000.00).
4. **Term.** The initial term of this Contract shall commence on the Effective Date and shall continue for a two year period, unless sooner terminated by either party in accordance with the terms of the RFP. City will have the option, in its sole discretion to renew such agreement for up to two additional one-year periods upon satisfactory performance by CONTRACTOR.
5. **Contract Documents.** This Contract consists of the following documents which are hereby incorporated as if fully set forth herein and which, in case of conflict, shall have

priority in the order listed:

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

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

As to the CITY:

City of Jacksonville
117 West Duval Street
Jacksonville, Florida 32210
Attn: Deborah Verges, Jacksonville Journey Project Manager

As to CONTRACTOR:

NLP Logix, LLC
4215 Southpoint Blvd., Suite 140
Jacksonville, Florida 32216
Attn: Theodore R. Willich, Chief Executive Officer

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

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

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

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

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

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

ATTEST:

CITY OF JACKSONVILLE

By James R. McCain
James McCain
Corporation Secretary



By Sam E. Mousa
Lenny Curry
Mayor

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

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

[Signature]

Director of Finance
CITY Contract Number: 10167-03

Form Approved:

[Signature]

Office of General Counsel

WITNESS:

NLP LOGIX, LLC

Signature

Type/Print Name

[Signature]

By _____
Signature

Theodore R. Willett
Type/Print Name

CEO
Title

EXHIBIT "A" SCOPE OF SERVICES

Youth Enrichment Program Efficacy Study

As part of a larger effort to help Jax Journey and the City of Jacksonville better understand how City Funded programs are helping reduce long-term crime trends and to influence decisions regarding future program funding, NLP Logix has been commissioned to perform an exhaustive Data Analysis Study. This is a large effort and will involve heavy collaboration with multiple individuals to help us understand the nature of the various programs, what data is available, and what the outcomes-based metrics should be.

The consultant will be required to:

- Perform Data Analysis of Youth Enrichment programs
- Provide outcomes-based measurement reports
- Meet monthly with key stakeholders to give updates on the progress of the analysis and answer questions
- Provide a comprehensive final report with all of the measures, as well as recommendations for future success
 - To include recommendations for improved data collection and maintenance
 - To include long-term data analysis capabilities

Survey Research & Preparation

In cooperation with Jax Journey and the Office of Juvenile Justice and Delinquency Prevention (OJJDP), NLP Logix has been commissioned to build a scientific survey for measuring the impact of crime and crime prevention programs on the youth of Jacksonville. The surveys will help build a better understanding of how many of our youth are involved in or exposed to various levels of crime, gang violence, firearm possession, or live in unsafe situations. The survey will be built to maximize the value of the quantitative information by standardizing the answers on a Likert-type scaling system and will also maximize the attributes that can be used in analyzing the survey results.

The consultant will be required to:

- Administer surveys at local high schools
- Analyze survey results
- Provide a report of analyzed survey results

EXHIBIT "B"

Fee Schedule

Youth Enrichment Program Efficacy Study

- The cost of this effort is \$75,000.00 and will be payable upon delivery of the final report.

Survey Research & Preparation

- The total cost for Survey Research and Preparation is \$10,000.00
 - \$5,000 will be payable upon completion of creating the survey
 - \$5,000 will be payable upon delivery of all survey contents and analysis



City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

June 5, 2017

The Honorable Lenny Curry, Mayor
City of Jacksonville
4th Floor, St. James Building
Jacksonville, FL 32202

Dear Mayor Curry:

Ref: P-46-17 Data Analytics Consultant Services for City Data Analysis Projects
The Office of the Mayor


The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of concluding fee and contract negotiations with the number one ranked company for the above-captioned project.

The following motion/recommendation was adopted:

That the City of Jacksonville enter into an agreement with NLP Logix, LLC, to provide Data Analytics Consultant Services for City Data Analysis Projects by: (i) incorporating the attached Scope of Services identified as Exhibit 'A'; (ii) incorporating the attached Fee Schedule identified as Exhibit 'B'; (iii) providing a period of service from date of execution of the contract to two years with two (2) one-year renewal options available; (iv) providing a not-to-exceed total maximum indebtedness of \$85,000.00. All other terms and conditions are per the city's standard contract language and as provided in the Request for Proposal.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,


Gregory Pheasant, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:


Lenny Curry, Mayor

This 5th day of June 2017

GP ad

cc: Council Auditor
Jill Davis OGC
Melba Gray, GAO
Subcommittee Members

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015 05