

**PUBLIC NOTICE**  
**PSBC AGENDA**  
**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
**Thursday, March 7, 2024, 10:00 a.m.**  
 Eighth Floor, Conference Room 851  
 Ed Ball Building, 214 N. Hogan Street  
 Jacksonville, FL 32202

**Join Teams Meeting**  
 For Teams link, please visit [coj.net/department/finance/procurement](https://coj.net/department/finance/procurement)

The Chief of the Procurement Division offers the following items for the PSBC Agenda. The posting of this agenda serves as an official notice of the city's intended decision for all recommended actions above the formal threshold. Please refer to 126.106 (e) if you wish to protest any of these items.

**Committee Members:** Robert Waremburg, Chairman  
 Brennan Merrell, Treasury  
 James McCain, Jr, OCC

Subcommittee Members	ITEM #	BID/RFP #	TITLE & ACTION	MOTION	CONTRACT EXP	OUTCOME
Mary Diperna Carolina Teran Ocegueda	1	P-09-24	Introduce & Review Scope Group Life & Disability Insurance Employee Services Department	That the committee approve the Scope of Services/Request for Proposal as presented with such minor changes thereto as may be approved by the Chief of Procurement and the Office of General Counsel appropriate to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and applicable federal and state laws.		
Mary Diperna Chris Cicero	2	P-10-24	Introduce & Review Scope Financial Wellness Services Finance & Administration Department	That the committee approve the Scope of Services/Request for Proposal as presented with such minor changes thereto as may be approved by the Chief of Procurement and the Office of General Counsel appropriate to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and applicable federal and state laws.		
Tracy Flynn Barbara Holton	3	P-51-23	Approval to Withdraw/Resolicit RFP Risk Management Adjuster Services Risk Management Services Division	That the committee approve the withdrawal and re-solicitation of this RFP under RFP# P-11-24 according to Section 126.302 (f) of the Purchasing Code.		
Barbara Holton Robert Quinn	4	P-11-24	Introduce & Review Scope Risk Management Adjuster Services Risk Management Services Division	That the committee approve the Scope of Services/Request for Proposal as presented with such minor changes thereto as may be approved by the Chief of Procurement and the Office of General Counsel appropriate to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and applicable federal and state laws.		
Thomas Mcknight Daryl Weinstein	5	P-10-23	Fee & Contract Negotiations CEI Services for Three(3) Swimming Pool Projects Department Of Public Works/Engineering & Construction Management Division	That the City of Jacksonville enter into a contract with The Gibbs Group, Inc. for CEI Services for Three (3) Swimming Pool Projects that incorporates the attached Scope of Services identified as Exhibit "A" and Rate Schedules, identified as Exhibit "B". Each project performed under this agreement shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto. The maximum indebtedness of the City pursuant to this agreement is \$2,500,000.00. The Period of Service will be to Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.		

Steven Long Nikita Reed	6	P-15-19	Contract Amendment No. 3 Professional Engineering Services for Moderate to Large Drainage Improvements - Annual Contract Department Of Public Works/Engineering & Construction Management Division	That Contract 70029-20, originally executed April 2, 2020, between the City of Jacksonville and England Thims & Miller, Inc. for Professional Engineering Services for Moderate to Large Drainage Improvements - Annual Contract, to extend the period of service from April 1, 2024, thru March 31, 2026, with all other terms and conditions of the Agreement remaining unchanged.
Steven Long John Barker	7	P-31-23	Fee & Contract Negotiations Engineering Design Services for Mayport Dock Redevelopment Phase 2 Department of Public Work/Engineering & Construction Management Division	That the City of Jacksonville enter into a contract with Taylor Engineering, Inc. for Engineering Design Services for Mayport Dock, Redevelopment Phase 2, that incorporates the attached Scope of Services Identified as Exhibit A and Fee Schedule Identified as Exhibit B, to provide a lump sum amount for Design Services in the amount of \$205,531.34 and with not-to-exceed limits for Public Engagement in the amount of \$40,548.75, survey in the amount of \$69,455.10, Civil Site Engineering and Permitting in the amount of \$50,056.35 and Utility Design in the amount of \$51,260.00, with a maximum indebtedness to the City in the amount of \$416,851.54 and with an expiration date of Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.
Nikita Reed Daryl Weinstein	8	P-34-23	Fee & Contract Negotiations Professional Design Services for First Responder Hurricane Safe Room Department of Public Works/Engineering & Construction Management Division	That the City of Jacksonville enter into a contract with PQH Group Design, Inc. for Professional Design Services for First Responder Hurricane Safe Room, that includes the attached Scope of Services Identified as Exhibit "A" and Fee Schedules, identified as Exhibit "B". Each project performed under this agreement shall be authorized by an Individual Purchase Order with a not-to-exceed cost applicable thereto. The maximum indebtedness of the City pursuant to this agreement is \$1,000,000.00. The Period of Service will be to Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.

Meeting Adjourned:

"The next PSEC meeting is scheduled to be held on Thursday, March 21, 2024."





A NEW DAY

# City of Jacksonville, Florida

*Donna Deegan, Mayor*

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

## MEMORANDUM

To: Dustin Freeman, Chairperson  
Professional Services Evaluation Committee

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

Re: Certification Letter for P- 09-24 Group Life and Disability Insurance Plan

Date: March 1, 2024

*Mary DiPerna*  
*CTO* 3/01/24

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

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

1. The general purpose of this RFP is to select a qualified provider who is interested and capable of providing group life and disability insurance for City employees, retirees, and eligible dependents, and those employees of several outside agencies.
2. The objectives of this service are to provide services at affordable and competitive costs.
3. The estimated period of time that the plan will be needed is January 1, 2025 through December 31, 2029.
4. The estimated cost is unable to be determined at this time. This information can be provided after the final fee and contract negotiations.
5. The proposed service will not be duplicated because the current contract expires on December 31, 2024.
6. List of current contracts or prior services that will be related to the proposed service. Standard currently has the contract, and it will expire December 31, 2024.
7. The City cannot perform this service due to lack of personnel.
8. A subcommittee composed of Mary DiPerna, Chief, Employee Benefits (255-5552) and Carolina Teran-Oceguera, Manager, Employee Benefits (255-5553) will accept and review all proposals submitted for this service.
9. The funding source for internal billing is



# City of Jacksonville, Florida

*Donna Deegan, Mayor*

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

A NEW DAY

INDEX CODE	FUND	CENTER	ACCOUNT	PROJECT	ACTIVITY	INTETFUND	FUTURE
ESCB-500003-23 (ER)	56201	131103	545380	000000	00000000	00000	0000000
ESCB-500003-23 (EE)	56201	131103	545460	000000	00000000	00000	0000000
ESCB-500003-23 (DEP LIFE)	56201	131103	545120	000000	00000000	00000	0000000

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


- The Hartford - Thompson, Travis S [Travis.Thompson@thehartford.com](mailto:Travis.Thompson@thehartford.com)
- Symetra - Eric Hicks [eric.hicks@symetra.com](mailto:eric.hicks@symetra.com)
- MetLife - Gartrell, David - [dgartrell@metlife.com](mailto:dgartrell@metlife.com)
- The Standard - Jarod Hayer [jarod.hayer@standard.com](mailto:jarod.hayer@standard.com)
- Florida Blue – Andy Carroll [andy.carroll@bcbsfl.com](mailto:andy.carroll@bcbsfl.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 May, 2018

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

  
Subcommittee Member Signature

  
TITLE

  
Subcommittee Member Signature

  
TITLE





ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

March 4, 2024

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

**FROM:** Mary Diperna- Chief of Compensation & Benefits  
Chris Cicero- Treasurer

**Subject:** Certification Letter for P-10-24 Financial Wellness Services

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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:

Financial Wellness Services, potentially including one-on-one financial coaching, access to financial education and guidance through an online platform will be delivered by the Contractor. See attached RFP for additional details.

2. The Objective of the study or services:

To provide Financial Wellness services to the City of Jacksonville full-time employees. See attached RFP for additional details.

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

The initial term of agreement will commence upon execution of the Contract and will continue for a five (5) year period. Buyer will have the option to renew such agreement for up to one (1)

additional five-year period upon satisfactory performance by Contractor. The Contract is subject to early termination as set forth elsewhere in this RFP.

4. The estimated cost of the service or study:

Estimated to cost \$200,000 to \$300,000 per year depending on services provided.

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

This RFP will not duplicate prior or existing work.

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:

We do not have the capacity or background to provide the services.

8. The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members:

Mary Diperna - 904-255-5552 and Chris Cicero- 904-255-5352

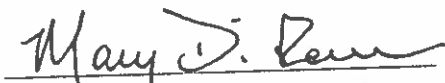
9. A project funding account number: Funding will be identified at the time purchase orders are issued for these services

Costs will be added to the FY 2025 budget.


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

David J. Fairburn - [david.fairburn.2@aon.com](mailto:david.fairburn.2@aon.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, 2022

  
Mary Diperna

\_\_\_\_\_  
Chief of Compensation & Benefits

  
Chris Cicero

\_\_\_\_\_  
Treasurer







ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

March 4, 2024

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

**FROM:** Mary Diperna- Chief of Compensation & Benefits  
Chris Cicero- Treasurer

**Subject:** Certification Letter for P-10-24 Financial Wellness Services

---

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:

Financial Wellness Services, potentially including one-on-one financial coaching, access to financial education and guidance through an online platform will be delivered by the Contractor. See attached RFP for additional details.

2. The Objective of the study or services:

To provide Financial Wellness services to the City of Jacksonville full-time employees. See attached RFP for additional details.

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

The initial term of agreement will commence upon execution of the Contract and will continue for a five (5) year period. Buyer will have the option to renew such agreement for up to one (1)

additional five-year period upon satisfactory performance by Contractor. The Contract is subject to early termination as set forth elsewhere in this RFP.

4. The estimated cost of the service or study:

Estimated to cost \$200,000 to \$300,000 per year depending on services provided.

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

This RFP will not duplicate prior or existing work.

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:

We do not have the capacity or background to provide the services.

8. The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members:  
Mary Diperna - 904-255-5552 and Chris Cicero- 904-255-5352

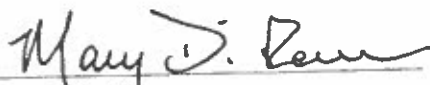
9. A project funding account number: Funding will be identified at the time purchase orders are issued for these services

Costs will be added to the FY 2025 budget.

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

David J. Fairburn - [david.fairburn.2@aon.com](mailto:david.fairburn.2@aon.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, 2022

  
Mary Diperna

\_\_\_\_\_  
Chief of Compensation & Benefits

  
Chris Cicero

\_\_\_\_\_  
Treasurer





# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Division of Insurance and Risk Management  
117 West Duval Street  
Suite 335  
Jacksonville, FL 32202  
(904) 255-5310  
www.coj.net

ONE CITY. ONE JACKSONVILLE.

## MEMORANDUM

March 7, 2024

TO: Dustin Freeman, Chairman  
Professional Services Evaluation Committee

FROM: Tracy Flynn, Title  
Risk Management Division

Barbara Holton, WC Claims Manager  
Risk Management Division

SUBJECT: P-51-23 Risk Management Adjuster Services

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The subcommittee received no proposals for evaluation for the subject project; therefore, we felt the Scope of Services needed to be modified and the RFP needed to be re-advertised.

We recommend RFP P-51-23 be withdrawn, modified and re-advertised to include the additional criteria.





A NEW DAY.

# City of Jacksonville, Florida

*Donna Deegan, Mayor*

Risk Management  
117 West Duval Street, Suite 335  
Jacksonville, FL 32202  
(904) 255-5344

## MEMORANDUM

March 1, 2024

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

**From:** Barbara Holton, WC Claims Manager  
Risk Management

**Subject:** Certification Letter for P-11-24 Risk Management Adjuster Services

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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:  
See RFP
2. The Objective of the study or services:  
To make available professional services as stated in the RFP
3. The estimated period of time needed for the service or study:  
One-year options for extension, for a maximum possible of five years.
4. The estimated cost of the service or study:  
\$200,000.00
5. Whether the proposed study of service will not duplicate a prior or existing work.  
No, this will not duplicate prior or existing work.
6. List of current contracts or prior services or studies which are related to the proposed study or service:  
Not applicable.
7. A statement as to why the service/study cannot be done by department or agency staff:  
Consultant staff will need to be licensed to adjust claims by the State of Florida. Services provided by the Consultant will supplement the department serving this function.
8. The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members: Barbara Holton 904-255-5340 and Bob Quinn 904-255-5331



A NEW DAY.

# City of Jacksonville, Florida

*Donna Deegan, Mayor*

Risk Management  
117 West Duval Street, Suite 335  
Jacksonville, FL 32202  
(904) 255-5344

9. A project funding account number:  
Funding will be identified at the time purchase orders are issued for these services.
10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process:  
This information will be provided.
11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serves as subcommittee members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated April 2023.

Public Liability Claims Manager  
Title

WC Claims Manager  
Title







A NEW DAY

# City of Jacksonville, Florida

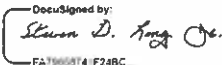
*Donna Deegan, Mayor*

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

February 22, 2024

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

**THRU:** Nina Sickler, P.E.   
Director of Public Works

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

Thomas G. McKnight  
Capital Improvement Construction Manager

Daryl Weinstein  
Public Works Construction Project Manager

**SUBJECT:** Scope and Fee Award P-10-23  
The Gibbs Group, Inc.  
CEI Services for Three (3) Swimming Pool Projects

The Engineering Division has negotiated with the consultant selected for CEI Services for Three (3) Swimming Pool Projects, resulting in the Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B, attached. The project was bid as encouragement.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with The Gibbs Group, Inc. for CEI Services for Three (3) Swimming Pool Projects that includes the attached Scope of Services identified as Exhibit "A" and Rate Schedules, identified as Exhibit "B". Each project performed under this agreement shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto. The maximum indebtedness of the City pursuant to this agreement is \$2,500,000.00. The Period of Service will be to Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.

NS/lw

Attachment: Exhibits A& B

24 MAR 1 AM 10:27:45

## SCOPE OF SERVICES

### I. GENERAL:

This is a Request for Proposals (RFP) from Consultants to provide Construction Engineering and Inspection (CEI) services for constructability reviews, contract administration, inspection, and for materials sampling and testing for the 3 projects listed below. The City reserves the right to perform some of the work required on this project or to specify the extent of the work needed for these projects.

The projects that will require CEI services under this contract and their current design status include:

- Blue Cypress Park Pool (Designed)
- First Coast High School Swimming Pool (Executing Design services contract)
- Atlantic Coast High School Swimming Pool (Executing Design services contract)

### II. ANTICIPATED CONSTRUCTION ENGINEERING AND INSPECTION (CEI) SERVICES:

Services to be provided under this contract may include, but may not be limited to, the following:

- Design Phase constructability reviews
- Schedule and conduct pre-construction conferences as necessary
- Ensure that all necessary private property agreements, utility agreements, construction easements and construction/environmental permits are on file.
- Issue Notices to Proceed to contractors
- Enforce and perform terms of the construction contracts between the City and its contractors
- Review shop drawings submitted by contractors for conformance to the specifications, and distribute to parties as necessary
- Review thoroughly and answer contractors' inquiries and RFI's in a timely manner
- Provide qualified construction inspectors to inspect the work to ensure that construction is proceeding in accordance with the specifications, and that work is constructed in conformance with the contract plans and specifications.
- Direct the contractor, after consultation with the City, on removal and replacement of defective work which does not meet specifications, or is otherwise incorrectly constructed
- Review and analyze contract change order requests and proposals to determine validity and potential cost/time impacts thereof, and recommend appropriate action to the City
- Review claims and disputes and recommend necessary actions
- Review and recommend for approval contract change orders and forward necessary documentation and paperwork to the City as to the necessity for such changes, including substantiation of the extra costs thereof
- Arrange for construction materials testing by third party testing laboratories and review test reports to ensure that materials installed meet the requirements of the contract documents
- Review construction inspection reports relating to the contractors' performance and communicate with each, if necessary, regarding non-conformance to plan specifications, workmanship, etc.
- Review contractors' requests for monthly progress payments and, if appropriate, certify pay application is proper and transmit to City with recommendation that the invoice be paid
- Review contractors' pay requests for compliance with minority business enterprise participation requirements
- Review contractors' proposals for additional work or change orders for compliance with minority business enterprise participation requirements
- Adjust requests for monthly progress payments, as necessary, to align amount of pay requested with actual progress of construction satisfactorily performed
- In the event of the need to revise the contract drawings during the construction period, coordinate with the City and the Design Consultant to obtain the revised originals from the design consultant, review the changes and corrections on behalf of the City, and coordinate the issuance of new prints for the revised drawings to the parties concerned
- Prepare and maintain monthly progress schedules and reports applicable to all phases of the construction operations, and such special reports as may be required to keep the City fully advised with respect to the progress of construction of the projects

- Monitor contractors' preparation of in-progress as-built drawings during the course of construction to ensure that final as-built drawings will be easily produced
- Collect final as-built drawings electronically and for each project, review for conformance with the contract documents and specifications, and recommend approval/disapproval to the City
- If final as-builts are recommended for disapproval, monitor contractor's preparation of revised final as-built drawings.
- Prepare a final engineering report on the construction status of each project, including lessons learned.
- Recommend in writing, that the City make final payment on a project when appropriate
- Collect documents and deliverables, including release of liens and consent of surety, when required, from the contractors prior to recommending that final payments be made
- Continue acting as the City's representative throughout the post-construction phase of the projects, which generally cover the contractors' one-year warranty periods
- Deliver final documents, including originals of construction drawings and specifications, approved mylar as-built drawings, a DVD with as-built drawings in AutoCAD or .pdf format, two sets of blue line prints and the projects files to the City
- Prepare and deliver final project financial accounting reports to the City
- Evaluate and rate the contractor's performance
- Direct the contractor to replace or correct defective work which becomes known during the warranty period
- Provide monthly status reports to the City concerning warranty activities and corrective work by contractors.
- Enforce all warranty provisions of the contract documents
- Schedule and conduct an eleven (11) month warranty inspection of projects including the contractors, design consultants and City personnel as appropriate
- Develop eleven-month warranty punchlist and forward to the contractor for corrective action
- Monitor contractor's performance on addressing the punchlist
- Advise the City, in writing, when contractors have satisfactorily completed their obligations under the warranty periods of the contracts
- Provide any other construction engineering and inspection services as may be necessary to implement a successful project

III. **CONSTRUCTION MANAGEMENT RESPONSIBILITIES WITHIN THE CITY OF JACKSONVILLE'S TECHNOLOGY ENVIRONMENT:**

The City of Jacksonville is seeking a CEI firm with strong technical skills to coordinate, manage and inspect this project using web, content management geographic information system (GIS), and e-commerce technology tools throughout the construction phase. Ideal candidate will establish project resource requirements and manage deliverables in a web-enabled environment. The CEI construction manager is expected to drive the delivery, to specification, on schedule and within budget, of this project using a centralized, enterprise-wide communications strategy supporting four components: GIS, project management, performance management and schedule management.

- IV. A detailed Scope of Services defining the exact performance requirements and contract schedule for each project will be developed during negotiations with the selected Consultant to establish terms of the agreement for professional services and consultant's fee and Purchase Orders Issued.

<b>Exhibit B</b>				
<b>CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION</b>				
<b>CITY OF JACKSONVILLE, FLORIDA</b>				
<b>PART I - GENERAL</b>				
<b>1. Project</b> CEI Services for Three (3) Swimming Pool Projects		<b>2. Proposal No. / Contract No.</b> P-10-23 / TBD		
<b>3. Name of Consultant or Subconsultant:</b> The Gibbs Group, Inc.		<b>4. Date of Proposal</b> February 12, 2024		
<b>PART II - LABOR RELATED COSTS</b>				
<b>5. Direct Labor (Reimbursable)</b>	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal Engineer	\$ 77.90		\$ 0.00	
Sr. Project Engineer	\$ 77.90		\$ 0.00	
Construction Manager	\$ 36.06		\$ 0.00	
Contract Support Specialist	\$ 35.45		\$ 0.00	
Bridge Inspector	\$ 67.80		\$ 0.00	
CEI Senior Inspector	\$ 33.48		\$ 0.00	
CEI Inspector	\$ 28.25		\$ 0.00	
Structural Inspector	\$ 67.80		\$ 0.00	
Constructability Reviewer	\$ 36.06		\$ 0.00	
Secretary/Admin	\$ 22.25		\$ 0.00	
<b>TOTAL DIRECT LABOR</b>		0		\$ -
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>				
Overhead Rate		200 % x Total Direct Labor		\$ -
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				\$ -
<b>8. PROFIT: Labor Related Costs (Item 7) x 10%</b>				\$ -
<b>PART III - OTHER COSTS</b>				
<b>9. Miscellaneous Direct Costs (Lump Sum)</b>				
Direct Expense Ratio		3.59%		
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ -
<b>10. SUBCONSULTANTS (Lump Sum)</b>				
			\$	
			\$	
			\$	
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)				\$ -
<b>11. SUBCONTRACTS (Reimbursable/Not to Exceed)</b>				
			\$	
			\$	
			\$	
SUB-TOTAL REIMBURSABLES				\$ -
<b>PART IV - SUMMARY</b>				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)				\$ -
<b>12. TOTAL PRIOR CONTRACT AMOUNT</b>				N.A.
<b>TOTAL AMENDED CONTRACT AMOUNT</b>				N.A.



### Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

June 24, 2023

Sheldon Gibbs, President  
THE GIBBS GROUP, INC. d/b/a GIBBS GROUP, INC.  
7400 Baymeadows Way, Suite 215  
Jacksonville, Florida 32256

Dear Mr. Gibbs:

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

- Group 5 - Bridge Inspection
  - 5.1 - Conventional Bridge Inspection
  - 5.4 - Bridge Load Rating
- Group 10 - Construction Engineering Inspection
  - 10.1 - Roadway Construction Engineering Inspection
  - 10.3 - Construction Materials Inspection

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2024, for contracting purposes.

Approved Rates

Field Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimburse Actual Expenses	Field Direct Expense
246.84%	1.185%	Reimbursed	No	3.59%*

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

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

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

Sincerely,

Carliayn Kell  
Professional Services  
Qualification Administrator

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

**PART I - GENERAL**

<b>1. Project</b> CEI Services for Three (3) Swimming Pool Projects	<b>2. Proposal No. / Contract No.</b> P-10-23 / TBD
<b>3. Name of Consultant or Subconsultant:</b> Keville Enterprises, Inc.	<b>4. Date of Proposal</b> February 12, 2024

**PART II - LABOR RELATED COSTS**

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Sr. Project Engineer	\$ 77.86		\$ 0.00	
Project Engineer	\$ 53.97		\$ 0.00	
Asst. Project Manager	\$ 40.75		\$ 0.00	
Contract Support Specialist	\$ 39.37		\$ 0.00	
CEI Senior Inspector	\$ 38.00		\$ 0.00	
CEI Inspector	\$ 29.12		\$ 0.00	
<b>TOTAL DIRECT LABOR</b>		0		\$ -
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>				
Overhead Rate		150 % x Total Direct Labor		\$ -
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				\$ -
<b>8. PROFIT: Labor Related Costs (Item 7)</b>		x	10%	\$ -

**PART III - OTHER COSTS**

<b>9. Miscellaneous Direct Costs (Lump Sum)</b>	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL	\$ -
<b>10. SUBCONSULTANTS (Lump Sum)</b>	
\$ \$ \$ \$	
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)	\$ -
<b>11. SUBCONTRACTS (Reimbursable/Not to Exceed)</b>	
\$ \$ \$ \$ \$	
SUB-TOTAL REIMBURSABLES	\$ -

**PART IV - SUMMARY**

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)	\$ -
<b>12. TOTAL PRIOR CONTRACT AMOUNT</b>	N.A.
<b>TOTAL AMENDED CONTRACT AMOUNT</b>	N.A.

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

Name of Proposer: The Gibbs Group, Inc.

Project Title: CEI Services for 3 Swimming Pool Projects

Proposal Number: P-10-23 Total Base Proposal Amount (if applicable): To Be Determined


**\*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>The Gibbs Group, Inc.</u>	<u>Y</u>	<u>CEI Services</u>	<u>\$ 0,000.00 (60%)</u>
<u>Keville Enterprises, Inc.</u>	<u>N</u>	<u>CEI Services</u>	<u>\$ 0,000.00 (40%)</u>

Attach additional list of subcontractors/sub-consultants as needed

CONSULTANT/SUBCONTRACTOR/SUPPLIER TOTAL VALUES	
African-American Participation Total	\$ 60%
Hispanic-American Participation Total	
Native-American Participation Total	
Asian-American Participation Total	
Woman Participation Total	
Non-MBE Participation Total	\$ 40%

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

Signature of Proposer:  Title: President Date: 2/13/2024  
 Print Name: Sheldon Gibbs, P.E.







A NEW DAY

# City of Jacksonville, Florida

*Donna Deegan, Mayor*

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

February 13, 2024

TO: Dustin Freeman, Chairman  
Professional Services Evaluation Committee

THRU: Nina Sickler, P.E. DocuSigned by: Nina Sickler 1EFA223D5023487  
Director of Public Works

FROM: Steven D. Long, Jr., P.E. DocuSigned by: Steven D. Long Jr. FA7965E7\*1F24BC  
Director of Operations

Nikita Reed, P.E. DocuSigned by: Nikita Reed 1EFA223D5023487  
Engineering Operations Manager

SUBJECT: Amendment 3 Contract 70029-20 P-15-19  
England Thims & Miller, Inc.  
Professional Engineering Services for Moderate to Large Drainage Improvements -  
Annual Contract

Contract 70029-20 between the City and England Thims & Miller, Inc. for Professional Engineering Services for Moderate to Large Drainage Improvements - Annual Contract is set to expire March 31, 2024. 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. England Thims and Miller, Inc. is committed to meeting the 20% JSEB participation goals established for this contract.

Accordingly, this is to recommend that Contract 70029-20, originally executed April 2, 2020, between the City of Jacksonville and England Thims & Miller, Inc. for Professional Engineering Services for Moderate to Large Drainage Improvements - Annual Contract, to extend the period of service from April 1, 2024, thru March 31, 2026, with all other terms and conditions of the Agreement remaining unchanged.

SDL/lw

cc: David D. Hahn, P.E., Engineering and Construction management t Manager

24 MAR 1 AM 10:28:08

**From:** [Robert Kermitz](#)  
**To:** [West, Lori](#)  
**Subject:** RE: ETM P-15-19 Eng Svcs Mod to Large Drainage Imp. Renewal RUSH  
**Date:** Monday, February 12, 2024 12:36:23 PM

**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.

England Thims & Miller (ETM) would like to extend the contract for Engineering Services: Moderate to Large Drainage Improvement Projects for the remaining 2-year contract extension option. The current rates as amended by Amendment 2, July 2023 would apply.

Let me know if further information is needed.

**Robert Kermitz** Vice President  
[England-Thims & Miller, Inc.](#) | [KermitzR@etminc.com](mailto:KermitzR@etminc.com)  
office: 904.265.3112 | cell: 904.535.0979

**From:** West, Lori <[LWEST@coj.net](mailto:LWEST@coj.net)>  
**Sent:** Monday, February 12, 2024 11:40 AM  
**To:** Robert Kermitz <[KermitzR@etminc.com](mailto:KermitzR@etminc.com)>  
**Cc:** Hahn, David <[HAHN@coj.net](mailto:HAHN@coj.net)>; PWENFinance <[PWENFinance@coj.net](mailto:PWENFinance@coj.net)>  
**Subject:** RE: ETM P-15-19 Eng Svcs Mod to Large Drainage Imp. Renewal RUSH  
**Importance:** High

I don't see that I received an email or memo from you regarding your renewal. Because PSEC only meets every 2 weeks, I need your request ASAP so I can get the amendment in progress.

Please advise status.

Thank you,

Lori A. West  
*Engineering Contract Manager*  
City of Jacksonville | Engineering and Construction Management Division  
214 N. Hogan Street, 10<sup>th</sup> Floor  
Jacksonville, FL 32202  
[www.jacksonville.gov](http://www.jacksonville.gov)  
Phone: 904-255-8759  
Fax: 904-357-5923

**From:** West, Lori

**Sent:** Tuesday, December 19, 2023 3:13 PM

**To:** Robert Kermitz <KermitzR@etminc.com>

**Cc:** Hahn, David <HAHN@coj.net>; PWENFinance <PWENFinance@coj.net>

**Subject:** ETM P-15-19 Eng Svcs Mod to Large Drainage Imp. Renewal

This contract expires 3/13/24 with 1 final renewal option. Please send your renewal request and if rates are the same or requesting an increase ASAP so I can get the amendment in progress.

Thank you,

Lori A. West

*Engineering Contract Manager*

City of Jacksonville | Engineering and Construction Management Division

214 N. Hogan Street, 10<sup>th</sup> Floor

Jacksonville, FL 32202

[www.jacksonville.gov](http://www.jacksonville.gov)

Phone: 904-255-8759

Fax: 904-357-5923

**CAUTION:** This email originated from outside of ETM. Do not click links or open attachments unless you recognize the sender and know the content is safe.





A NEW DAY

# City of Jacksonville, Florida

*Donna Deegan, Mayor*

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

February 15, 2024

TO: Dustin Freeman, Chairman  
Professional Services Evaluation Committee

THRU: Nina Sickler, P.E. DocuSigned by: Nina Sickler EFA23305023487  
Director of Public Works

FROM: Steven D. Long, Jr., P.E. DocuSigned by: Steven D. Long Jr. FA79688741F24BC  
Director of Operations

1- John B. Baxter, P.E. DocuSigned by: John M. Baxter E7F31950A0B7450  
Professional Engineer

SUBJECT: Contract Scope and Fee Approval P-31-23  
Taylor Engineering, Inc.  
Engineering Design Services for Mayport Dock Redevelopment Phase 2

The Engineering Division has negotiated with the consultant selected for Engineering Design Services for Mayport Dock Redevelopment Phase 2 to provide Stage 1 services to include data collection, site planning and preliminary design, resulting in the Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B, attached. This project was bid as encouragement.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Taylor Engineering, Inc. for Engineering Design Services for Mayport Dock Redevelopment Phase 2, that includes the attached Scope of Services, Exhibit A and Fee Schedule, Exhibit B, to provide a lump sum amount for Design Services in the amount of \$205,531.34 and with not to exceed limits for Public Engagement in the amount of \$40,548.75, survey in the amount of \$69,455.10, Civil Site Engineering and Permitting in the amount of \$50,056.35 and Utility Design in the amount of \$51,260.00, with a maximum indebtedness to the City in the amount of \$416,851.54 and with an expiration date of Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.

Funding for this project is as follows:

ACCOUNTS:		
32124.153101.565051.009007.00000000.00000.00000000	Task 2	\$416,851.54
TOTAL		\$416,851.54

NS/lw

Attachment: Exhibits A& B

**Taylor Engineering, Inc**  
**Scope of Work**  
**For**  
**City of Jacksonville**  
**P-31-23 Engineering Design Services**  
**For**  
**Mayport Dock Redevelopment – Phase 2**  
**Stage I - Data Collection, Site Planning, and Preliminary Design**  
**[Revised 2/15/2024]**

## INTRODUCTION

City of Jacksonville (City) requires engineering and other professional services for the site survey, design, permitting, and bidding assistance to develop a new commercial fixed dock measuring approximately 580 feet long and 15 feet wide, a recreational floating dock with a walkway approach, and an access driveway to Ocean Street, State Route A1A at 0 Ocean Street, along the St. Johns River in the Village of Mayport. (See *Attachment A* for the site plan provided in the City Request for Qualifications (RFQ))

Taylor Engineering (Taylor) anticipates this work to be completed in Stages. Stage I will include data collection, site planning, and preliminary design. Stage II will include final design, permitting, and bid support; Stage III will provide professional services during construction.

This proposal includes Stage I – Data Collection, Site Planning and Preliminary Design only and is outlined as follows:

1. Data collection
2. Site planning and schematic design
3. Preliminary design

As currently envisioned, the project will consist of the following features:

1. 580 feet long by 15 feet wide fixed pier with approach ramp (concrete)
  - a. Includes electrical, water, and sewage pump-out
  - b. Maximum vehicular loading is restricted to a small equipment (bobcat)
2. Recreational floating dock with gangway access (no electrical, water, or pump out utilities)
3. Entrance driveway
  - a. Including lighting

This Scope of Work does not include:

Development of upland amenities (bathrooms, sidewalks, parking lots).

## **STAGE I: DATA COLLECTION, SITE PLANNING, AND SCHEMATIC DESIGN**

### **TASK 1 – Data Collection**

#### **Task 1.1 Existing Data Review**

The City has provided a professional hydrographic and topographic survey completed on November 1, 2018 by ARC Surveying and Mapping and a geotechnical exploration report dated March 26, 2023 by Meskel & Associates Engineering. Taylor will review and use the existing data to support Stage I design development.

Taylor may request additional data collection during future stages as the design requires. Any such additional data collection not noted herein may occur under a future amendment/work order authorization.

#### **Task 1.2 Subsurface Utility Survey, Topographic Survey, Boundary Survey, and Side Scan Sonar Data Collection**

Taylor 's team member England-Thims & Miller, Inc. (ETM) will complete a topographic survey, existing conditions survey, and boundary survey of the site to support upland design and future permitting efforts. ETM will also identify and survey subsurface utilities within the project limits.

Additionally, historical imagery presents significant past construction at the waterfront including a series of docks and piles. Based on these observations, there is reasonable expectation that the site may present remnant piles or submerged debris. Arc Survey and Mapping (ARC) will augment the available data by completing a new hydrographic survey, side scan sonar survey, and magnetometer survey of the project area to update the bathymetry and an attempt to identify any possible debris that may require removal prior to dock construction.

#### **Task 1.3 – Natural Resources Survey and Report**

Design and permitting phases of the dock construction will require an assessment of wetlands and submerged resources (e.g., oysters) within and immediately adjacent to the proposed project footprint. As such, Taylor environmental staff will complete a survey to characterize and map wetlands and submerged resources at the proposed development site. The wetlands and submerged resources survey will employ qualitative and quantitative methods accepted by state and federal regulatory and resource agencies. Taylor will use real-time kinematic global positioning system (RTK GPS) providing sub-foot accuracy to record the location of resource boundaries identified during the survey.

Taylor will prepare a natural resources survey report to document findings. The report will describe the survey methodology and characterize and quantify the biological communities within the survey area including an assessment of project potential impacts on listed and candidate species. The report will include resource maps that delineate the survey area resource boundaries including location and limits of wetlands and submerged resource communities.

### **TASK 2 – Site Planning and Schematic Design (30% Design)**

Through this task, Taylor will prepare conceptual engineering design and site layouts for the proposed dock and associated features.



**Task 2.1 – Coastal Conditions Analysis**

Taylor will review the previously completed coastal analysis report completed during the Phase I (OCEARCH) project.

Taylor will then develop an independent coastal conditions analysis for the current project site. Taylor will evaluate the historical and FEMA storm data for the area near the proposed dock and/or modify and apply a previously developed coastal models to determine water levels and current speeds at the site for the desired return period storms. Taylor will determine wave heights at the site from FEMA wave model results and compare these to fetch-limited model wave heights based on ASCE 7-16 wind speeds. Taylor will then apply these conditions to estimate the design hydraulic loads on the dock and associated pile structures and document the results. Taylor will document tide and storm water levels, wind speeds, and current and wave conditions, and recommended potential hazard mitigation design features as part of the coastal conditions report. Taylor will also develop mooring and berthing loads for the controlling design vessel to support the structural design.

**Task 2.2 – Site Planning and Schematic Design**

Following the results of Task 1 and Task 2.1, Taylor will propose up to three conceptual site layouts, including the currently proposed arrangement based on the RFQ (Attachment 1), that depict the dock's configuration, locations of boat slips, and utilities. Taylor will also identify structural materials and conceptual member sizes. The planning design will consider upland site conditions, geotechnical conditions, anticipated coastal conditions, and permit requirements (environmental resources, channel setback, etc.). Taylor will work to identify a feasible and cost-effective structural form for construction. This study will also include evaluation of any dredging requirements of the interior basin to maintain navigability for recreational vessels.

The task deliverable will include a summary memorandum with concept level drawings (30%); these drawings will depict plan arrangement and typical cross-sections to support discussions with the City and community outreach efforts. The designers will also provide a concept-level opinion of probable construction cost based on the designs. The City will select the preferred design to proceed with Task 3.

**Task 2.3 – Community Outreach / Coordination with Local Organizations**

Through this subtask, Taylor will work with our team member, Acuity Design Group (ADG), to complete community outreach for Stage I. The objective of this subtask is to conduct comprehensive community outreach, coordinate with the Village of Mayport, and collaborate with the Mayport Waterfront Partnership to gather public input, address concerns, and provide project updates throughout the design and development process. Additionally, this subtask includes the development of marketing materials for outreach and the creation of a survey to facilitate community feedback.

Taylor, in collaboration with ADG, will carry out the following activities:

**1. Community Outreach:**

- Host a series of up to (12) meetings with the Village of Mayport and Mayport Waterfront Partnership (a maximum of 6 meetings with each entity) over the course of Stage I services (anticipated to take six months).
- Ensure that these meetings are scheduled at convenient times for community members, and provide adequate advance notice of meeting dates, times, and locations.

- Utilize various communication channels such as flyers, social media, local newspapers, and the City's website to promote the meetings and encourage public participation.
2. Marketing Material
    - Develop marketing materials, including brochures, pamphlets, and digital content, that explain the project's goals, benefits, and potential impact on the community.
    - Ensure that marketing materials are visually engaging and informative to effectively communicate the project's objectives to the public.
  3. Survey Development
    - Create a survey designed to gather input and feedback from the community regarding the project.
    - Develop the survey in both digital and paper formats to accommodate various preferences of the community members.
    - Promote and distribute the survey through various communication channels, encouraging community members to participate.
  4. Meeting Format
    - Hold in-person meetings to facilitate face-to-face interaction between the project team, staff, and the community.
    - Each meeting will include at least one representative from Taylor and members of ADG staff.
  5. Presentation of Design Plans
    - Present up-to-date layouts and design plans of the proposed project during the meetings.
    - Offer visual aids and materials to help the public understand the project's scope, design, and potential impact on the area.
    - Be prepared to address questions, concerns, and requests from meeting attendees.
  6. Public Feedback
    - Encourage open dialogue with the public, allowing attendees to express their thoughts, concerns, and suggestions regarding the project.
    - Document all feedback, comments, and concerns raised during the meetings and through the survey for further analysis and consideration in project development.
  7. Collaboration
    - Work closely with the Village of Mayport and Mayport Waterfront Partnership to ensure alignment with community interests and project goals.
    - Foster a collaborative atmosphere, seeking opportunities for community involvement and cooperation throughout the project.
  8. Reporting
    - Provide regular updates and summaries of the community engagement activities, including survey results and feedback to the City and relevant project stakeholders.
    - Present any changes or adjustments to the project design resulting from community input to provide transparency and accountability.

**TASK 3 – Preliminary Design (60%)**

This portion of the work incorporates the following assumptions:

- The site layout will remain at the City-approved location identified in the RFQ.
- The structural design will consider coastal storm conditions identified/presented in the Coastal Conditions Analysis (Task 2.1).
- The construction project will avoid or minimize wetland and submerged resource as much as practical.
- Regulatory permitting other than as explicitly stated herein will occur during future stages.

If any of the above assumptions prove incorrect, Taylor will consult with the City and, as necessary or appropriate, modify this Scope of Work and fee.

**Task 3.1 – Preliminary Engineering Design (60%)**

Taylor will develop a preliminary structural design for the fixed and floating dock construction. Preliminary structural engineering will consider upland site conditions, geotechnical conditions, coastal conditions and required utilities.

Taylor's subconsultant — Eng Engineering — will provide the preliminary design for the electrical (dock and driveway lighting and slip power supply), slip potable water design, sanitary sewer plumbing, and fire protection on the dock (if necessary). Additionally, C&ES will complete the preliminary design of the upland civil features including an asphalt driveway, buried water conduits that serve the dock, fire protection (upland), sanitary sewer, sewer pump station, stormwater, drainage, site grading, walkways, and maintenance of traffic along Ocean Street.

The task deliverable will include preliminary drawings; these drawings will depict plan arrangement including basic locations of utilities, typical structural cross-sections, anticipated pile embedment depths, and basic structural details. The designers will also provide an updated opinion of probable construction cost based on this preliminary level of design and a table of content of future expected technical specifications.

Once the preliminary engineering design is complete, Taylor will coordinate with the City to schedule a meeting to review the preliminary design and receive comments. Taylor will incorporate comments received from the City during final design to occur in Stage II (not currently in scope of work).

**Task 3.2 – Pre-Application Meetings with Agencies (FDEP, USACE, City, and JEA)**

Taylor will work with the City and lead the efforts with state and federal permitting agencies (FDEP and USACE) to coordinate and facilitate two (one per agency) virtual pre-application meetings to present and discuss the proposed project. During the meetings Taylor will discuss the administrative process and appropriate permit authorization for the project. For City and agency review, Taylor will prepare and submit a summary of the pre-application meetings. The summary will focus on the permit types required and agency recommendations for the application contents. This meeting will serve as the basis for permitting to occur in Stage II.

Additionally, Taylor and C&ES will coordinate and attend pre-application meetings with FDEP for storm water and waste water utilities, City of Jacksonville Development Services for site plan review, and JEA for potable water. These meetings will serve to familiarize review agencies with the pending project with

application submitted in the next Phase. Taylor has also budgeted for two meetings with City of Jacksonville Public Works department to support design development.

### **EXCLUSIONS**

The following items are excluded from this Scope of Work:

- Geotechnical investigations. Taylor will rely on COJ-provided report as prepared by MAE. If the preliminary design result suggests the need for additional geotechnical investigation or data, Taylor will include this data collection task during final design in Stage II.
- Permitting support beyond what is explicitly stated herein (Permitting will occur in Stage II)
- Sediment and water quality sampling and analysis. If this becomes necessary at the request of permitting agencies, Taylor will provide these services during Stage II.

### **DELIVERABLES**

Taylor will provide the following deliverables:

#### **TASK 1 – Data Collection**

- Signed and sealed utility locations report
- Signed and sealed topographic survey
- Signed and sealed hydrographic survey
- Side scan sonar survey results/map
- Magnetometer survey results/map
- Natural resources survey report

#### **TASK 2 – Site Planning and Schematic Design (30% Design)**

- Up to three conceptual site layouts (CAD and PDF) and budgetary construction cost opinions
- Signed and sealed coastal conditions report
- Signed and sealed design vessel mooring and berthing analysis report
- Community Outreach documentation (also extended to Task 3):
  - Meeting schedules, agendas, and minutes for each of up to 12 community engagement sessions.
  - Documentation of public feedback and concerns, including any proposed changes to the project.
  - Regular status reports on the progress of community engagement activities.
  - Marketing materials, including brochures, pamphlets, and digital content.
  - Survey development and distribution, along with analysis of survey results.
- List of required permits (State and Federal)

#### **TASK 3 – Preliminary Design**

- Preliminary design package (drawings, table of contents of technical specifications, and opinion of probable cost)
- Pre-application meeting summaries with agencies

**SCHEDULE**

TAYLOR intends to complete Stage I of this project on the timeline outlined below.

No.	Task	Months from Start Date								
		1	2	3	4	5	6	7	8	9
Task Timelines										
1	Data Collection	█	█							
2	Site Planning and Schematic Design		█	█	█	█	█	█	█	
3	Preliminary Design							█	█	█

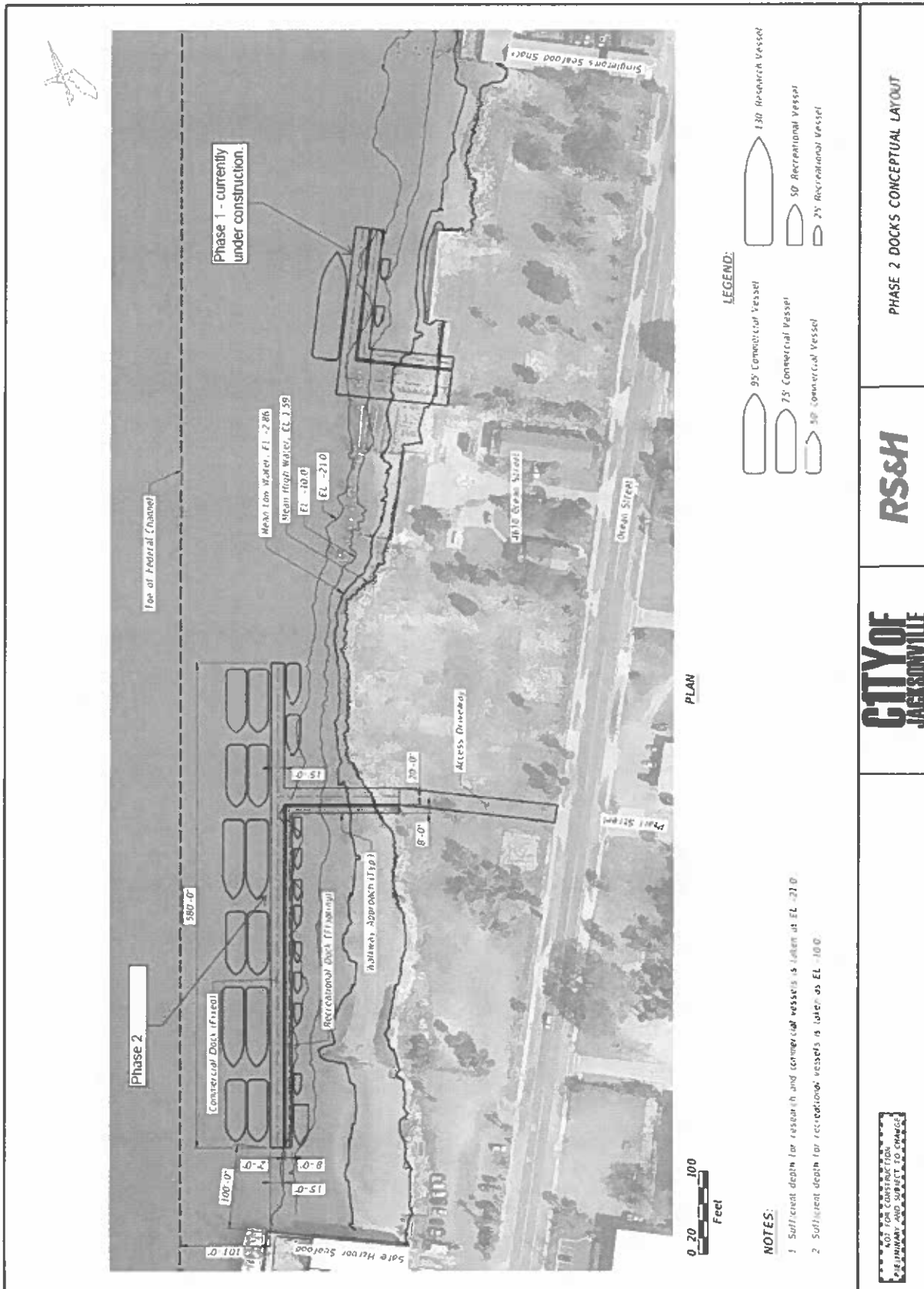
Notably, Taylor understands the City’s desire to keep this work progressing towards final bid documents (Stage II). Taylor anticipates providing a request to amend this Stage I scope of work at Month 5. This amendment request will include 90% design, permitting and final bid documents.

**FEES**

Taylor will complete this Scope of Work and invoice for the work on a fixed fee basis for **\$416,851.54**. *Attachment B* provides a summary of each task’s fee. As noted within the Scope of Work, some activities require collaboration with a subconsultant. *Attachment C* provides the subconsultant’s proposals.

**Attachment A**

**Site Plan Provided in City RFQ**



**Attachment B**  
**Task-by-Task Fee Summary**  
**And**  
**City of Jacksonville Fee Spreadsheet (Exhibit B)**

Taylor will complete this Scope of Work and invoice for the work on a fixed fee basis based on the following fee summary table below:

Task	Task Name	Fee
1	Data Collection	\$90,181.49
2	Site Planning and Schematic Design	\$137,381.61
3	Preliminary Design (60%)	\$189,288.44
<b>Total</b>		<b>\$416,851.54</b>



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

**PART I - GENERAL**

<b>1. Project</b> Mayport Phase II - Stage I Data Collection, Site Planning and Preliminary Design (60%)	<b>2. Proposal No. / Contract No.</b> P-31-23
<b>3. Name of Consultant or Subconsultant:</b> Taylor Engineering, Inc.	<b>4. Date of Proposal</b> February 5, 2023

**PART II - LABOR RELATED COSTS**

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$ 91.90	30	\$ 2,757.00	\$ 2,757.00
Project Manager	\$ 52.41	228	\$ 11,949.48	\$ 11,949.48
Senior Engineer	\$ 73.92	127	\$ 9,387.84	\$ 9,387.84
Project Engineer	\$ 56.58	195	\$ 11,033.10	\$ 11,033.10
Staff Engineer	\$ 43.04	14	\$ 602.56	\$ 602.56
Engineer Intern	\$ 38.48	328	\$ 12,621.44	\$ 12,621.44
Sr. Environmental Scientist	\$ 62.60	34	\$ 2,128.40	\$ 2,128.40
Staff Environmental Scientist	\$ 36.21	0	\$ 0.00	\$ -
Senior CAD	\$ 57.73	182	\$ 10,506.86	\$ 10,506.86
Staff CAD	\$ 28.61	80	\$ 2,288.80	\$ 2,288.80
Administrative/Document Prep	\$ 24.94	8	\$ 199.52	\$ 199.52
<b>TOTAL DIRECT LABOR</b>	<b>\$ 51.77</b>	<b>1226</b>		<b>\$ 63,475.00</b>
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b> Overhead Rate 193.19 % x Total Direct Labor				<b>\$ 122,627.35</b>
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				<b>\$ 186,102.35</b>
<b>8. PROFIT: Labor Related Costs (Item 7) x 10%</b>				<b>\$ 18,610.24</b>

**PART III - OTHER COSTS**

<b>9. Miscellaneous Direct Costs (Lump Sum)</b>				
Printing			\$ 0.00	
Transportation (Mileage)	\$0.655	1250	\$ 818.75	
			\$	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				<b>\$ 818.75</b>
<b>10. SUBCONSULTANTS ((Reimbursable/Not to Exceed)</b>				
ADG			\$ 40,548.75	
ARC Surveying and Mapping, Inc.			18,682.90	
ETM Surveying and Mapping, Inc. (SUE + Topo/Boundary)			50,772.20	
C&ES			50,056.35	
Eng Engineering			51,260.00	
			\$	
<b>SUB-CONTRACT SUB-TOTAL (Reimb/NTE)</b>				<b>\$ 211,320.20</b>
<b>11. SUBCONTRACTS (Reimbursable/Not to Exceed)</b>				
			\$	
<b>SUB-TOTAL REIMBURSABLES</b>				<b>\$ -</b>

**PART IV - SUMMARY**

<b>TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)</b> (Items 5, 6, 8, 9, 10, and 11)	<b>\$ 416,851.54</b>
<b>12. TOTAL PRIOR CONTRACT AMOUNT</b>	N.A.
<b>TOTAL AMENDED CONTRACT AMOUNT</b>	N.A.

**From:** Owens, Jeffrey  
**To:** Laura Rosenbaum  
**Cc:** Kell, Carliann; Cook, Jonathan; Walls, Kelly  
**Subject:** Taylor Engineering, Inc. - approval memo for FYE 12/31/22  
**Date:** Thursday, June 29, 2023 12:34:43 PM  
**Attachments:** image002.png



**Florida Department of Transportation**

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

This Office has completed a review of the audit report information submitted by Taylor Engineering, Inc. for the period ending December 31, 2022. The rates we have accepted are listed below. This approval allows the Consultant to pursue contracts in excess of the \$500,000 threshold. *This Firm is not a Professional Services Firm as defined by Rule Chapter 14-75.*

**REVIEW OF AUDIT REPORT**

<b>CONSULTANT NAME</b>	Taylor Engineering, Inc.	<b>FYE Ended</b>	12/31/22	<b>Rate Expiration Date</b>	7/1/24
<b>CPA'S NAME</b>	Stambaugh Ness, Inc.	<b>DATE of RECEIPT</b>	6/28/23	<b>AUDIT DATE</b>	6/2/23

**REPORT STATUS**

<b>ACCEPTED</b>	<b>REJECTED</b>	<b>OF PREMIUM</b>	<b>Reimb. Actual Expenses</b>
X		Reimbursed <small>(Excl or Reimb)</small>	NO

**COST BASED RATES**

<b>OVERHEAD</b>		<b>DIRECT EXPENSE</b>		<b>FCCM</b>	<b>Published Fee Schedule</b>
<i>Home</i>	<i>Field</i>	<i>Home</i>	<i>*Field</i>		
193.19%		3.68%		1.227%	NO

Jeffrey B. Owens  
 Procurement Office  
 Florida Department of Transportation  
 850-414-4539  
[jeffrey.owens@dot.state.fl.us](mailto:jeffrey.owens@dot.state.fl.us)

Please note that Florida has a broad public records law and that all correspondence, including e-mail, may be subject to disclosure. However, Indirect Cost Rate information is protected by Title 23 U.S. Code 112.

Are you doing your part for Florida? Report FRAUD... 1-800-255-8099! With your help, we all benefit.

**Attachment C**  
**Subconsultant Fee Proposals**



January 24, 2024

Mr. Jonathan Armbruster, P.E.  
Sr. Vice President of Waterfront Engineering  
Taylor Engineering, Inc.  
10199 Southside Blvd, Suite 310  
Jacksonville, Florida 32256  
[jarmbruster@taylorengeering.com](mailto:jarmbruster@taylorengeering.com)

Reference: **Mayport Docks Redevelopment Phase 2, Duval County, Florida – Surveying Services**

Dear Mr. Armbruster,

Pursuant to your request, ETM Surveying & Mapping, Inc., is pleased to submit a fee proposal for providing surveying and mapping services for the above referenced project located in Duval County, Florida and as depicted on the attached Exhibit A. The parcels to be surveyed are the following:

RE No. : 168944 0100  
RE No. : 168311 0010  
RE No. : 168952 0000  
RE No. : 168953 0000  
RE No. : 168955 0000  
RE No. : 168948 0000

Our proposed scope of services is as follows: (see attached COJ spreadsheets for fee)

#### **Task 1: Boundary and Topographic Survey**

Prepare a boundary and topographic survey combining the six parcels listed above that complies with Florida's Board of Professional Surveyors and Mappers Standards of Practice of Chapter 5J-17, Florida Administrative Code, pursuant to Chapter 472, Florida Statutes. The location and mapping of improvements and utilities will be limited to above ground visible evidence. This scope of service also includes topographic survey data to be collected and will be surveyed in 50 foot grid lines measured at 50 foot intervals or at any major change of topography and a Mean High Water Line survey of the first five parcels listed above that complies to Florida Statutes. This scope of service does not include addressing title commitments, reports, certifications, or other items typically associated with an ALTA/NSPS Land Title Survey that is not a state specific requirement. If any of these services are required, then they will be considered additional services billable at our hourly rates. The surveyed data will be referenced to NAD83/2011 horizontal datum and NAVD88 vertical datum. The deliverable shall consist of a signed and sealed PDF and CAD file suitable for civil engineering design.



Taylor Engineering, Inc.  
c/o Mr. Jonathan Ambruster, P.E.

January 24, 2024 | Page 2 of 2

Reference: *Mayport Docks Redevelopment Phase 2, Duval County, Florida ~ Surveying Services*

**Task 2: Subsurface Utility Services**

Provide subsurface utility designating services for the project described above and as depicted on graphic provided by client. Through our initial design ticket through Sunshine811, we have found approximately four utility owners within our project vicinity with approximately 5,300 linear feet of utilities to be designated. This scope of services also includes providing up to ten (10) test holes, as directed by the engineer of record for obtaining confirmation of various subsurface utility types and depths (to top of service or pipe) sufficient for engineering design purposes. The underground utility test holes, and utility designation will be surveyed and incorporated into a cad file for use in engineering design.

***\*ETM will utilize its expertise and equipment to identify areas containing subsurface utility infrastructure. However, results may vary depending on several factors including but not limited to soil composition, moisture content, tide levels, water table, dielectric constant of subsurface material and unknown obstructions that may attenuate equipment signals. NO guarantee is provided to the client, or third-party entities, that these services will detect all subsurface utility infrastructure.***

***Notice: GPR and PCL Scanning is a highly effective method for detecting potential existing utility infrastructure. However, this service does not absolve the client, their subcontractors, or Utility Owners from their obligations and responsibilities under F.S. 556.***

***ETM shall not be liable to the client, or third-party associated with this agreement, for any damages resulting from excavation activities by the others.***

***\*\*Subsurface Utility Test Hole quantities are an estimate based on information provided by our Sunshine 811 design ticket for the project area. Only actual services rendered will be invoiced as billable, with a minimum of five test holes being required. A mobilization fee of \$400 will be charged if the minimum of 5 test holes are not authorized.***

**Items Not Included**

Document Processing for Recordation  
Jurisdictional Wetlands Survey  
As-Built Survey  
Plat Preparation  
County Plat Review  
Plat Processing for Recordation

Title Review  
Construction Layout  
Tree Survey  
Sketch and Legal Description  
Research/Consultation

Exhibit B				EXHIBIT B
CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION CITY OF JACKSONVILLE, FLORIDA				
PART I - GENERAL				
<b>1. Project</b> Mayport Dock Redevelopment - Phase 2			<b>2. Proposal No. / Contract No.</b> P - 31 - 23	
<b>3. Name of Consultant or Subconsultant:</b> ETM Surveying & Mapping, Inc. Boundary Topo			<b>4. Date of Proposal</b> January 24, 2024	
PART II - LABOR RELATED COSTS				
5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
SUR Principal/Project Manager	\$ 76.92	10	\$ 769.20	
SUR Project Surveyor	\$ 47.96	0	\$ 0.00	
SUR Survey Technician	\$ 40.97	24	\$ 983.28	
SUR SUE Sr. Utility Coordinator	\$ 43.82		\$ 0.00	
SUR Survey CADD Operator	\$ 27.17	36	\$ 978.12	
SUR SUE Analyst	\$ 22.31		\$ 0.00	
SUR Clerical	\$ 23.57	1	\$ 23.57	
SUR Party Chief	\$ 27.39	100	\$ 2,739.00	
SUR Survey Instrument Operator	\$ 21.77	100	\$ 2,177.00	
SUR Survey Field Assistant	\$ 17.85	100	\$ 1,785.00	
SUR SUE Crew Chief	\$ 36.85		\$ 0.00	
SUR SUE Instrument Technician	\$ 21.04		\$ 0.00	
SUR SUE Technician	\$ 16.98		\$ 0.00	
<b>TOTAL DIRECT LABOR</b>	<b>\$ 25.49</b>	<b>371</b>		<b>\$ 9,455.17</b>
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b> Overhead Rate <span style="float: right;">200 % x Total Direct Labor</span>				<b>\$ 18,910.34</b>
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				<b>\$ 28,365.51</b>
<b>8. PROFIT: Labor Related Costs (Item 7) x 10%</b>				<b>\$ 2,836.55</b>
PART III - OTHER COSTS				
<b>9. Miscellaneous Direct Costs (Lump Sum)</b>				
Printing			\$ 0.00	
Transportation & Shipping			\$ 0.00	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				<b>\$ -</b>
<b>10. SUBCONSULTANTS (Lump Sum)</b>				
			\$	
			\$	
<b>SUB-CONTRACT SUB-TOTAL (Reimb/NTE)</b>				<b>\$ -</b>
<b>11. SUBCONTRACTS (Reimbursable/Not to Exceed)</b>				
			\$	
			\$	
<b>SUB-TOTAL REIMBURSABLES</b>				<b>\$ -</b>
PART IV - SUMMARY				
<b>TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)</b> (Items 5, 6, 8, 9, 10, and 11)				<b>\$ 31,202.06</b>
<b>12. TOTAL PRIOR CONTRACT AMOUNT</b>				<b>N.A.</b>
<b>TOTAL AMENDED CONTRACT AMOUNT</b>				<b>N.A.</b>

Exhibit B				EXHIBIT B
CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION CITY OF JACKSONVILLE, FLORIDA				
PART I - GENERAL				
1. Project Mayport Dock Redevelopment - Phase 2			2. Proposal No. / Contract No. P - 31 - 23	
3. Name of Consultant or Subconsultant: ETM Surveying & Mapping, Inc. SUE			4. Date of Proposal January 24, 2024	
PART II - LABOR RELATED COSTS				
5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
SUR Principal/Project Manager	\$ 76.92	2	\$ 153.84	
SUR Project Surveyor	\$ 47.96		\$ 0.00	
SUR Survey Technician	\$ 40.97	2	\$ 81.94	
SUR SUE Sr. Utility Coordinator	\$ 49.65	7	\$ 347.55	
SUR Survey CADD Operator	\$ 27.17	16	\$ 434.72	
SUR SUE Analyst	\$ 34.62	8	\$ 276.96	
SUR Clerical	\$ 23.57	1	\$ 23.57	
SUR Party Chief	\$ 27.39	10	\$ 273.90	
SUR Survey Instrument Operator	\$ 21.77	10	\$ 217.70	
SUR Survey Field Assistant	\$ 17.85	10	\$ 178.50	
SUR SUE Crew Chief	\$ 36.85	40	\$ 1,474.00	
SUR SUE Instrument Technician	\$ 21.04	30	\$ 631.20	
SUR SUE Technician	\$ 16.98	10	\$ 169.80	
<b>TOTAL DIRECT LABOR</b>	<b>\$ 29.20</b>	<b>146</b>		<b>\$ 4,263.68</b>
6. Overhead (Combined Fringe Benefit & Administrative) Overhead Rate 200 % x Total Direct Labor				<b>\$ 8,527.36</b>
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				<b>\$ 12,791.04</b>
8. PROFIT: Labor Related Costs (Item 7) x 10%				<b>\$ 1,279.10</b>
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs (Lump Sum)				
				\$
				\$
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				<b>\$ -</b>
10. SUBCONSULTANTS (Lump Sum per VVH)				
Soft Cover VVH	5	500/ea	\$ 2500	
Hard Cover VVH	5	600/ea	\$ 3000	
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)				<b>\$ 5,500.00</b>
11. SUBCONTRACTS (Reimbursable/Not to Exceed)				
				\$
				\$
SUB-TOTAL REIMBURSABLES				<b>\$ -</b>
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)				<b>\$ 19,570.14</b>
12. TOTAL PRIOR CONTRACT AMOUNT				N.A.
TOTAL AMENDED CONTRACT AMOUNT				N.A.



*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

August 16, 2023

Scott Graham, Vice President  
ETM SURVEYING & MAPPING, INC.  
14775 Old St. Augustine Road  
Jacksonville, Florida 32258

Dear Mr. Graham:

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

- Group 8 - Survey and Mapping
  - 8.1 - Control Surveying
  - 8.2 - Design, Right of Way & Construction Surveying
  - 8.3 - Photogrammetric Mapping
  - 8.4 - Right of Way Mapping

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2024, for contracting purposes.

Approved Rates

Home/ Branch Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimburse Actual Expenses	Home Direct Expense
210.53%	1.098%	Reimbursed	No	4.78%

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

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

Sincerely,

Carliayn Kell  
Professional Services  
Qualification Administrator



*Arc Surveying & Mapping, Inc.*  
*Professional Hydrographers • Surveyors • Mappers*



January 23, 2024

Mr. Jonathan Armbruster, P.E.

Taylor Engineering, Inc.

10199 Southside Blvd., Suite 310, Jacksonville, FL 32256

Main: 904-731-7040 | Direct: 904-256-1362

jarmbruster@tayloengineering.com

RE: Hydrographic and Underwater Remote Sensing Surveying Services  
Mayport Dock Design Phase II – Stage 1  
Jacksonville, Florida

As requested, Arc Surveying & Mapping, Inc. (Arc) is providing a proposal for acquisition of hydrographic and underwater remote sensing surveying services in support of engineering design and analysis of the proposed site for the COJ Mayport Dock project.

**1) Survey Task:**

- a) Hydrographic survey within the survey site limits as provided in the RFP (see attached). Data acquisition will be performed utilizing a combination of multibeam and single beam sonar to insure complete bathymetric bottom coverage within the site limits. Soundings will be acquired at a 200 kHz frequency and compiled with an integrated motion reference unit (IMU) measuring vessel dynamics to be applied during post processing.
- b) Underwater Remote Sensing survey consisting of side scan sonar imagery and magnetometer measurements to facilitate the identity of any bottom surface anomalies and the presence of ferrous objects on the seabed or sub-seabed with the survey investigation limits.

**2) Project Datum:** The Horizontal project datum will be based on the Lambert Conformal Conic Projection for the East Zone of Florida (0901) and referenced to the North American Adjustment of 83/90 (NAD83/2011). The Vertical project datum will be referenced to the National American Vertical Datum adjustment of 1988 (NAVD88). The units of measurement will be U.S. Survey Feet. Published values, as documented in the NGS data sheets, will be held as the controlling values, and utilized for RTK GPS site calibrations.

**3) Deliverables:**

- a) One 3-D CAD file containing interpolated 1-foot contours generated from the DTM.
- b) One set of ASCII computer files containing the base DTM data (breaklines, edge lines, spot elevation points, etc.)
- c) Review, interpretation of Side-scan and Magnetometer data.
- d) Geo-referenced Side-scan bottom imagery.
- e) Summarized table of detected magnetometer anomalies.
- f) Sonographers Report of underwater remote sensing finding.
- g) One set of signed and sealed record drawings depicting the results of the survey

Page 2  
01-23-2024

4) **Professional Fees:**

- a) Hydrographic Survey: \$5,750
- b) Side-Scan Sonar Survey: \$8,100
- c) Magnetometer Survey: \$4,850

This proposal applies only to the scope of services as described herein; any work item not specifically mentioned is not a part of this proposal. Work directed and completed outside the lump sum amount will be invoiced at the following rates:

Rates:

Topographic Survey: \$1,850 per day  
 Hydrographic Survey: \$2,450 per day  
 Cad: \$110 per hour  
 PLS: \$140 per hour

Arc Surveying and Mapping, Inc. appreciates the opportunity to work with Taylor on this project and is available to answer any questions or concerns you may have.

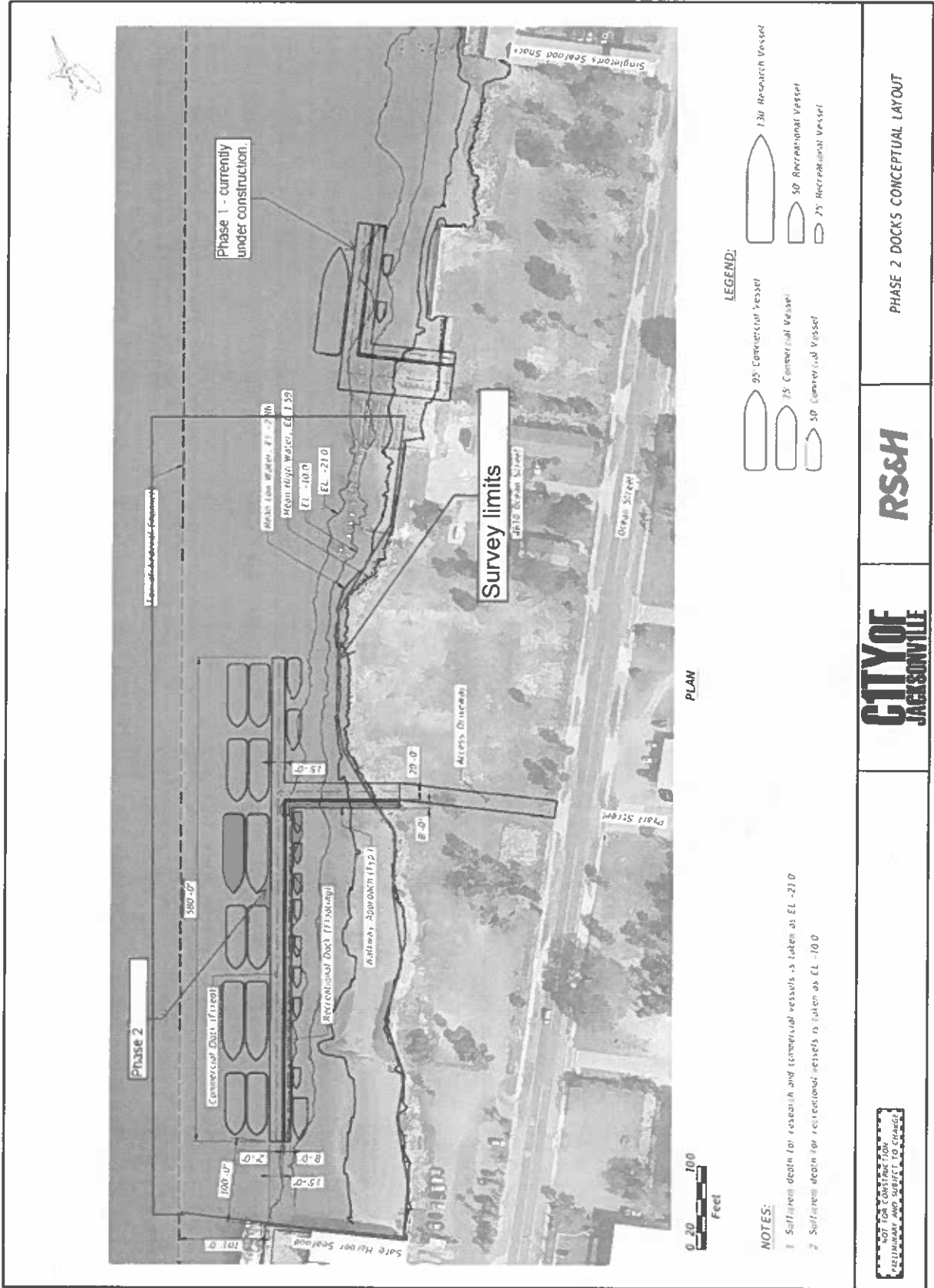
Sincerely,

*Richard Sawyer*

Richard J. Sawyer, PSM, CH  
Vice President

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Taylor Engineering

EXHIBIT B



PHASE 2 DOCKS CONCEPTUAL LAYOUT

RS&H

CITY OF JACKSONVILLE

Exhibit B CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION CITY OF JACKSONVILLE, FLORIDA				EXHIBIT B
PART I - GENERAL				
1. Project			2. Proposal No. / Contract No.	
3. Name of Consultant or Subconsultant: ARC SURVEYING AND MAPPING, INC.			4. Date of Proposal January 25, 2024	
PART II - LABOR RELATED COSTS				
5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$ 65.46		\$ 0.00	\$ -
Project Manager	\$ 60.00	8	\$ 480.00	\$ 480.00
Project Surveyor	\$ 54.55	6	\$ 327.30	\$ 327.30
Topographic Survey Crew	\$ 63.64	4	\$ 254.56	\$ 254.56
Hydrogrphaic Survey Crew	\$ 76.06	32	\$ 2,433.92	\$ 2,433.92
Survey Tech.- Mapper	\$ 40.00	12	\$ 480.00	\$ 480.00
Clerical	\$ 23.50	4	\$ 94.00	\$ 94.00
<b>TOTAL DIRECT LABOR</b>	<b>\$ 61.66</b>	<b>66</b>		<b>\$ 4,069.78</b>
6. Overhead (Combined Fringe Benefit & Administrative) Overhead Rate 150 % x Total Direct Labor				\$ 6,104.67
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 10,174.45
8. PROFIT: Labor Related Costs (Item 7) x 10%				\$ 1,017.45
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs (Lump Sum)				
Printing			\$ 0.00	
Transportation & Shipping			\$	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ -
10. SUBCONSULTANTS ((Reimbursable/Not to Exceed)				
				\$
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)				\$ -
11. SUBCONTRACTS (Reimbursable/Not to Exceed)				
Sonographics-Side Scan/Mag			\$ 7,491.00	
SUB-TOTAL REIMBURSABLES				\$ 7,491.00
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)				\$ 18,682.90
12. TOTAL PRIOR CONTRACT AMOUNT				N.A.
TOTAL AMENDED CONTRACT AMOUNT				N.A.

## **Scope of Public Engagement for City of Jacksonville Project:**

### **Project Overview:**

The City of Jacksonville (City) is embarking on a project to develop a new commercial fixed dock measuring approximately 580 feet long and 15 feet wide, a recreational floating dock with a walkway approach, and an access driveway to Ocean Street, State Route A1A at O Ocean Street, along the St. Johns River in the Village of Mayport. This project aims to enhance the waterfront area, promote economic development, and improve public access to the river. As part of this project, the City is committed to engaging with the community, collaborating with local stakeholders, and addressing public input to ensure the project's success.

## **Subtask: Community Engagement and Coordination**

### **Objective:**

The objective of this subtask is to conduct comprehensive community outreach, coordinate with the Village of Mayport, and collaborate with the Mayport Waterfront Partnership to gather public input, address concerns, and provide project updates throughout the design and development process. Additionally, this subtask includes the development of marketing materials for outreach and the creation of a survey to facilitate community feedback.

### **Responsibilities:**

Taylor Engineering, in collaboration with our team member, Acuity Design Group (ADG), will be responsible for carrying out the following activities:

### **Community Outreach:**

- Host a series of 12 meetings with the Village of Mayport and Mayport Waterfront Partnership over the course of Stage I services (anticipated to take six months).
- Ensure that these meetings are scheduled at convenient times for community members, and provide adequate advance notice of meeting dates, times, and locations.
- Utilize various communication channels such as flyers, social media, local newspapers, and the City's website to promote the meetings and encourage public participation.

### **Marketing Materials:**

- Develop marketing materials, including brochures, pamphlets, and digital content, that explain the project's goals, benefits, and potential impact on the community.
- Ensure that marketing materials are visually engaging and informative to effectively communicate the project's objectives to the public.

### **Survey Development:**

- Create a survey designed to gather input and feedback from the community regarding the project.
- Develop the survey in both digital and paper formats to accommodate various preferences of the community members.
- Promote and distribute the survey through various communication channels, encouraging community members to participate.

**Meeting Format:**

- Hold in-person meetings ( Gulliford Community Center) to facilitate face-to-face interaction between the project team, ADG staff, and the community.
- Each meeting will include at least one representative from Taylor Engineering and members of ADG staff.

**Presentation of Design Plan:**

- Present up-to-date layouts and design plans of the proposed project during the meetings.
- Offer visual aids and materials to help the public understand the project's scope, design, and potential impact on the area.
- Be prepared to address questions, concerns, and requests from meeting attendees.

**Public Feedback:**

- Encourage open dialogue with the public, allowing attendees to express their thoughts, concerns, and suggestions regarding the project.
- Document all feedback, comments, and concerns raised during the meetings and through the survey for further analysis and consideration in project development.

**Collaboration:**

- Work closely with the Village of Mayport and Mayport Waterfront Partnership to ensure alignment with community interests and project goals.
- Foster a collaborative atmosphere, seeking opportunities for community involvement and cooperation throughout the project.

**Reporting:**

- Provide regular updates and summaries of the community engagement activities, including survey results and feedback, to the City of Jacksonville and relevant project stakeholders.
- Present any changes or adjustments to the project design resulting from community input to ensure transparency and accountability.

**Deliverables:**

- Meeting schedules, agendas, and minutes for each of the 12 community engagement sessions.
- Documentation of public feedback and concerns, including any proposed changes to the project.
- Regular status reports on the progress of community engagement activities.
- Marketing materials, including brochures, pamphlets, and digital content.
- Survey development and distribution, along with analysis of survey results.

By hosting a series of 12 meetings, developing marketing materials for outreach, and creating a survey, the City of Jacksonville aims to ensure that the development of the new commercial fixed dock, recreational floating dock, and access driveway aligns with the needs and desires of the Village of Mayport community while enhancing the overall project's success and fostering transparent communication with the public.

<b>PART I - GENERAL</b>				
<b>1. Project</b> City of Jacksonville Mayport Phase II dock design		<b>2. Proposal Number</b>		
<b>3. Name of Consultant</b> Acuity Design Group, Inc.		<b>4. Date of Proposal</b> 1/30/24		
<b>PART II - LABOR RELATED COSTS</b>				
<b>5. Direct Labor</b>	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
PIO Lead	\$ 67.50	60	\$ 4,050.00	
PIO Support	\$ 65.00	60	\$ 3,900.00	
Outreach Coordinator	\$ 52.00	60	\$ 3,120.00	
Graphic Design	\$ 65.00	15	\$ 975.00	
Administrative	\$ 35.00	20	\$ 700.00	
	\$ -	1	\$ 0.00	
	\$ -	1	\$ 0.00	
<b>TOTAL DIRECT LABOR</b>	\$58.73	217		\$ 12,745.00
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>				
Overhead Rate			150 % x Total Direct Labor	\$ 19,117.50
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				\$ 31,862.50
<b>8. PROFIT: Labor Related Costs (Item 7)</b> x 10%				\$ 3,186.25
<b>PART III - OTHER COSTS</b>				
<b>9. Miscellaneous Direct Costs</b>				
Transportation & Shipping			\$ 0.00	
Original Reproducibles			\$ 0.00	
Reproduction			\$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ -
<b>10. SUBCONTRACTS (Lump Sum)</b>				
Traffic			\$ 0.00	
Structural Design			\$ 0.00	
Environmental/Permitting			\$ 0.00	
Other (Specify)			\$ 0.00	
SUB-CONTRACT SUB-TOTAL				\$ -
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$ 35,048.75
<b>11. REIMBURSABLE COSTS (Limiting Amount)</b>				
Printing Cost			\$ 3,000.00	
Advertising Costs			\$ 2,500.00	
			\$ 0.00	
SUB-TOTAL REIMBURSABLES				\$ 5,500.00
<b>PART IV - SUMMARY</b>				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$ 40,548.75



February 1, 2024

Jonathan Brumfield, P.E.  
Taylor Engineering, Inc.  
10199 Southside Boulevard, Suite 310  
Jacksonville, Florida 32256

Project: COJ Mayport Dock Redevelopment Ph 2  
Mayport, Florida

Dear Jonathan:

Thank you for the opportunity to provide you with a proposal for the above-referenced project. Based on emails we developed the following scope of work and fee:

GENERAL

1. This will be a new dock for the City of Jacksonville located in Mayport, Florida.
2. There is currently no utility on site. We will need to visit the site to determine nearby electric power. One (1) site inspection is included.
3. All work will be up to 60% complete and be in accordance with the current Florida Building Code and National Electric Code, and National Fire Protection Code.
4. Outline specifications will be provided for Taylor Engineering to incorporate into their format.
5. Provide opinion of probable costs.

ELECTRICAL DESIGN

1. Provide 60% complete electrical drawings for new dock.
2. Design new incoming power for new dock. An existing overhead power line is nearby for our connection. Coordinate with JEA incoming electrical service.
3. Design power to the following:
  - a. Shore power and 120volt dock receptables on fixed dock. The lower floating dock will not have electrical service.
  - b. Dock lighting.
  - c. No security cameras, access control or electric gates are anticipated.
4. Design site security lighting.

PLUMBING DESIGN

1. Provide 60% complete plumbing construction drawings for dock.
2. Design piping layout for new dock potable water. Hose bibbs will be located on the fixed dock at the shore power station locations. Civil engineer will bring the potable water line at the dock entrance from landside.
3. Assist in coordination of vessel sewer pump out via dry pipe sewer transmission line located on fixed dock. This is to be determined during the design development stage. Site civil design and lift station by others.



FIRE PROTECTION DESIGN

1. Provide 60% complete fire protection drawings for dock.
2. Advise whether fire protection can be dry or wet system. Determine location of hose stations or hydrants on fixed dock. Coordinate with civil engineer fire protection connection point at dock entrance at landside.
3. Coordinate with dock design engineer fire piping location on fixed dock.

Professional compensation for up to 60% Design Services: **See attached summary of fee.**

DELIVERABLES

1. PDF of 60% complete drawings and outline specifications.

EXCLUSIONS

1. Items and tasks not mentioned above.
2. Meetings not mentioned above.

GENERAL NOTES

1. Additional services or tasks not mentioned above will be billed per the 2023 Eng Engineering Rate Sheet or as a lump sum if requested.

We will invoice at each submission. If the project is put on hold or cancelled, we will invoice for the percentage of work completed. The payment is considered delinquent after 30 days from date of invoice. A 2% finance fee will be added to any outstanding invoiced amount and will accrue for each 30-day period beyond the date of the invoice. After 60 days from the date of invoice the finance fee will increase to 10% on any outstanding invoiced amount.

This agreement is enforceable in any court of competent jurisdiction in Duval County, Florida. In the unlikely event litigation ensues, the prevailing party will be entitled to reasonable attorney's fees, plus all costs of collection, including appellant fees, if any. If we are discharged prior to the conclusion of the project, we will be compensated for our reasonable expenses and disbursements and for the fair value of our services rendered up to the time of discharge.

We can begin work following the receipt of this endorsed agreement or purchase order. Thank you for contacting Eng Engineering. Please call us with any questions.

Respectfully,

Edward J. Eng  
President

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

\_\_\_\_\_  
Date

Exhibit EEI				EXHIBIT B
CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION CITY OF JACKSONVILLE, FLORIDA				
PART I - GENERAL				
<b>1. Project</b> COJ Mayport Dock Redevelopment Phase 2 Stage 1 Data Collection, Site Planning, Prelim Design			<b>2. Proposal No. / Contract No.</b>  P-31-23	
<b>3. Name of Subconsultant:</b> Eng Engineering Inc 60% Design, Prelim Elect, Water, Fire Protection			<b>4. Date of Proposal</b> February 14, 2024	
PART II - LABOR RELATED COSTS				
5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$ 100.00	80	\$ 8,000.00	8000
Senior Engineer	\$ 80.00	80	\$ 6,400.00	6400
Engineer	\$ 70.00	32	\$ 2,240.00	2240
Intern Engineer	\$ 60.00		\$ 0.00	0
CAD Technician	\$ 45.00	32	\$ 1,440.00	1440
	\$ 40.00		\$ 0.00	0
	\$ 40.00		\$ 0.00	0
	\$ 42.00		\$ 0.00	0
Administrative Support	\$ 35.00	16	560.00	560
<b>TOTAL DIRECT LABOR</b>	<b>\$ 77.67</b>	<b>240</b>		<b>\$ 18,640.00</b>
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b> Overhead Rate 150 % x Total Direct Labor				<b>\$ 27,960.00</b>
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				<b>\$ 46,600.00</b>
<b>8. PROFIT: Labor Related Costs (Item 7) x 10%</b>				<b>\$ 4,660.00</b>
PART III - OTHER COSTS				
<b>9. Miscellaneous Direct Costs (Lump Sum)</b>				
Printing			\$ 0.00	
Transportation & Shipping			\$	
			\$	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				<b>\$ -</b>
<b>10. SUBCONSULTANTS ((Reimbursable/Not to Exceed)</b>				
			\$	
<b>SUB-CONTRACT SUB-TOTAL (Reimb/NTE)</b>				<b>\$ -</b>
<b>11. SUBCONTRACTS (Reimbursable/Not to Exceed)</b>				
			\$ 0.00	
			\$	
<b>SUB-TOTAL REIMBURSABLES</b>				<b>\$ -</b>
PART IV - SUMMARY				
<b>TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)</b> (Items 5, 6, 8, 9, 10, and 11)				<b>\$ 51,260.00</b>
<b>12. TOTAL PRIOR CONTRACT AMOUNT</b>				<b>N.A.</b>
<b>TOTAL AMENDED CONTRACT AMOUNT</b>				<b>N.A.</b>



January 25, 2024

Mr. Jonathan Brumfield  
Taylor Engineering, Inc.  
10199 Southside Blvd.  
Suite 310  
Jacksonville, FL 32256

**Re: Proposal for Consulting Services  
Civil-Site Engineering and Permitting  
Proposed City of Jacksonville – Mayport Phase II – Stage I**

**Jacksonville, FL**

Dear Mr. Brumfield:

Construction & Engineering Services Consultants, Inc. (C&ES) is pleased to submit the following fee proposal to Taylor Engineering, Inc. (THE CLIENT) for consulting services for the referenced project. The site is in Jacksonville, north right-of-way of Ocean Street at Pearl Street.

The proposed project will consist of site improvements to support City of Jacksonville Mayport Phase II dock design. Our scope generally includes preparation of a schematic site plan, preliminary civil construction documents, and pre-applications meeting with St. Johns River Water Management District for Stormwater, City of Jacksonville Development Services for Site/Civil plan review (10-Set), JEA for Potable Water and Florida Department of Environmental Protection for Wastewater

This proposal addresses the civil engineering needed to develop the project. This proposal is based on no wetland onsite.

**SCOPE OF WORK:**

As discussed, we are developing a fee proposal for the City of Jacksonville Mayport Phase II dock design – Stage 1 which will include site planning and preliminary design (60%).

**Task 3.1 – Preliminary Design**

C&ES will prepare Stage I engineering plans based upon the preliminary site plan approved by THE CLIENT. C&ES will provide schematic engineering design to support City of Jacksonville Mayport Phase II dock: new asphalt driveway, water, fire protection and sanitary sewer services, sewer pump station, stormwater, drainage, site grading, walkways, and maintenance of traffic along Ocean Street.

The preliminary engineering plans will include the following drawings or as may be necessary:

- a. General Notes and Specification Sheet - The Note Sheet will indicate the necessary construction specifications and notes for the work proposed.
- b. Site Geometry Plan - The plans will show the overall layout of the site with site horizontal control plan for the driveway, and related site improvements.
- c. Paving, Grading and Drainage Plan - The plans will show the overall layout of the drainage improvements which includes the proposed stormwater facility, drainage piping(s) & structure(s), gradings, and spot elevations.
- d. Water, Fire Protection and Sanitary Sewer Plan - The plans will show the overall layout of the site improvements which include on-site water, fire protection, sanitary sewer system including pump station by connecting to existing water and sanitary sewer infrastructure off-site.
- e. Erosion Control Sheets – The Erosion Control Sheets will provide silt fence and existing inlet sediment trap to protect existing site from erosion and sediment.
- f. Detail Sheets - The details drawing will show the necessary details for paving, water, fire protection, sanitary sewer, and erosion control.
- g. C&ES will attend review meetings with the Client, City of Jacksonville, JEA, Florida Department of Transportation and Florida Department of Environmental Protection.

### **Task 3.2 – Pre-Application Meetings with Agencies**

C&ES will attend a pre-application meeting with St. Johns River Water Management for Stormwater, City of Jacksonville Development Services for Site/Civil plan review (10-Set), JEA for Potable Water and Florida Department of Environmental Protection for Wastewater with required exhibits and drawing plans.

### **SCHEDULE OF WORK:**

C&ES will commence the work immediately upon being given notice to proceed. Upon notice to proceed, C&ES will work with the CLIENT to provide a reasonable civil design and permit schedule.

**COMPENSATION:** See attachment "A" for detailed proposal fee.

C&ES proposes to perform the work for the Tasks described above for the following fees:

Task 3.1	lump sum fee	\$ 43,975.94
Task 3.2	lump sum fee	\$ 6,080.41
<b>TOTAL DESIGN FEE (Tasks 3.1&amp; 3.2)</b>		<b>\$ 50,056.35</b>

### **C&ES CONSULTANTS, INC.**

This proposal does not include the following:

1. Boundary and Topographic Surveying Services
2. Subsurface Utility Test Holes
3. Subsurface Utility Designation and Verified Vertical & Horizontal (VVH) location by the use of electromagnetic and ground penetrating radar (GPR)
4. Geotechnical Services
5. Landscape Architecture Services
6. Electrical Power to the Pump Station
7. Wetland Environmental Services
8. Permit Application Fees

This proposal will remain in effect for a period of 60 days from the date of this letter. Acceptance after that period is subject to a review of the conditions stated herein, and possible revision by C&ES in response to changed conditions.

If this proposal meets with your approval, please execute one copy of the agreement, and send it back to us and retain one copy for your files. Once the executed agreement is received, we will consider it our Notice to Proceed and will perform this work on a timely matter. We look forward to the opportunity of working with you on this project.

If you have any questions, please do not hesitate to contact our office at 904-652-1186.

Sincerely,  
**CONSTRUCTION & ENGINEERING SERVICES  
CONSULTANTS, INC.**

*for: Steven J. Davis*  
\_\_\_\_\_  
**Claro N. Magpantay, P.E.**  
Senior Project Engineer  
Director of Engineering

cc: **Mr. Steven J. Davis**  
President/CEO

By signing below, I certify that I agree with the terms of this proposal letter:	
Authorized Representative Signature	Date
Print Name	

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

**PART I - GENERAL**

<b>1. Project</b> Mayport Phase II - Stage I	<b>2. Proposal No. / Contract No.</b>
<b>3. Name of Consultant or Subconsultant:</b> Construction and Engineering Services Consultants, Inc.	<b>4. Date of Proposal</b> 1/24/2024

**PART II - LABOR RELATED COSTS**

<b>5. Direct Labor (Reimbursable)</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>	<b>Estimated Cost</b>	<b>TOTAL</b>
Principal in Charge	\$ 82.50	8.34	\$ 688.05	
Project Manager/Engineer of Record	\$ 74.80	32.60	\$ 2,438.48	
Senior Design Engineer	\$ 62.70	108.68	\$ 6,814.24	
Senior Cad Technician	\$ 42.35	154.50	\$ 6,543.08	
Administrative	\$ 24.20	5.88	\$ 142.30	
<b>TOTAL DIRECT LABOR</b>	<b>\$ 53.63</b>	<b>310</b>		<b>\$ 16,626.15</b>
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>				
Overhead Rate			173.7 % x Total Direct Labor	<b>\$ 28,879.62</b>
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				<b>\$ 45,505.77</b>
<b>8. PROFIT: Labor Related Costs (Item 7)</b>				<b>\$ 4,550.58</b>
				x 10%

**PART III - OTHER COSTS**

<b>9. Miscellaneous Direct Costs (Lump Sum)</b>				
Printing			\$	
Transportation & Shipping			\$	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				<b>\$ -</b>
<b>10. SUBCONSULTANTS (Lump Sum)</b>				
a) STV - Bridge Design			\$	
<b>SUB-CONTRACT SUB-TOTAL (Lump Sum)</b>				<b>\$ -</b>
<b>11. SUBCONTRACTS (Reimbursable/Not to Exceed)</b>				
a) COJ 10 Set-review and Permit Fees (C&ES)			\$	
b) St. Johns River Water Management District			\$	
<b>SUB-TOTAL REIMBURSABLES</b>				<b>\$ -</b>

**PART IV - SUMMARY**

<b>TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)</b> (Items 5, 6, 8, 9, 10, and 11)	<b>\$ 50,056.35</b>
<b>12. TOTAL PRIOR CONTRACT AMOUNT</b>	<b>N.A.</b>
<b>TOTAL AMENDED CONTRACT AMOUNT</b>	<b>N.A.</b>

# Monakey & Company, LC

## Certified Public Accountants

Steven J. Davis  
 Construction & Engineering Services Consultants, Inc.  
 9432 Baymeadows Road, Suite 100  
 Jacksonville, FL 32256

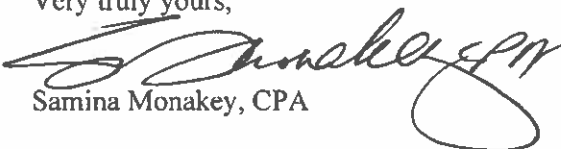
August 22, 2022

Dear Mr. Davis,

I've attached a copy of the Raw Labor Cost worksheet that you requested. These figures are sourced from your completed 2021 corporate tax return.

Item	Amount	% of Raw Labor Total
Benefits (employee health insurance, holidays, etc.)	121,996.64	20.41%
Indirect Salaries (Office Admin/Accountant)	546,438.24	91.40%
Office Equipment & Lease	10,424.69	1.74%
Taxes, Licenses & Insurance	116,865.20	19.55%
Auto Lease Expense	15,233.28	2.55%
Office Expense & Supplies	20,133.75	3.37%
Rent and Utilities	143,625.86	24.02%
Depreciation	63,829.00	10.68%
<b>Total Benefits and OH/G&amp;A Costs</b>	<b>1,038,546.66</b>	<b>173.7%</b>
<b>Total Labor Raw Cost (total payroll)</b>	<b>597,862.00</b>	

Very truly yours,

  
 Samina Monakey, CPA

12443 San Jose Blvd ◊ Suite 301 ◊ Jacksonville, FL 32223  
 (904) 262-2661 ◊ Fax (904) 262-1611  
 Members of American Institute of CPA's and Florida Institute of CPA's

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

Name of Proposer: Taylor Engineering, Inc.

Project Title: Mayport Dock Redevelopment – Phase II – Stage I (Data Collection, Site Planning, and Preliminary Design)

Proposal Number: P-31-23 Total Base Proposal Amount (if applicable): \$416,851.54

**\*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
Acuity Design Group (ADG)	African American	Community Outreach	\$ 40,548.75 (9.73%)
C&ES Consultants, Inc.	African American	Civil Engineering	\$ 50,056.35 (12.01%)
Eng Engineering	Asian American	Utilities (MEP)	\$51,260.00 (12.30%)
ARC Surveying and Mapping	Na	Hydrographic Survey	\$18,682.90 (4.48%)
ETM Surveying and Mapping	Na	Topographic Survey and Subsurface Utility Survey	\$50,772.20(12.18%)

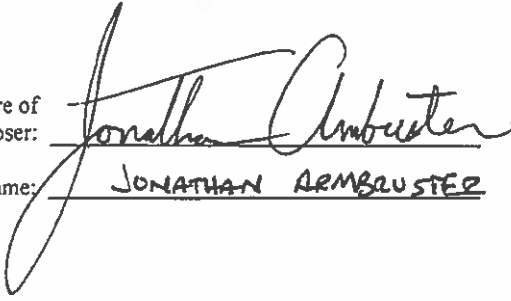
Attach additional list of subcontractors/sub-consultants as needed

CONSULTANT/SUBCONTRACTOR/SUPPLIER TOTAL VALUES	
African-American Participation Total	\$90,605.10
Hispanic-American Participation Total	Na
Native-American Participation Total	Na
Asian-American Participation Total	\$51,260.00
Woman Participation Total	\$
Non-MBE Participation Total	\$69,455.10

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:



Jonathan Armbruster

Title: Sr Vice President Date: 2/15/2024

Print Name:

JONATHAN ARMBRUSTER





A NEW DAY

## City of Jacksonville, Florida

*Donna Deegan, Mayor*

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

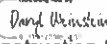
February 28, 2024

TO: Dustin Freeman, Chairman  
Professional Services Evaluation Committee

THRU: Nina Sickler, P.E.  
Director of Public Works

FROM: Steven D. Long, Jr., P.E.   
Director of Public Works

Nikita Reed, PE   
Engineering Operations Manager

Daryl Weinstein   
Public Works Construction Project Manager

SUBJECT: Contract Scope and Fee Approval P-34-23  
PQH Group Design, Inc.  
Professional Design Services for First Responder Hurricane Safe Room

The Engineering Division has negotiated with the consultant selected for Professional Design Services for First Responder Hurricane Safe Room, resulting in the Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B, attached. This project was bid as encouragement.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with PQH Group Design, Inc. for Professional Design Services for First Responder Hurricane Safe Room, that includes the attached Scope of Services identified as Exhibit "A" and Rate Schedules, identified as Exhibit "B". Each project performed under this agreement shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto. The maximum indebtedness of the City pursuant to this agreement is \$1,000,000.00. The Period of Service will be to Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.

SDL/lw

Attachment: Exhibits A& B

cc: Maria Williams, P.E., Engineering and Construction Management

'24 MAR 6 AM 9:37:03

## Description of Services and Deliverables

### STATEMENT OF PURPOSE:

This is a Request for Proposals (RFP) for Consultants to provide professional, architecture, engineering, landscape architecture, environmental assessment, geotechnical, surveying, environmental permitting, and all other services as may be needed by the City for a new FEMA P-361 Standards safe room at a new location in Jacksonville, Duval County, Florida.

The project is being funded through the Hazard Mitigation Grant Program (HMGP) **DR-4486-131-R**, as approved by the Florida Division of Emergency Management (Division) and the Federal Emergency Management Agency (FEMA).

### PROJECT OVERVIEW:

The City of Jacksonville proposes a new stand-alone hurricane safe room located at 2610 Fairfax Street, Jacksonville, Florida, 32209.

The scope is for design only, which includes but is not limited to surveying, civil engineering, architectural design, structural engineering, preparation of plans and bid documents, and permitting for the proposed project.

The design proposed shall include the construction of a single-use hurricane safe room that meets or exceeds the standards of the Department of Homeland Security, Federal Emergency Management Agency guidance manual FEMA P-361 Design and Construction for Community Safe Room.

The proposed facility shall be designed to accommodate standing room for a maximum of 850 first responders, particularly law enforcement and specialty team members.

The proposed facility shall be designed with all necessary activities to protect the building envelope and to provide near-absolute protection to its occupants in extreme-wind events, such as hurricanes.

The proposed facility gross area is approximately 20,000 square feet, with approximately 17,000 square feet of usable space based on a 15 percent area reduction for an open plan design without fixed seating.

The proposed facility site is appropriately located outside the Special Flood Hazard Area, in a Flood Zone X with limited flood risk. Coordinates (30.353559, -81.687269).

The proposed facility shall be equipped with a permanent 150-kW to 250-kW diesel generator, or the adequate size determined by the vendor and/or an electrical engineer during the bid process to appropriately support the critical facility. Generator activities shall include the installation of an automatic transfer switch, electrical connections, and construction of a concrete pad.

The Jacksonville Sheriff's Office (JSO) provides direct support for nearly all aspects of emergency operations during extreme-wind events. During hurricane preparation efforts, as many as 700 officers may be conducting operations in the field within drivable distance to the proposed project location. Most law enforcement officers operate primarily from their patrol vehicles while on duty; these vehicles are unsafe to utilize during a hurricane event. There is currently no dedicated FEMA compliant safe room space available for law enforcement officers conducting operations in the field within the area. Additionally, the City of Jacksonville is host to approximately 150 specialty team members from the State of Florida Urban Search and Rescue Teams (Task Forces 1-8). During extreme-wind events, these specialty teams are

activated and required to stage in preparation for operational response. During activation, these teams may potentially stage for response operations within the city of Jacksonville, or prior to deployment to another region in Florida.

Overall, the proposed project allows the City of Jacksonville to provide near-absolute protection to local and State first responders and ensure continuity of operations during extreme-wind events.

The safe room shall be designed and constructed to provide protection against 180 MPH winds. The safe room construction shall be designed to provide near-absolute protection based on the criteria Agency guidance manual FEMA P-361 Design and Construction for Community Safe Room, which refers to applicable International Code Council (ICC) 500 and American Society of Civil Engineers (ASCE) 7 standards. Construction documents for community safe rooms designed for more than 50 occupants, as well as for safe rooms in an elementary school, secondary school, day care facility with an occupant load greater than 16, or any Risk Category IV building, are required to undergo peer review. Allowable costs for safe rooms apply to retrofits of existing facilities, new construction, and single or dual-use facilities. Only eligible expenditures that are directly related to and necessary for the hazard mitigation purpose of providing immediate life-safety protection shall be reimbursed. Eligible and ineligible costs are outlined in the latest edition of the HMA Guidance Addendum.

The generator(s) shall be protected against a 500-year flood event by implementing specific activities or by locating the generator(s) outside the Special Flood Hazard Area (SFHA), comply with applicable National Flood Insurance Program (NFIP) requirements and shall be protected against wind with a rated enclosure and appropriate anchoring based on its location requirements per ASCE 7 standards. The selected site shall provide sufficient space to maintain and fuel the generator(s) and shall comply with the National Electrical Code working clearance requirements.

All activities shall be completed in strict compliance with Federal, State and Local Rules and Regulations.

- A. All design recommendations shall, as may be applicable, be consistent with:
  - The City's Master Storm Water Management Plan
  - The City's Land Development Procedures Manual.
  - Manual on Uniform Traffic Control Devices
  - FDOT Minimum Standards for Design, Construction and Maintenance of Streets and Highways
  - Florida's Design Criteria for Resurfacing, Restoration and Rehabilitation (RRR) of Streets and Highways
  - FDOT Design Standard Index
- B. It is intended that Consultant's services will result in all studies, designs, drawings, specifications, permits and other documents needed for the City to determine the improvements needed (including utility adjustments), acquire necessary property/rights of way and easements, obtain required permits, seek bids, and contract for construction of the project.
- C. A detailed Scope of Services defining the exact performance requirements and schedules for completion of each phase will be developed during negotiations with the selected Consultant to establish terms of the agreement for professional services and consultant's fee.

<b>CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION CITY OF JACKSONVILLE, FLORIDA</b>				
<b>PART I - GENERAL</b>				
1. Project <b>COJ First Responders Safe Room 15% Documents</b>			2. Proposal Number <b>TBD</b>	
3. Name of Consultant <b>IMEG Engineers</b>			4. Date of Proposal <b>2/28/2024</b>	
<b>PART II - LABOR RELATED COSTS</b>				
<b>5. Direct Labor</b>	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$ 92.54		\$ 0.00	\$ -
Project Manager	\$ 71.92		\$ 0.00	\$ -
Registered Professional	\$ 42.05		\$ 0.00	\$ -
Engineering Technician	\$ 35.30		\$ 0.00	\$ -
Clerical	\$ 27.50		\$ 0.00	\$ -
			\$ 0.00	\$ -
			\$ 0.00	\$ -
			\$ 0.00	\$ -
			\$ 0.00	\$ -
			\$ 0.00	\$ -
<b>TOTAL DIRECT LABOR</b>		0	\$	-
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>				
Overhead Rate	150 % x Total Direct Labor			\$ -
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				
				\$ -
<b>8. PROFIT:</b>	<b>Labor Related Costs (Item 7)</b> x			<b>10%</b> \$ -
<b>PART III - OTHER COSTS</b>				
<b>9. Miscellaneous Direct Costs</b>				
Programming			\$	
Reimbursable Expenses (Printing)			\$	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				\$ -
<b>10. SUBCONSULTANTS (Lump Sum)</b>				
			\$	
(see attached)			\$	
			\$	
			\$	
			\$	
			\$	
<b>SUB-CONTRACT SUB-TOTAL (Reimb/NTE)</b>				\$ -
<b>11. SUBCONTRACTS (Reimbursables/Not to Exceed)</b>				
			\$	
			\$	
			\$	
			\$	
			\$	
<b>SUB-TOTAL REIMBURSABLES</b>				\$ -
<b>PART IV - SUMMARY</b>				
<b>TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)</b> (Items 5, 6, 8, 9, 10, and 11)				\$ -
<b>12. TOTAL PRIOR CONTRACT AMOUNT</b>				N.A.
<b>TOTAL AMENDED CONTRACT AMOUNT</b>				N.A.



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

**PART I - GENERAL**

1. Project <b>COJ First Responders Safe Room 15% Documents</b>	2. Proposal Number <b>TBD</b>
3. Name of Consultant <b>PQH Group Design, Inc</b>	4. Date of Proposal <b>2/28/2024</b>



**PART II - LABOR RELATED COSTS**

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$ 77.10		\$ 0.00	\$ -
Project Manager	\$ 69.00		\$ 0.00	\$ -
Project Architect	\$ 65.00		\$ 0.00	\$ -
Project Interior Designer	\$ 60.00		\$ 0.00	\$ -
Construction Observation Designer / Job Captain	\$ 57.69		\$ 0.00	\$ -
Technician	\$ 40.86		\$ 0.00	\$ -
Bookkeeper	\$ 31.25		\$ 0.00	\$ -
Clerical	\$ 42.10		\$ 0.00	\$ -
	\$ 31.25		\$ 0.00	\$ -
<b>TOTAL DIRECT LABOR</b>		<b>0</b>	\$	\$ -
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>				
Overhead Rate		170% x Total Direct Labor	\$	\$ -
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				
			\$	\$ -
<b>8. PROFIT: Labor Related Costs (Item 7) x 10%</b>				
			\$	\$ -

**PART III - OTHER COSTS**

<b>9. Miscellaneous Direct Costs</b>				
Programming			\$	
Reimbursable Expenses (Printing)			\$	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				\$ -
<b>10. SUBCONSULTANTS (Lump Sum)</b>				
(see attached)			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
<b>SUB-CONTRACT SUB-TOTAL (Reimb/NTE)</b>				\$ -
<b>11. SUBCONTRACTS (Reimbursables/Not to Exceed)</b>				
			\$	
			\$	
			\$	
			\$	
			\$	
<b>SUB-TOTAL REIMBURSABLES</b>				\$ -

**PART IV - SUMMARY**

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)			\$	\$ -
<b>12. TOTAL PRIOR CONTRACT AMOUNT</b>				N.A.
<b>TOTAL AMENDED CONTRACT AMOUNT</b>				N.A.

**Exhibit A - Page 1 of 1**  
**Contract Fee Summary For**  
**First Responder Hurricane Safe Room**

<b>PART I - GENERAL</b>				
<b>1. Project -</b> First Responder Hurricane Safe Room			<b>2. Project Number</b> TBD	
<b>3. Name of Consultant</b> GAI Consultants, Inc.			<b>4. Date of Proposal</b> 3/5/2024	
<b>PART II - LABOR RELATED COSTS</b>				
<b>5. DIRECT LABOR</b>	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$ 129.42	0	\$ 0.00	
Project Manager	\$ 88.05	0	\$ 0.00	
Assistant Project Manager	\$ 52.02	0	\$ 0.00	
Senior Project Engineer	\$ 70.75	0	\$ 0.00	
Project Engineer	\$ 52.02	0	\$ 0.00	
Engineer Intern	\$ 44.54	0	\$ 0.00	
Designer/Sr. CADD Technician	\$ 39.79	0	\$ 0.00	
LA Director	\$ 97.29	0	\$ 0.00	
Sr. LA Manager	\$ 66.91	0	\$ 0.00	
Project LA	\$ 58.77	0	\$ 0.00	
LA Technician	\$ 34.06	0	\$ 0.00	
Clerical	\$ 29.69	0	\$ 0.00	
Survey Manager (PSM)	\$ 75.05	0	\$ 0.00	
Three Man Survey Crew	\$ 103.01	0	\$ 0.00	
<b>TOTAL DIRECT LABOR</b>				<b>\$ -</b>
<b>6. OVERHEAD (Combined Fringe Benefits &amp; Administrative)</b>				
Overhead Rate 175.00%				\$ -
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				<b>\$ -</b>
<b>8. PROFIT: Labor Related Costs (Item 7)</b>			x 10%	<b>\$ -</b>
<b>SUB-TOTAL SALARY RELATED COSTS</b>				<b>\$ -</b>
<b>PART III - OTHER COSTS</b>				
<b>9. MISCELLANEOUS DIRECT COSTS (Lump Sum)</b>				<b>\$ -</b>
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				<b>\$ -</b>
<b>10. SUBCONTRACTS (Lump Sum)</b>				
<b>SUB-CONTRACT SUB-TOTAL</b>				<b>\$ -</b>
<b>PART IV - SUMMARY</b>				
<b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>				<b>\$ -</b>



# REQUIRED FORMS- ITEM D; EQUAL BUSINESS OPPORTUNITY

## JSEB FORM 1 CITY OF JACKSONVILLE SMALL & EMERGING BUSINESS PROGRAM SCHEDULE OF JSEB SUPPLIER/ CONSULTANT/ SUBCONTRACTOR

NAME OF BIDDER PQH Group Design, Inc.

PROJECT TITLE Professional Design Services for First Responder Hurricane Safe Room

BID NUMBER P-34-23 TOTAL BASE BID AMOUNT \_\_\_\_\_

**\*Please list all JSEB Suppliers**

NAME OF SUB FIRM	JSEB (Y/N)	TYPE OF WORK TO BE PERFORMED	TOTAL CONTRACT VALUE (For Design Build only list % amount)
<u>PQH Group Design</u>	<u>Y</u>	<u>Architecture/Design</u>	<u>+/- 50%</u>
<u>GAI Consultants</u>	<u>N</u>	<u>Civil</u>	<u>+/- 20%</u>
<u>IMEG, Corp.</u>	<u>N</u>	<u>Structural and MEP</u>	<u>+/- 30%</u>
_____	_____	_____	_____
_____	_____	_____	_____

The undersigned acknowledges and agrees that, if any of the above-listed JSEBs are not, for any reason, properly certified with the City, in accordance with Ordinance 2021-117-E, at the time of bid opening, the same will not be counted toward meeting the participation percentage goal as defined herein.

The undersigned will enter into a formal Agreement with the JSEB Suppliers/Consultants/Subcontractors identified herein for work listed in this schedule, as well as any applicable alternates, 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.

For solicitations that are not project specific, such as: misc. services, design build, etc.; "TBD" will not be accepted with the bid submittal on Form 1 and the Letters of Intent at a minimum should include a percentage of JSEB usage. For solicitations that are project specific you will be required to provide a dollar amount on Form 1 and on all Letters of Intent. "TBD" will not be accepted.

The designation of this project is: Encouragement  Participation  Set Aside

Signature:  Title: President Date: 10/13/23  
 Signature of Prime Contractor