City of Jacksonville, Florida

Lenny Curry, Mayor

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

February 27, 2019

03/04/19 12:01:43
Procurement Division

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

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

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

Robert Skalitzky, Chief
Natural and Marine Resources

SUBJECT: P-52-17 Professional Services for Dock Inspections and Designs
Contract # 8567-02 Amendment 5
RPWF165-06505---AFA017-01

Design is complete and the city is ready to proceed with the construction of the repairs and replacement design for the previously identified docks damaged by Hurricane Matthew. Bidding assistance and construction administration services are needed during this phase of the project. Negotiations have resulted in the attached Scope of Services, R and Fee Summary, Exhibit S. The City's JSEB program is not applicable to this project.

Accordingly, this is to recommend that Contract # 8567-02, originally executed November 14, 2017, between the City of Jacksonville and Taylor Engineering, Inc. for Professional Services for Dock Inspections and Designs, be amended to incorporate the attached Scope of Services, Exhibit R and Fee Summary, Exhibit S, to add a new not to exceed limits for: Bidding Assistance and Construction Administration Services in the amount of $390,483.54 and Site Visit- Local Mileage in the amount of $4,552.20, thereby increasing the maximum indebtedness to the City by $395,035.74 to a new maximum of $1,099,193.89, with all other terms and conditions of the Agreement remaining unchanged.

WJJ/lw

Attachment: Exhibits R & S

cc: Lori West, Contract Specialist

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TAYLOR ENGINEERING, INC.

SCOPE OF WORK
FOR
CITY OF JACKSONVILLE

BIDDING ASSISTANCE AND CONSTRUCTION ADMINISTRATION SERVICES

FOR

TROUT RIVER FLOATING DOCK DEMOLITION
FRIENDSHIP FOUNTAIN FLOATNIG DOCK CONSTRUCTION
COUNTY DOCK REPLACEMENT
ARLINGTON LIONS CLUB CONCRETE PIER REPLACEMENT
ARLINGTON LIONS CLUB BOARDWALK REPLACEMENT
JIM KING BOARDWALK REPLACEMENT
NORTHBANK RIVERWALK FLOATING DOCKS REPLACEMENT

INTRODUCTION

Hurricane Matthew damaged six recreational docks/waterfront facilities in the City of Jacksonville (COJ). Through a qualification-based selection process, the COJ chose Taylor Engineering, Inc. to provide all professional services necessary for performing inspections, preparing condition reports including recommendations for repair and/or replacement, preparing final design and bid documents, and providing post design construction support to repair or replace these facilities as necessary.

Taylor Engineering has completed the design and produced bid documents for the damaged dock/waterfront facilities. The COJ plans to proceed with the construction of the repairs and replacement designs. The following scope of work details Taylor Engineering's role in the bidding and construction phase of the projects.

SCOPE OF SERVICES

ASSUMPTIONS

- Contractor will provide boats and any other necessary equipment for Taylor Engineering to inspect the work.
- Taylor Engineering will not direct the Contractor's means, methods, or sequencing of construction.
- Taylor Engineering will not be responsible for jobsite safety.
- Construction schedules for each task will follow the schedules outlined below. If unforeseen events require an extension of a schedule, Taylor Engineer may request additional scope of work and fee to continue construction phase work.

TASK 1 TROUT RIVER FLOATING DOCK DEMOLITION

1.1 Bidding Assistance

1.1.1 Pre-Bid Meeting and Addenda

Taylor Engineering will attend one pre-bid meeting. We assume the location of the pre-bid meeting will be at the Trout River floating dock location. The Engineer of Record and one other engineer will attend the pre-bid meeting as representatives from Taylor Engineering. Taylor Engineering will prepare the meeting agenda and sign-in sheet, participate in the meeting, and will record the bidder's questions. We will provide answers for these questions in the format of a written addendum. We will prepare up to two addenda during the bidding process.

1.1.2 Bid Review Assistance

Taylor Engineering will review the bid tabulation provided by the COJ and will provide a review of the winning bidders proposal. This review will include phone calls to project references. We will provide our recommendations to the COJ in a memorandum on Taylor Engineering letterhead.

1.2 Construction Administration

1.2.1 Site Visits

Two times per month, we will meet with the contractor on-site to discuss project progress and address questions pertaining to engineering, design, permitting issues, and proposed changes to the project design; these meetings will provide a setting to address and resolve any conflicts on the project. Expected attendees include Taylor Engineering staff, representatives from the construction contractor, and the COJ staff, if available. The progress meeting agenda will generally include review of minutes of previous meetings, work progress since the previous meeting, and upcoming work (i.e. construction schedule, submittal register, quality control/quality assurance testing, contract quality for materials and workmanship, pending contract modifications, changes and substitutions of materials), and other business as appropriate.

We will make on-site observations one day a week, as project conditions warrant, with an observer located on site approximately three hours each observation day. Taylor Engineering's observers will ascertain whether work is progressing in general conformance with the project drawings and specifications and will note discrepancies from the construction documents. Following each site visit, Taylor Engineering will prepare a construction observation report, which will become part of the project record. The report will include the name of the observer, weather conditions, date, personnel/visitors on site, the contractor's personnel and equipment, and daily summary of events.

Taylor Engineering will not direct the contractor's means, methods, or sequencing of construction. Taylor Engineering will not be responsible for jobsite safety.

1.2.2 Review and Approve Contract Related Items

We will review the contractor's shop drawings and submittals, progress pay applications, and contractor's certifications. We will, if required, assist with preparation of change orders.

We will remain available through construction to provide advice and consultation to the COJ through teleconferences. In this role, we will address questions pertaining to engineering, design, and any

proposed changes to project design. We will notify the COJ of any work stoppages or conflicts and recommend to the COJ ways to resolve these issues.

1.3 Project Closeout and Certification

When the contractor requests certification that the project is substantially complete, we will visit the project site to make our determination of the degree of completion. If we cannot certify substantial completion, we will develop preliminary and subsequent final punch lists of items for the contractor to complete or correct. With concurrence from the COJ, we will transmit this list to the contractor. Upon completion of punch list items, we will certify the project substantially complete. We have budgeted for two on-site meetings during this stage of the project. We will receive and review closeout documents provided by the contractor including post-construction/as-built survey. As necessary, we will complete regulatory (US Army Corps of Engineers [USACE] and Florida Department of Environmental Protection [FDEP]) certifications regarding project completion.

SCHEDULE

The project schedule for Task 1 will follow the construction schedule with a total construction time (including mobilization/demobilization) of approximately 30 calendar days. The total construction duration is based on an assumed five-day week, 12-hour day contractor operating schedule. This scope of work assumes an additional two weeks for project closeout and certification. If unforeseen events require an extension of these schedules, Taylor Engineer may request additional scope of work and fee to continue construction phase work.

TASK 2 FRIENDSHIP FOUNTAIN FLOATING DOCK CONSTRUCTION

2.1 Bidding Assistance

2.1.1 Pre-Bid Meeting and Addenda

Taylor Engineering will attend one pre-bid meeting. We assume the location of the pre-bid meeting will be at the Friendship Fountain floating dock location. The Engineer of Record and one other engineer will attend the pre-bid meeting as representatives from Taylor Engineering. Taylor Engineering will prepare the meeting agenda and sign-in sheet, participate in the meeting, and record the bidder's questions. We will provide answers for these questions in the format of a written addendum. We will prepare up to two addenda during the bidding process.

2.1.2 Bid Review Assistance

Taylor Engineering will review the bid tabulation provided by the COJ and will provide a review of the winning bidders proposal. This review will include phone calls to project references. We will provide our recommendations to the COJ in a memorandum on Taylor Engineering letterhead.

2.2 Construction Administration

2.2.1 Site Visits

Two times per month, we will meet with the contractor on-site to discuss project progress and address questions pertaining to engineering, design, permitting issues, and proposed changes to the project design; these meetings will provide a setting to address and resolve any conflicts on the project. Expected attendees include Taylor Engineering staff, representatives from the construction contractor, and the COJ

staff, if available. The progress meeting agenda will generally include review of minutes of previous meetings, work progress since the previous meeting, and upcoming work (i.e. construction schedule, submittal register, quality control/quality assurance testing, contract quality for materials and workmanship, pending contract modifications, changes and substitutions of materials), and other business as appropriate.

We will make on-site observations two days a week, as project conditions warrant, with an observer located on site approximately three hours each observation day. Taylor Engineering's observers will ascertain whether work is progressing in general conformance with the project drawings and specifications and will note discrepancies from the construction documents. Following each site visit, Taylor Engineering will prepare a construction observation report, which will become part of the project record. The report will include the name of the observer, weather conditions, date, personnel/visitors on site, the contractor's personnel and equipment, and daily summary of events.

Taylor Engineering will not direct the contractor's means, methods, or sequencing of construction. Taylor Engineering will not be responsible for jobsite safety.

2.2.2 Review and Approve Contract Related Items

We will review the contractor's shop drawings and submittals, progress pay applications, and contractor's certifications. We will, if required, assist with preparation of change orders.

We will remain available through construction to provide advice and consultation to the COJ through teleconferences. In this role, we will address questions pertaining to engineering, design, and any proposed changes to project design. We will notify the COJ of any work stoppages or conflicts and recommend to the COJ ways to resolve these issues.

2.3 Project Closeout and Certification

When the contractor requests certification that the project is substantially complete, we will visit the project site to make our determination of the degree of completion. If we cannot certify substantial completion, we will develop preliminary and subsequent final punch lists of items for the contractor to complete or correct. With concurrence from the COJ, we will transmit this list to the contractor. Upon completion of punch list items, we will certify the project substantially complete. We have budgeted for two on-site meetings during this stage of the project. We will receive and review closeout documents provided by the contractor including post-construction/as-built survey. As necessary, we will complete regulatory (US Army Corps of Engineers [USACE] and Florida Department of Environmental Protection [FDEP]) certifications regarding project completion.

SCHEDULE

The project schedule for Task 2 will follow the construction schedule with a total construction time (including mobilization/demobilization) of approximately 120 calendar days. The total construction duration is based on an assumed five-day week, 12-hour day contractor operating schedule. This scope of work assumes an additional two weeks for project closeout and certification. If unforeseen events require an extension of these schedules, Taylor Engineer may request additional scope of work and fee to continue construction phase work.

TASK 3 COUNTY DOCK REPLACEMENT

3.1 Bidding Assistance

3.1.1 Pre-Bid Meeting and Addenda

Taylor Engineering will attend one pre-bid meeting. We assume the location of the pre-bid meeting will be at the County Dock location. The Engineer of Record and one other engineer will attend the pre-bid meeting as representatives from Taylor Engineering. Taylor Engineering will prepare the meeting agenda and sign-in sheet, participate in the meeting, and will record the bidder's questions. We will provide answers for these questions in the format of a written addendum. We will prepare up to two addenda during the bidding process.

3.1.2 Bid Review Assistance

Taylor Engineering will review the bid tabulation provided by the COJ and will provide a review of the winning bidders proposal. This review will include phone calls to project references. We will provide our recommendations to the COJ in a memorandum on Taylor Engineering letterhead.

3.2 Construction Administration

3.2.1 Site Visits

Two times per month, we will meet with the contractor on-site to discuss project progress and address questions pertaining to engineering, design, permitting issues, and proposed changes to the project design; these meetings will provide a setting to address and resolve any conflicts on the project. Expected attendees include Taylor Engineering staff, representatives from the construction contractor, and the COJ staff, if available. The progress meeting agenda will generally include review of minutes of previous meetings, work progress since the previous meeting, and upcoming work (i.e. construction schedule, submittal register, quality control/quality assurance testing, contract quality for materials and workmanship, pending contract modifications, changes and substitutions of materials), and other business as appropriate.

We will make on-site observations two days a week, as project conditions warrant, with an observer located on site approximately three hours each observation day. Taylor Engineering's observers will ascertain whether work is progressing in general conformance with the project drawings and specifications and will note discrepancies from the construction documents. Following each site visit, Taylor Engineering will prepare a construction observation report, which will become part of the project record. The report will include the name of the observer, weather conditions, date, personnel/visitors on site, the contractor's personnel and equipment, and daily summary of events.

Taylor Engineering will not direct the contractor's means, methods, or sequencing of construction. Taylor Engineering will not be responsible for jobsite safety.

3.2.2 Review and Approve Contract Related Items

We will review the contractor's shop drawings and submittals, progress pay applications, and contractor's certifications. We will, if required, assist with preparation of change orders.

We will remain available through construction to provide advice and consultation to the COJ through teleconferences. In this role, we will address questions pertaining to engineering, design, and any

proposed changes to project design. We will notify the COJ of any work stoppages or conflicts and recommend to the COJ ways to resolve these issues.

3.3 Project Closeout and Certification

When the contractor requests certification that the project is substantially complete, we will visit the project site to make our determination of the degree of completion. If we cannot certify substantial completion, we will develop preliminary and subsequent final punch lists of items for the contractor to complete or correct. With concurrence from the COJ, we will transmit this list to the contractor. Upon completion of punch list items, we will certify the project substantially complete. We have budgeted for two on-site meetings during this stage of the project. We will receive and review closeout documents provided by the contractor including post-construction/as-built survey. As necessary, we will complete regulatory (US Army Corps of Engineers [USACE] and Florida Department of Environmental Protection [FDEP]) certifications regarding project completion.

SCHEDULE

The project schedule for Task 3 will follow the construction schedule with a total construction time (including mobilization/demobilization) of approximately 120 calendar days. The total construction duration is based on an assumed five-day week, 12-hour day contractor operating schedule. This scope of work assumes an additional two weeks for project closeout and certification. If unforeseen events require an extension of these schedules, Taylor Engineer may request additional scope of work and fee to continue construction phase work.

TASK 4 ARLINGTON LIONS CLUB CONCRETE PIER REPLACEMENT

4.1 Bidding Assistance

4.1.1 Pre-Bid Meeting and Addenda

Taylor Engineering will attend one pre-bid meeting. We assume the location of the pre-bid meeting will be at the Arlington Lions Club location. The Engineer of Record and one other engineer will attend the pre-bid meeting as representatives from Taylor Engineering. Taylor Engineering will prepare the meeting agenda and sign-in sheet, participate in the meeting, and record the bidder's questions. We will provide answers for these questions in the format of a written addendum. We will prepare up to two addenda during the bidding process.

4.1.2 Bid Review Assistance

Taylor Engineering will review the bid tabulation provided by the COJ and will provide a review of the winning bidders proposal. This review will include phone calls to project references. We will provide our recommendations to the COJ in a memorandum on Taylor Engineering letterhead.

4.2 Construction Administration

4.2.1 Site Visits

Two times per month, we will meet with the contractor on-site to discuss project progress and address questions pertaining to engineering, design, permitting issues, and proposed changes to the project design; these meetings will provide a setting to address and resolve any conflicts on the project. Expected attendees include Taylor Engineering staff, representatives from the construction contractor, and the COJ

staff, if available. The progress meeting agenda will generally include review of minutes of previous meetings, work progress since the previous meeting, and upcoming work (i.e. construction schedule, submittal register, quality control/quality assurance testing, contract quality for materials and workmanship, pending contract modifications, changes and substitutions of materials), and other business as appropriate.

We will make on-site observations two days a week, as project conditions warrant, with an observer located on site approximately three hours each observation day. Taylor Engineering's observers will ascertain whether work is progressing in general conformance with the project drawings and specifications and will note discrepancies from the construction documents. Following each site visit, Taylor Engineering will prepare a construction observation report, which will become part of the project record. The report will include the name of the observer, weather conditions, date, personnel/visitors on site, the contractor's personnel and equipment, and daily summary of events.

Taylor Engineering will not direct the contractor's means, methods, or sequencing of construction. Taylor Engineering will not be responsible for jobsite safety.

4.2.2 Review and Approve Contract Related Items

We will review the contractor's shop drawings and submittals, progress pay applications, and contractor's certifications. We will, if required, assist with preparation of change orders.

We will remain available through construction to provide advice and consultation to the COJ through teleconferences. In this role, we will address questions pertaining to engineering, design, and any proposed changes to project design. We will notify the COJ of any work stoppages or conflicts and recommend to the COJ ways to resolve these issues.

4.3 Project Closeout and Certification

When the contractor requests certification that the project is substantially complete, we will visit the project site to make our determination of the degree of completion. If we cannot certify substantial completion, we will develop preliminary and subsequent final punch lists of items for the contractor to complete or correct. With concurrence from the COJ, we will transmit this list to the contractor. Upon completion of punch list items, we will certify the project substantially complete. We have budgeted for two on-site meetings during this stage of the project. We will receive and review closeout documents provided by the contractor including post-construction/as-built survey. As necessary, we will complete regulatory (US Army Corps of Engineers [USACE] and Florida Department of Environmental Protection [FDEP]) certifications regarding project completion.

SCHEDULE

The project schedule for Task 4 will follow the construction schedule with a total construction time (including mobilization/demobilization) of approximately 120 calendar days. The total construction duration is based on an assumed five-day week, 12-hour day contractor operating schedule. This scope of work assumes an additional two weeks for project closeout and certification. If unforeseen events require an extension of these schedules, Taylor Engineer may request additional scope of work and fee to continue construction phase work.

TASK 5 ARLINGTON LIONS CLUB BOARDWALK REPLACEMENT

5.1 Bidding Assistance

5.1.1 Pre-Bid Meeting and Addenda

Taylor Engineering will attend one pre-bid meeting. We assume the location of the pre-bid meeting will be at the Arlington Lions Club location. Two design engineers engineer will attend the pre-bid meeting as representatives from Taylor Engineering. Taylor Engineering will prepare the meeting agenda and sign-in sheet, participate in the meeting, and record the bidder's questions. We will provide answers for these questions in the format of a written addendum. We will prepare up to two addenda during the bidding process.

5.1.2 Bid Review Assistance

Taylor Engineering will review the bid tabulation provided by the COJ and will provide review of the winning bidders proposal. This review will include phone calls to project references. We will provide our recommendations to the COJ in a memorandum on Taylor Engineering letterhead.

5.2 Construction Administration

5.2.1 Site Visits

Two times per month, we will meet with the contractor on-site to discuss project progress and address questions pertaining to engineering, design, permitting issues, and proposed changes to the project design; these meetings will provide a setting to address and resolve any conflicts on the project. Expected attendees include Taylor Engineering staff, representatives from the construction contractor, and the COJ staff, if available. The progress meeting agenda will generally include review of minutes of previous meetings, work progress since the previous meeting, and upcoming work (i.e. construction schedule, submittal register, quality control/quality assurance testing, contract quality for materials and workmanship, pending contract modifications, changes and substitutions of materials), and other business as appropriate.

We will make on-site observations one day a week, as project conditions warrant, with an observer located on site approximately three hours each observation day. Taylor Engineering's observers will ascertain whether work is progressing in general conformance with the project drawings and specifications and will note discrepancies from the construction documents. Following each site visit, Taylor Engineering will prepare a construction observation report, which will become part of the project record. The report will include the name of the observer, weather conditions, date, personnel/visitors on site, the contractor's personnel and equipment, and daily summary of events.

Taylor Engineering will not direct the contractor's means, methods, or sequencing of construction. Taylor Engineering will not be responsible for jobsite safety.

5.2.2 Review and Approve Contract Related Items

We will review the contractor's shop drawings and submittals, progress pay applications, and contractor's certifications. We will, if required, assist with preparation of change orders.

We will remain available through construction to provide advice and consultation to the COJ through teleconferences. In this role, we will address questions pertaining to engineering, design, and any

proposed changes to project design. We will notify the COJ of any work stoppages or conflicts and recommend to the COJ ways to resolve these issues.

5.3 Project Closeout and Certification

When the contractor requests certification that the project is substantially complete, we will visit the project site to make our determination of the degree of completion. If we cannot certify substantial completion, we will develop preliminary and subsequent final punch lists of items for the contractor to complete or correct. With concurrence from the COJ, we will transmit this list to the contractor. Upon completion of punch list items, we will certify the project substantially complete. We have budgeted for two on-site meetings during this stage of the project. We will receive and review closeout documents provided by the contractor including post-construction/as-built survey. As necessary, we will complete regulatory (US Army Corps of Engineers [USACE] and Florida Department of Environmental Protection [FDEP]) certifications regarding project completion.

SCHEDULE

The project schedule for Task 5 will follow the construction schedule with a total construction time (including mobilization/demobilization) of approximately 120 calendar days. The total construction duration is based on an assumed five-day week, 12-hour day contractor operating schedule. This scope of work assumes an additional two weeks for project closeout and certification. If unforeseen events require an extension of these schedules, Taylor Engineer may request additional scope of work and fee to continue construction phase work.

TASK 6 JIM KING BOARDWALK REPLACEMENT

6.1 Bidding Assistance

6.1.1 Pre-Bid Meeting and Addenda

Taylor Engineering will attend one pre-bid meeting. We assume the location of the pre-bid meeting will be at the Jim King Park location. Two design engineers will attend the pre-bid meeting as representatives from Taylor Engineering. Taylor Engineering will prepare the meeting agenda and sign-in sheet, participate in the meeting, and record the bidder's questions. We will provide answers for these questions in the format of a written addendum. We will prepare up to two addenda during the bidding process.

6.1.2 Bid Review Assistance

Taylor Engineering will review the bid tabulation provided by the COJ and will provide a review of the winning bidders proposal. This review will include phone calls to project references. We will provide our recommendations to the COJ in a memorandum on Taylor Engineering letterhead.

6.2 Construction Administration

6.2.1 Site Visits

Two times per month, we will meet with the contractor on-site to discuss project progress and address questions pertaining to engineering, design, permitting issues, and proposed changes to the project design; these meetings will provide a setting to address and resolve any conflicts on the project. Expected attendees include Taylor Engineering staff, representatives from the construction contractor, and the COJ

staff, if available. The progress meeting agenda will generally include review of minutes of previous meetings, work progress since the previous meeting, and upcoming work (i.e. construction schedule, submittal register, quality control/quality assurance testing, contract quality for materials and workmanship, pending contract modifications, changes and substitutions of materials), and other business as appropriate.

We will make on-site observations one day a week, as project conditions warrant, with an observer located on site approximately three hours each observation day. Taylor Engineering's observers will ascertain whether work is progressing in general conformance with the project drawings and specifications and will note discrepancies from the construction documents. Following each site visit, Taylor Engineering will prepare a construction observation report, which will become part of the project record. The report will include the name of the observer, weather conditions, date, personnel/visitors on site, the contractor's personnel and equipment, and daily summary of events.

Taylor Engineering will not direct the contractor's means, methods, or sequencing of construction. Taylor Engineering will not be responsible for jobsite safety.

6.2.2 Review and Approve Contract Related Items

We will review the contractor's shop drawings and submittals, progress pay applications, and contractor's certifications. We will, if required, assist with preparation of change orders.

We will remain available through construction to provide advice and consultation to the COJ through teleconferences. In this role, we will address questions pertaining to engineering, design, and any proposed changes to project design. We will notify the COJ of any work stoppages or conflicts and recommend to the COJ ways to resolve these issues.

6.3 Project Closeout and Certification

When the contractor requests certification that the project is substantially complete, we will visit the project site to make our determination of the degree of completion. If we cannot certify substantial completion, we will develop preliminary and subsequent final punch lists of items for the contractor to complete or correct. With concurrence from the COJ, we will transmit this list to the contractor. Upon completion of punch list items, we will certify the project substantially complete. We have budgeted for two on-site meetings during this stage of the project. We will receive and review closeout documents provided by the contractor including post-construction/as-built survey. As necessary, we will complete regulatory (US Army Corps of Engineers [USACE] and Florida Department of Environmental Protection [FDEP]) certifications regarding project completion.

SCHEDULE

The project schedule for Task 6 will follow the construction schedule with a total construction time (including mobilization/demobilization) of approximately 120 calendar days. The total construction duration is based on an assumed five-day week, 12-hour day contractor operating schedule. This scope of work assumes an additional two weeks for project closeout and certification. If unforeseen events require an extension of these schedules, Taylor Engineer may request additional scope of work and fee to continue construction phase work.

TASK 7 NORTHBANK RIVERWALK FLOATING DOCK REPLACEMENT

7.1 Bidding Assistance

7.1.1 Pre-Bid Meeting and Addenda

Taylor Engineering will attend one pre-bid meeting. We assume the location of the pre-bid meeting will be at the Northbank Riverwalk location. The Engineer of Record and one other engineer will attend the pre-bid meeting as representatives from Taylor Engineering. Taylor Engineering will prepare the meeting agenda and sign-in sheet, participate in the meeting, and record the bidder's questions. We will provide answers for these questions in the format of a written addendum. We will prepare up to two addenda during the bidding process.

7.1.2 Bid Review Assistance

Taylor Engineering will review the bid tabulation provided by the COJ and will provide a review of the winning bidders proposal. This review will include phone calls to project references. We will provide our recommendations to the COJ in a memorandum on Taylor Engineering letterhead.

7.2 Construction Administration

7.2.1 Site Visits

Two times per month, we will meet with the contractor on-site to discuss project progress and address questions pertaining to engineering, design, permitting issues, and proposed changes to the project design; these meetings will provide a setting to address and resolve any conflicts on the project. Expected attendees include Taylor Engineering staff, representatives from the construction contractor, and the COJ staff, if available. The progress meeting agenda will generally include review of minutes of previous meetings, work progress since the previous meeting, and upcoming work (i.e. construction schedule, submittal register, quality control/quality assurance testing, contract quality for materials and workmanship, pending contract modifications, changes and substitutions of materials), and other business as appropriate.

We will make on-site observations two days a week, as project conditions warrant, with an observer located on site approximately three hours each observation day. Taylor Engineering's observers will ascertain whether work is progressing in general conformance with the project drawings and specifications and will note discrepancies from the construction documents. Following each site visit, Taylor Engineering will prepare a construction observation report, which will become part of the project record. The report will include the name of the observer, weather conditions, date, personnel/visitors on site, the contractor's personnel and equipment, and daily summary of events.

Taylor Engineering will not direct the contractor's means, methods, or sequencing of construction. Taylor Engineering will not be responsible for jobsite safety.

7.2.2 Review and Approve Contract Related Items

We will review the contractor's shop drawings and submittals, progress pay applications, and contractor's certifications. We will, if required, assist with preparation of change orders.

We will remain available through construction to provide advice and consultation to the COJ through teleconferences. In this role, we will address questions pertaining to engineering, design, and any

proposed changes to project design. We will notify the COJ of any work stoppages or conflicts and recommend to the COJ ways to resolve these issues.

7.3 Project Closeout and Certification

When the contractor requests certification that the project is substantially complete, we will visit the project site to make our determination of the degree of completion. If we cannot certify substantial completion, we will develop preliminary and subsequent final punch lists of items for the contractor to complete or correct. With concurrence from the COJ, we will transmit this list to the contractor. Upon completion of punch list items, we will certify the project substantially complete. We have budgeted for two on-site meetings during this stage of the project. We will receive and review closeout documents provided by the contractor including post-construction/as-built survey. As necessary, we will complete regulatory (US Army Corps of Engineers [USACE] and Florida Department of Environmental Protection [FDEP]) certifications regarding project completion.

SCHEDULE

The project schedule for Task 7 will follow the construction schedule with a total construction time (including mobilization/demobilization) of approximately 329 calendar days. The total construction duration is based on an assumed five-day week, 12-hour day contractor operating schedule. This scope of work assumes an additional two weeks for project closeout and certification. If unforeseen events require an extension of these schedules, Taylor Engineer may request additional scope of work and fee to continue construction phase work.

FEES

Taylor Engineering will complete the work on a fixed fee basis for task-by-task fees as summarized in the table below. Exhibit S outlines these fees in the Contract Fee Summary Format, Engineering Division, City of Jacksonville.

BIDDING ASSISTANCE AND CONSTRUCTION ADMINISTRATION SERVICES	Fee
TASK 1 – TROUT RIVER FLOATING DOCK DEMOLITION	$19,141.20
TASK 2 – FRIENDSHIP FOUNTAIN FLOATING DOCK CONSTRUCTION	$57,783.64
TASK 3 – COUNTY DOCK REPLACEMENT	$55,857.87
TASK 4 – ARLINGTON LIONS CLUB CONCRETE PIER REPLACEMENT	$58,120.60
TASK 5 – ARLINGTON LIONS CLUB BOARDWALK REPLACEMENT	$46,174.36
TASK 6 – JIM KING BOARDWALK REPLACEMENT	$46,287.86
TASK 7 – NORTHBANK RIVERWALK FLOATING DOCK REPLACEMENT	$111,670.21
TOTAL	$395,035.74

EXHIBIT S

CONTRACT FEE SUMMARY FOR ENGINEERING DIVISION
CITY OF JACKSONVILLE, FLORIDA

PART I - GENERAL	
1. Project Bidding Assistance and Construction Administration Services	2. Proposal Number P-52-17 /8567-02
3. Name of Consultant Taylor Engineering, Inc.	4. Date of Proposal 2/20/2019

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	$67.87	56	$3,800.72	
Program Manager	$60.82	0	$0.00	
Senior Professional	$55.41	839	$46,488.99	
Project Professional	$42.38	1000	$42,380.00	
Staff Professional	$31.48	941	$29,622.68	
Sr. CAD Designer	$45.90	112	$5,140.80	
Admin	$19.67	84	$1,652.28	
TOTAL DIRECT LABOR		3,032	Hours	$129,085.47
6. Overhead (Combined Fringe Benefit & Administrative)			175.00%	$225,899.57
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				$354,985.04
8. PROFIT: Labor Related Costs (Item 7)			x 10%	$35,498.50

PART III - OTHER COSTS

9. Miscellaneous Direct Costs		
MISCELLANEOUS DIRECT COSTS SUB-TOTAL		$0.00
10. SUBCONTRACTS (Lump Sum)		
SUB-CONTRACT SUB-TOTAL		$0.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)		$390,483.54
11. REIMBURSABLE COSTS (Limiting Amount)		
Site Visit - Local Mileage (8430 miles x 0.54)	$4,552.20	
SUB-TOTAL REIMBURSABLES		$4,552.20

PART IV - SUMMARY

TOTAL AMOUNT OF AMENDMENT #5 (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)	**$395,035.74**
12. PRIOR CONTRACT AMOUNT (Through Amendment # 4)	$704,158.15
AMENDED AMOUNT OF CONTRACT	**$1,099,193.89**