

**PUBLIC NOTICE**  
**PSEC AGENDA**  
**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
**Thursday, June 17, 2021, 10:00 a.m.**  
 Eighth Floor, Conference Room 851  
 Ed Ball Building, 214 N. Hogan Street  
 Jacksonville, FL 32202

**HYBRID MEETING**

Join Zoom Meeting  
<https://us02web.zoom.us/j/86268415008?pwd=UHlBakl6KzRuemYrdHRWVGJ3bkdlZz09>  
 Meeting ID: 862 6841 5008  
 Passcode: 657328

Committee Members: Gregory Pease, Chairman  
 Paul Barrett, Treasury  
 David Migut, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRA EXP	OUTCOME
Leah Hayes Diane Moser	P-11-21	Subcommittee Report Occupational Health & Medical Services Employee Services Department	It is the consensus of the committee that of the three (3) proposals received in response to the Request for Proposals (RFP) one (1) was deemed non-responsive and two(2) were found to be responsive, interested, qualified and available to provide the required services and alphabetically they are: 1) Ascension St. Vincent's 2) Solantic We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with Ascension St. Vincent's, the number one ranked company. That the committee approves proceeding with evaluation of the one proposal received in accordance with Section 126.302(f) of the Procurement Manual.		
Leah Hayes Diane Moser	P-17-21	Approval to proceed with Evaluation of Proposal Received Drug and Alcohol Screening Program Employee Services Department			
Leah Hayes Diane Moser	P-18-21	Subcommittee Report Classification & Pay Study Employee Services Department	It is the consensus of the committee that of the two (2) proposals received in response to the Request for Proposals (RFP) and both were found to be responsive, interested, qualified and available to provide the required services and alphabetically they are: 1) Dynamic Corporate Solutions, Inc. 2) Gallagher Human Resources & Compensation Consulting. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with Dynamic Corporate Solutions, Inc., the number one ranked company.		
Sarahyn Grass Tyrica Young	P-06-21	Subcommittee Report Community Needs Assessment & GAP Analysis Research Project Kids Hope Alliance	It is the consensus of the committee that of the four(4) proposals received in response to the Request for Proposal(s) all were responsive, interested, qualified and available to provide the required services. The ranking of first, second and third designates the order of qualification of these companies to perform the required services and alphabetically they are: 2) Health Management Associates 3) Health Planning Council of NE FL 1) NIP Logix We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with NIP Logix, the number one ranked firm.		

<p><b>William Joyce</b> <b>Robin Smith</b></p>	<p>P-12-21</p>	<p><b>Introduce &amp; Review Scope Construction Engineering and Inspection Services on Moderate to Large City Projects - Annual Contracts</b> Department of Public Works/Engineering &amp; Construction Management Division</p>	<p>That the committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel may deem appropriate to clarify the intent of the using agency and to ensure compliance with the City's Procurement Ordinances, policies, procedures and applicable federal and state laws.</p>	
<p><b>William Joyce</b> <b>Robin Smith</b></p>	<p>P-19-21</p>	<p><b>Introduce &amp; Review Scope Professional Engineering Services for Cecil Connector Road - Phase II</b> Department of Public Works/Engineering &amp; Construction Management Division</p>	<p>That the committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel may deem appropriate to clarify the intent of the using agency and to ensure compliance with the City's Procurement Ordinances, policies, procedures and applicable federal and state laws.</p>	
<p><b>Laurie Santana</b> <b>Lurise Bannister</b></p>	<p>P-02-21</p>	<p><b>Fee &amp; Contract Negotiations On-Call Transportation Planning Services</b> Planning and Development Department/Transportation Planning Division</p>	<p>That the City of Jacksonville enter into contract with Atkins North America to provide On-Call Transportation Planning Services to incorporate the attached Scope of Services identified as Exhibit 'A' and Contract Fee summary identified as Exhibit 'B'; the initial period of service will be for two(2) years from date of execution of contract with three(3) one-year renewals available at terms mutually agreeable; the maximum indebtedness is a not-to-exceed amount of \$1,500,000.00. All other terms and conditions are per the RFP and the City's standard contract language.</p>	
<p><b>Jill Enz</b> <b>Wendy Jones</b></p>	<p>SS-10571-21</p>	<p><b>Single Source Award</b> Marina &amp; Waterways Professional Management Services Parks, Recreation and Community Services Department</p>	<p>That the City of Jacksonville enter into a contract with James L. Suber, Jr., d/b/a Suber Marine Services for Marina and Waterways Professional Management Services to incorporate the attached Scope of Services identified as Exhibit 'A' and Contract Fee schedule identified as Exhibit 'B'; the initial period of service is for three years from October 1, 2021 through September 30, 2024, with the option to renew for two(2) additional one-year periods at terms mutually agreeable; the contract amount for the initial period is \$78,000.00 annually for a not-to-exceed maximum indebtedness of \$234,000.00. All other terms and conditions are per the City's standard contract language.</p>	
<p><b>Michael Turner</b> <b>Alex Ciprian</b></p>	<p>SS-10584-21</p>	<p><b>Single Source Award</b> Oracle Mission Critical Support (MCS) Services Finance and Administration Department/Information Technologies Division</p>	<p>That the City of Jacksonville enter into a Single Source contract with Oracle America, Inc., to acquire Mission Critical Support for SaaS for the City's iCloud ERP System; to incorporate the attached Ordering Document identified as Exhibit 'A'; the period of service is from execution of the contract through 12 months; the maximum indebtedness to the City is a not-to-exceed amount of \$178,975.20. All other terms and conditions are per the City's standard contract language.</p>	

MEETING ADJOURNED

cc: Council Auditor  
Subcommittee





ONE CITY. ONE JACKSONVILLE.

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Employee Services  
City Hall at St. James  
117 W. Duval Street, Suite 100  
Jacksonville, Florida 32202  
(904) 255-5600  
[www.coj.net](http://www.coj.net)

## MEMORANDUM

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

**FROM:** Diane Moser, Director  
Employee Services Department

Leah Hayes, Chief of Talent Management  
Employee Services Department

**RE:** P-11-21 Occupational Health and Medical Services  
Employee Services Department

**DATE:** June 4, 2021

The subcommittee received three (3) proposals for the **Occupational Health and Medical Services**. One (1) was found to not be qualified. The other two (2) were found to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP).

The proposals were evaluated using the selection criteria outlined in the Purchasing Code as augmented by the RFP.

Based on the above, the following firms listed alphabetically were determined to be qualified to perform the required services. The ranking of first and second designates the order of qualification of these firms to perform the required services and alphabetically they are:

- 1) Ascension St. Vincent's
- 2) Solantic

Please advise us when this item is placed on your agenda so we may be present. After a full committee review we request that this item is sent to the Mayor's Office for final decision.

**Attachment(s):** Scoring Matrix







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# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Employee Services  
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## MEMORANDUM

Date June 9, 2021

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

FROM: Leah Hayes, Chief of Talent Management  
Employee Services Department

Diane Moser, Director  
Employee Services Department

RE: P-17-21 Drug and Alcohol Screening Program  
Employee Services Department

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The Employee Services Department received only one (1) proposal for the Drug and Alcohol Screening Program Request for Proposal(s).

Per Section 126.302(f) of the Procurement Code if:

If "PSEC receives responses from less than three proposers, it shall resolicit proposals from proposers previously solicited and from additional persons, unless it determines, in writing, that no advantage would be obtained by resoliciting. Notwithstanding the number of responses received, PSEC may proceed to consider those proposers responding to the resolicitation or to the initial solicitation if it determines, in writing, that no advantage would be obtained by resoliciting."

Considering that enough time was given for the proposals to be submitted and that we would expect no others to be received if we allow more time, we request to move forward with the evaluation of the one proposal received.







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# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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(904) 255-5600  
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## MEMORANDUM

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

**FROM:** Diane Moser, Director  
Employee Services Department

Leah Hayes, Chief of Talent Management  
Employee Services Department

**RE:** P-18-21 Classification and Pay Study  
Employee Services Department

**DATE:** June 9, 2021

The subcommittee received two (2) proposals for the **Classification and Pay Study** and found both to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP).

The proposals were evaluated using the selection criteria outlined in the Purchasing Code as augmented by the RFP.

Based on the above, the following firms listed alphabetically were determined to be qualified to perform the required services. The ranking of first and second designates the order of qualification of these firms to perform the required services and alphabetically they are:

- 1) Dynamic Corporate Solutions, Inc.
- 2) Gallagher Human Resources & Compensation Consulting

Please advise us when this item is placed on your agenda so we may be present. After a full committee review we request that this item is sent to the Mayor's Office for final decision

**Attachment(s):** Scoring Matrix

Evaluation Matrix

EVALUATION SCALE

25

PROJECT NO. P-18-21 AVERAGE

QUALIFIED

EXTREMELY QUALIFIED

PROJECT TITLE:

		CLASSIFICATION & PAY STUDY										
FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Past & Present Commitment to Study & Agency Subcontractors & Contractors toward a Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	Quotation of rates, fees or charges & Other detailed cost	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL	
MAXIMUM POINTS ASSESSED	25	10	10	10	10	5	10	10	5	5	100	
Dynamic Corporate Solutions, Inc.	25.00	9.50	10.00	9.00	10.00	4.50	10.00	10.00	5.00	4.00	97.00	
Gaughan Human Resources & Compensation Consulting	25.00	10.00	10.00	10.00	10.00	3.00	10.00	9.50	1.00	1.00	89.50	






**MEMORANDUM**

**TO:** Gregory Pease, Chief of Procurement

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

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

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

**SUBJECT:** Award Recommendation for BID # P-06-21 Kids Hope Alliance, Community Needs and Gap Analysis

**DATE:** June 14, 2021

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The Kids Hope Alliance (KHA) received four (4) proposals for the A Community Needs Assessment & GAP Analysis Research Project and found all to be responsive, interested, qualified, and available to provide the services required by the Request for Proposal (RFP).

The proposals were evaluated using the selection criteria outlined in the Purchasing Code as augmented by the RFP.

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

- 2) Health Management Association
- 3) Health Planning Council of Northeast Florida
- 1) NLP Logix

Please advise us when this item is placed on your agenda so we may be present. After a full committee review, we request that this item is sent to the Mayor for final decision.

Attachment(s): Scoring Matrix

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

**Kids Hope Alliance**  
1095 A. Philip Randolph Blvd. | Jacksonville, Florida 32206 | T-(904) 255-4400 | F-(904) 255-4500







# City of Jacksonville, Florida

*Lenny Curry, 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.coj.net

ONE CITY. ONE JACKSONVILLE.

**TO:** Greg Pease, Chairperson  
Professional Services Evaluation Committee

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

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

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

**DATE:** June 10, 2021

**RE: REQUEST FOR PROPOSALS – RFP NO. P-12-21  
CONSTRUCTION ENGINEERING AND INSPECTION SERVICES ON MODERATE TO  
LARGE CITY PROJECTS – ANNUAL CONTRACT**

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

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

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

9. A subcommittee composed of Bill Joyce, P. E., Operations Director, Department of Public Works, 255-8762; and Robin Smith, P. E., Chief, Engineering and Construction Management Division, 255-8710; is assigned to review submittals for this RFP.
10. Internal Services administrative costs should be charged to Account No. PWEN011AD.
11. Funding will be identified at the time purchase orders are issued for these services.
12. All firms who have expressed an interest in furnishing Construction Inspection Services as detailed in the RFP should be mailed a notice of this RFP.
13. The subcommittee members assigned to this RFP have read and understand the Procurement Administrative Code dated October 2005.
14. Three (3) weeks is believed to be sufficient time for interested parties to respond to this RFP.

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

WJJ:dh

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

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







# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

ONE CITY. ONE JACKSONVILLE.

**TO:** Greg Pease, Chairperson  
Professional Services Evaluation Committee

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

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

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

**DATE:** June 10, 2021

**RE:** **REQUEST FOR PROPOSALS – RFP NO. P-19-21**  
**PROFESSIONAL ENGINEERING SERVICES FOR CECIL CONNECTOR ROAD - PHASE II**

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

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

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

9. A subcommittee composed of Bill Joyce, P. E., Operations Director, Department of Public Works, 255-8762; and Robin Smith, P. E., Chief, Engineering and Construction Management Division, 255-8710; is assigned to review submittals for this RFP.
10. Internal Services administrative costs should be charged to Account No. PWEN011AD.
11. Funding will be identified at the time the contract is drafted for these services.
12. All firms who have expressed an interest in furnishing Professional Engineering Services as detailed in the RFP should be mailed a notice of this RFP.
13. The subcommittee members assigned to this RFP have read and understand the Procurement Manual dated March 2017.
14. Three (3) weeks is believed to be sufficient time for interested parties to respond to this RFP.

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

WJJ:dh

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

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





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# City of Jacksonville, Florida

*Lenny Curry, Mayor*

City Hall at St. James  
117 W. Duval St.  
Jacksonville, FL 32202  
(904) 630-CITY  
www.coj.net

## MEMORANDUM

**TO:** Gregory Pease, Chairman  
Professional Services Evaluation Committee

**FROM:** Laurie Santana, Chief  
Transportation Planning Division *LS*

**RE:** P-02-21 On-Call Transportation Planning Services

**DATE:** June 7, 2021

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The Planning and Development Department has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide the Brownfield Environmental Site Assessment Service resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter into contract with Atkins North America to provide On-Call Transportation Planning Services to incorporate the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for two (2) years from date of execution of contract with three (3) one-year renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of \$1,500,000.00. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachments: Exhibits A & B

cc: Alex Baker, PSEC Specialist

**Section 4**  
**On-Call Transportation Planning Services Contract**  
**Description of Services and Deliverables**

Various services that may be requested under this contract include, but are not limited to the following:

- Travel demand forecast modeling, using FDOT mandated model, and results mapping
- Extract, develop, update and calibrating socio-economic and network data for Duval County from the approved regional TPO Activities Based travel demand forecasting model.
- Prepare various Corridor Studies for corridors identified as needing Targeted Roadway Improvements for Pedestrian Safety (TRIPS). The analyses will include pedestrian, bicycle and vehicle counts and provide recommended scenarios for safety, lighting, landscape, roadway and intersection geometric configurations, signage, Bluetooth origin and destination data collection, speed and speed control studies, traffic calming, context sensitive and access management improvements.
- Develop short term, (5-year CIP), mid-term and long-term prioritized transportation improvements for projects identified from corridor studies with conceptual designs with high level cost estimates.
- Conduct micro-simulation analyses and small area forecasting models for selected areas of Duval County
- Report and GIS map preparation and documentation suitable for public consumption for each study
- Conduct Trip Generation and Parking and Traffic Impact Studies
- Development of Short-term, Mid-term and Long-term transportation improvement plans
- Collect vehicular, truck hose and turning movement counts data for citywide annual traffic counts
- Perform PD&E type studies to determine feasibility of proposed construction projects to include but not limited to shared use paths, pedestrian bridges, bike lane implementation on existing roads with cost estimates
- Conduct crash and safety studies, and recommend safety improvements
- Conduct Professional Engineer Lane Elimination Studies for road diets on roads assessed as good candidates by the City Planning Department.
- Conduct Pedestrian Walk Audits and prepare results, reports and cost estimates for recommended improvements.
- Review traffic studies submitted to the City that include in-depth travel demand modeling, synchro analyses and trip generation analyses.
- Countywide detailed crash analysis
- Conduct Countywide Residential Speed Reduction analyses using NACTO guidelines
- Signal timing calibration, identification of intersections eligible for leading pedestrian intervals (LPIs)
- Perform FDOT ICE Analyses (Intersection Control Evaluation)
- Establish an application based neighborhood traffic calming program
- Conduct signal warrant studies
- Conduct Uncontrolled Pedestrian Crossing location justification analyses per COJ guidelines
- Create a pedestrian lighting program to identify lighting needs
- Subscribe to and administer projects on a Digital Engagement Platform for public outreach.
- Attend meetings as needed for project assignments.
- Conduct Duval County inventories of bicycle and pedestrian infrastructure using COJ guidelines
- Supplemental Work Tasks Associated with the above Activities

**A. Performance**

A major objective of this contract is for the consultant to provide the requested Transportation Planning, Engineering and GIS mapping services in a timely manner while maintaining a high degree of thoroughness and professionalism. The Consultant shall be aware that multiple purchase orders can be open concurrently. The City has a goal of 20% JSEB participation in all major contracts.

**B. General Guidelines**

At a minimum, the latest edition of the following reference manuals will apply to the Transportation Planning analyses:

1. 2045 Mobility Plan with all related projects, policies and ordinances
2. The City of Jacksonville Concurrency and Mobility Handbook
3. City of Jacksonville Comprehensive Plan
4. FDOT Quality Level of Service Handbook
5. Trip Generation, 10<sup>th</sup> Edition ITE and the Trip Generation Handbook
6. The City of Jacksonville Land Development Procedures Manual
7. FSUTMS Modeling Standards
8. FDOT Lane Elimination Guidance
9. AASHTO Guide for the Development of Bicycle Facilities
10. City of Jacksonville Pedestrian and Bicycle Master Plan
11. City of Jacksonville Road Diet Assessment Form
12. FHWA Road Diet Informational Guide
13. FDOT Roadway Design Bulletin 14017, Urban Arterial Lane Width and Bicycle Lane Options
14. FDOT Driveway Information Guide
15. NACTO Design Guide and NACTO Setting Safe Speed Limits
16. ITE Parking Generation 5<sup>th</sup> Edition

**C. General Software requirements**

The following software licenses or subscriptions will be necessary to perform the tasks required in this contract. This is not an all-encompassing list:

1. Advanced Arc GIS with plug-ins
2. Auto CAD
3. Adobe Creative Suite
4. Synchro Studio
5. Interactive Public Engagement Platform
6. FSUTMS travel demand model
7. Microsoft Office Suite

#### **D. Transportation Planning Analysis Studies -General**

A certified professional Traffic Engineer registered in the State of Florida and AICP Certified Planner of the firm, experienced in the traffic engineering and transportation planning discipline is required to certify all analysis and studies specific to their discipline. The consultant must possess the software license for most recent version of FDOT approved travel demand modeling software and capabilities to include macro, meso and microscopic analyses with knowledge of the Transportation Planning Organization's activities based model and FSUTMS modeling framework and standards. The consultant must possess the advanced software license and knowledge of the most recent version of ArcGIS and any necessary plug-ins.

Each model run will include a list the methodologies, calibration techniques, technical references, applicable standards, and documented model changes used in the assignment of traffic. Each model run will include clear model output in the form of maps and plots. The Consultant will provide the City with all of the related shape files, data files and metadata for reproducible maps created for reports, studies and presentations.

##### **1. Corridor Safety Studies**

These studies may involve highly technical skill in producing travel demand forecast or microsimulation modeling for base year and future projected year. The corridor analyses will include resultant short term, mid-term and long term prioritized roadway improvements with cost estimates and conceptual design plans.

A full and separate scope will be provided for this study and will require a professional traffic or transportation engineer to certify the transportation analyses and calculations. The effort will include but is not limited to:

- a. Detailed GIS mapping, graphics and report preparation,
- b. Collection of existing conditions traffic data
- c. Conducting speed studies
- d. Conducting Lane Elimination studies
- e. Conducting Intersection analyses
- f. Recommending context sensitive or traffic calming solutions
- g. Define acceptable levels of access and mobility
- h. Determine transportation system needs to support surrounding land uses
- i. Identify impacts of transit
- j. Identify lighting or sight distance concerns
- k. Analyze crash data
- l. Consolidate and control driveway access points
- m. Include proposed land development trip generation
- n. Identify operational deficiencies and promote operational efficiency for all modes
- o. Promote redevelopment by recommending improvements to safety and mobility
- p. Identify needed infrastructure improvements
- q. Roadway improvement cost estimating
- r. LOS analysis following FDOT QLOS procedures
- s. Coordination with outside agencies such as the TPO and FDOT
- t. Meeting attendance and representation
- u. Create and administer public outreach forums using a Digital Engagement Platform
- v. Conclusion/Report preparation and PowerPoint summary.



## **2. Bike Lane Feasibility Studies**

The consultant will evaluate existing roadways scheduled for resurfacing for the feasibility of inclusion of bike lanes within the existing right-of-way.

A full and separate scope will be provided for this study and will require a professional traffic or transportation engineer to certify the transportation analyses and calculations. The effort will include but is not limited to:

- a. Detailed GIS mapping and graphics preparation,
- b. Collect existing conditions geometric, speed limit, right of way, land use and traffic count data
- c. Conduct speed studies
- d. Intersection analyses
- e. Crash data analysis
- f. Truck utilization of the roadway
- g. Identify impacts of transit
- h. Identify lighting or sight distance concerns
- i. Determine type of bike lane to implement, buffered, multi-use path, sharrow, etc. and produce conceptual design plans for any number of optional designs
- j. Create and administer public outreach forums using a Digital Engagement Platform
- k. Create detail cost estimates for each design option
- l. Determination if a roadway is not eligible or recommended for bike lanes

## **3. Strategic Neighborhood Action Program for Pedestrians (SNAPP)**

This study involves the extraction and development of a Duval-centric travel demand forecasting model for used and reloaded by the TPO as an update to the existing representation of Duval County in the activity based model. This project will be addressed under its own scope of services but can be expected to include:

- a. Create Maps of Priority Areas using Council District boundaries
- b. Collect pedestrian and bicycle crash data, school locations, transit stop locations, and population data for vulnerable citizens such as children, seniors, disabled, impoverished and citizens without vehicle access.
- c. Determine residential and commercial land uses and proposed development
- d. Establish, map and prioritize neighborhoods needing SNAPP improvements in each Council District based on the data
- e. Prepare report of each recommended neighborhood requiring a SNAPP application
- f. Conduct Walk Audits to ground verify neighborhood needs with each SNAPP to include ADA compliance, sidewalk infrastructure construction or repair, mid-block crossing needs, network gaps, wayfinding signage, code compliance issues, landscape and maintenance issues, safety concerns, stormwater or flooding issues impacting pedestrians, lighting improvements, school crossings
- g. Create and administer public outreach forums using a Digital Engagement Platform
- h. List recommended neighborhood pedestrian safety improvements and provide cost estimates
- i. Present findings in written, graphic and public presentation format

#### **4. Trip Generation Studies**

The Consultant will have a certified Professional Traffic Engineer, registered in the State of Florida, perform trip generation studies per the Institute of Transportation (ITE) standards and requirements for the purpose of creating Duval-centric trip generation rates and equations for selected land uses. This includes but is not limited to:

- a. Collection of the necessary amount of data at a statistically acceptable number of sites to create AM peak hour, PM peak hour and Daily Trip Generation rates and equations for those land uses specified by the City.
- b. Collection of additional information such as pass-by percentages and diverted link percentages, land use characteristics and employment data as requested.
- c. Creation of Duval-centric trip generation rates, equations, standard deviations, charts, graphs, counts and backup data similar to that summarized in the ITE 10<sup>th</sup> Edition Trip Generation manual.

#### **5. Micro-simulation Transportation Planning Studies**

This type of study involves the analysis of limited project areas under base year and future year modeling conditions to determine expected multi-modal transportation needs within isolated impact areas under several land use scenarios. These types of studies will require the use of the activities based model and micro-simulation software such as the Synchro modeling software. Consultant may also be utilized to perform a detailed review of these types of studies submitted to the City for comment.

Types of analysis that are expected to be needed to perform a complete micro-simulation transportation planning study include but are not limited to:

- a. Qualitative assessment
- b. Field investigations
- c. Major employment patterns and travel conditions
- d. Roadway, bicycle and pedestrian activities and networks
- e. Parking patterns
- f. Site plan evaluation
- g. Determination of transportation impacts of existing and proposed land use patterns
- h. Driveway, access and circulation analysis
- i. Safety and collision data analysis
- j. Vehicle and pedestrian conflict analysis
- k. Identification of roadway capacities and deficiencies
- l. Development of short-term, mid-term, and long range transportation improvement plans
- m. Conclusion/Recommendation Report

#### **E. Supplemental Work Tasks -**

##### **24-Hour Multi-Modal Annual Roadway Traffic Count Program**

The Consultant or sub-consultant will furnish automatic traffic counters which produce a written record of the traffic volumes, including vehicles and trucks, by time of day and specifically identify the count location for each roadway counted when conducting the roadway tube counts. This record may be produced either directly or through subsequent interconnection and processing with external electronic hardware. The count data will be presented in an acceptable tabular form showing 15-minute interval volumes and hourly summaries for up to 4 consecutive days of data both weekdays and/or weekends for both vehicles and trucks, as required, with GIS mapping accordingly.

**Turning Movement Counts – Vehicles/Pedestrians and Bicycles**

The Consultant will collect hourly traffic count data on each approach (up to four (4) approaches) to the intersection for a minimum period of 24 hours during typical weekday traffic conditions.

Vehicles, bicycles/pedestrians shall be counted by personnel or by appropriate surveillance equipment. They may use tally sheets or mechanical/electronic turning movement counter boards and must record separately the number of vehicles, pedestrians and bicycles. If it is necessary to have a separate count of trucks or busses, a supplemental task will be authorized by the City. The need for additional personnel to count traffic may be authorized as a supplemental task. Intersection diagrams and geometric conditions of the intersection will be recorded by the consultant.

**Digital Engagement Public Outreach Platform**

The Consultant or sub-consultant shall obtain or provide access to a Digital Engagement Platform that works on any device to be used for Public Outreach. Our community is already engaging online and the City wants to be leading the conversion and requesting citizen input regarding proposed Transportation Planning projects. The toolkit needs to include a range of online tools and capabilities such as landing pages, forums, interactive maps, idea walls, surveys and reporting capabilities.

The Consultant or sub-consultant shall create and administer the project pages, interactive maps, surveys for each unique Transportation Planning project, and maintain and summaries the data collected.

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(End of Section 4 – Remainder of page intentionally left blank)

## Proposed Rates - Atkins

#	Job Title	Direct Hourly Rate	Overhead	Profit	Fully-Loaded Hourly Rate
#ATK-4	<b>Clerical/Administrative Hourly Rate</b>	\$ 21.12	160.00%	10.00%	\$ 58.29
#ATK-8	<b>Junior Planner Hourly Rate</b>	\$ 28.86	160.00%	10.00%	\$ 79.65
#ATK-15	<b>Traffic Engineer Intern Hourly Rate</b>	\$ 29.78	160.00%	10.00%	\$ 82.19
#ATK-7	<b>Project Planner Hourly Rate</b>	\$ 32.28	160.00%	10.00%	\$ 89.09
#ATK-10	<b>Copy Editor Hourly Rate</b>	\$ 34.19	160.00%	10.00%	\$ 94.36
#ATK-14	<b>Junior Traffic Engineer Hourly Rate</b>	\$ 37.25	160.00%	10.00%	\$ 102.80
#ATK-12	<b>Planner Hourly Rate</b>	\$ 41.30	160.00%	10.00%	\$ 113.99
#ATK-11	<b>Graphic Designer Hourly Rate</b>	\$ 41.68	160.00%	10.00%	\$ 115.04
#ATK-3	<b>Technician Hourly Rate</b>	\$ 42.13	160.00%	10.00%	\$ 116.28
#ATK-6	<b>Senior Planner/Engineer Hourly Rate</b>	\$ 52.33	160.00%	10.00%	\$ 144.43
#ATK-13	<b>Senior Traffic Engineer Hourly Rate</b>	\$ 62.17	160.00%	10.00%	\$ 171.58
#ATK-5	<b>Chief Planner/Engineer Hourly Rate</b>	\$ 65.87	160.00%	10.00%	\$ 181.80
#ATK-9	<b>Senior Specialist Hourly Rate</b>	\$ 81.69	160.00%	10.00%	\$ 225.46
#ATK-2	<b>Project Manager Hourly Rate</b>	\$ 82.29	160.00%	10.00%	\$ 227.12
#ATK-1	<b>Principal Hourly Rate</b>	\$ 90.76	160.00%	10.00%	\$ 250.50

## Proposed Rates - BCC Engineering

#	Job Title	Direct Hourly Rate	Overhead	Profit	Fully-Loaded Hourly Rate
#BCC-9	<b>Planner/Engineer Hourly Rate</b>	\$ 27.61	165.00%	10.00%	\$ 80.48
#BCC-3	<b>Clerical/Administrative Hourly Rate</b>	\$ 28.61	165.00%	10.00%	\$ 83.40
#BCC-8	<b>Graphic Designer Hourly Rate</b>	\$ 31.75	165.00%	10.00%	\$ 92.55
#BCC-6	<b>Project Planner/Engineer Hourly Rate</b>	\$ 37.10	165.00%	10.00%	\$ 108.15
#BCC-5	<b>Senior Planner/Engineer Hourly Rate</b>	\$ 40.47	165.00%	10.00%	\$ 117.97
#BCC-2	<b>Project Manager Hourly Rate</b>	\$ 72.59	165.00%	10.00%	\$ 211.60
#BCC-4	<b>Chief Planner/Engineer Hourly Rate</b>	\$ 76.29	165.00%	10.00%	\$ 222.39
#BCC-7	<b>Senior Specialist Hourly Rate</b>	\$ 77.39	165.00%	10.00%	\$ 225.59
#BCC-1	<b>Principal Hourly Rate</b>	\$ 119.07	165.00%	10.00%	\$ 347.09

## Proposed Rates - CTSI

#	Job Title	Direct Hourly Rate	Overhead	Profit	Fully-Loaded Hourly Rate
#CTS-4	<b>Clerical/Administrative Hourly Rate</b>	\$ 36.37	150.00%	25.00%	\$ 104.55
#CTS-3	<b>Technician Hourly Rate</b>	\$ 54.55	150.00%	25.00%	\$ 156.82
#CTS-5	<b>Senior Planner/Engineer Hourly Rate</b>	\$ 60.00	150.00%	25.00%	\$ 172.50
#CTS-2	<b>Project Manager Hourly Rate</b>	\$ 81.82	150.00%	25.00%	\$ 235.22
#CTS-1	<b>Principal Hourly Rate</b>	\$ 90.91	150.00%	25.00%	\$ 261.37

## Proposed Rates - Acuity Design Group

#	Job Title	Direct Hourly Rate	Overhead	Profit	Fully-Loaded Hourly Rate
#ADG-3	<b>Clerical/Administrative Hourly Rate</b>	\$ 35.00	150.00%	25.00%	\$ 96.25
#AGD-2	<b>Public Involvement Support Rate</b>	\$ 45.00	150.00%	25.00%	\$ 123.75
#ADG-4	<b>Copy Editor Hourly Rate</b>	\$ 45.00	150.00%	25.00%	\$ 123.75
#ADG-5	<b>Graphic Designer Hourly Rate</b>	\$ 52.00	150.00%	25.00%	\$ 143.00
#AGD-1	<b>Public Involvement Lead Rate</b>	\$ 65.00	150.00%	25.00%	\$ 178.75
#ADG-6	<b>Planner/Engineer Hourly Rate</b>	\$ 65.00	150.00%	25.00%	\$ 178.75

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**City of Jacksonville On Call Transportation Planning Services Contract**

<b>RFP # P-02-21</b>			
<b>Consultant</b>	<b>Count Type</b>	<b>FEE</b>	
Peggy Malone & Assoc.	1-24 hr Class and/or Speed (per lane)	\$ 195.00	
	1-24 hr Loop Class or Volume Count	\$ 390.00	
	1-24 hr Volume Count 1 Direction	\$ 175.00	
	1-24 hr Volume Count 2 Directions	\$ 195.00	
	1-4 hr Intersection Delay Count (Per Approach)	\$ 390.00	
	1-4 hr Queue Study (Per Person)	\$ 625.00	
	1-4 hr Turning Movement	\$ 390.00	
	1-4 hr Turning Movement - Multi Unit	\$ 467.00	
	1-4 hr Turning Movement - Round-A-Bout - Double	\$ 600.00	
	25-48 hr Class and/or Speed (per lane)	\$ 285.00	
	25-48 hr Loop Class or Volume Count	\$ 545.00	
	25-48 hr Volume Count 1 Direction	\$ 250.00	
	25-48 hr Volume Count 2 Directions	\$ 285.00	
	49-72 hr Class and/or Speed (per lane)	\$ 385.00	
	49-72 hr Loop Class or Volume Count	\$ 593.00	
	49-72 hr Volume Count 1 Direction	\$ 330.00	
	49-72 hr Volume Count 2 Directions	\$ 385.00	
	5-8 hr Intersection Delay Count (Per Approach)	\$ 555.00	
	5-8 hr Queue Study (Per Person)	\$ 1,005.00	
	5-8 hr Turning Movement	\$ 524.00	
	5-8 hr Turning Movement - Multi Unit	\$ 565.00	
	5-8 hr Turning Movement - Round-A-Bout - Double	\$ 638.00	
	73-168 hr Class and/or Speed	\$ 500.00	
	73-168 hr Loop Class or Volume	\$ 620.00	
	73-168 hr Volume Count 1 Direction	\$ 500.00	
	73-168 hr Volume Count 2 Directions	\$ 570.00	
	9-12 hr Turning Movement	\$ 612.00	
	9-12 hr Turning Movement - Multi Unit	\$ 665.00	
	9-12 hr Turning Movement - Round-A-Bout - Double	\$ 710.00	
	Speed & Delay (Travel Time Study 4-8 Hrs)	\$ 995.00	
	Approach Picture	\$ 15.00	

4/22/2021







ONE CITY. ONE  
JACKSONVILLE.

# City of Jacksonville, Florida


*Daryl Joseph, Director*

Parks, Recreation and Community Services Department  
214 N Hogan Street, 4<sup>th</sup> Floor  
Jacksonville, FL 32202  
(904) 255-7919  
www.coj.net

May 25, 2021

## MEMORANDUM

**TO:** Greg Pease, Chief of Procurement

**FROM:** Daryl Joseph, Director   
Parks, Recreation and Community Services

**RE:** Sole Source Contract for Marina and Waterways Professional Management Services

SS-10571-21

2/659

The city needs continuing Professional Management Services for the coordination of City sponsored water-based activities (e.g., water taxi, boat parade, etc.) for the Parks, Recreation and Community Services Department, public use of water access facilities (e.g., Metro Marina reservations) as well as coordinating, providing input and overseeing the public safety at water access sites, water access facility construction and repair, maintenance and permitting of the City of Jacksonville's marinas, docks, bulkheads, and boat ramps. These services require specialized knowledge of security procedures regarding waterways, vessel piloting skills, waterways navigational laws, waterways facilities operations, and a thorough knowledge of City of Jacksonville waterways, as well as the events occurring in and around them.

Captain James L. Suber, Jr. possesses extensive knowledge in all the above areas. He worked with the Jacksonville Sheriff's Office for thirty-two (32) years, including seven (7) years' experience in the Marine Unit. During the past twelve (12) years in providing these services for the City of Jacksonville, he has shown he is knowledgeable in city practices, has been involved with all city special events occurring in and around our waterways, and has an excellent working relationship with the City's Waterways Commission and many government agencies with whom he is required to interact with per the scope of this contract.

Accordingly, this Department respectfully requests approval of a sole source contract between the City and Captain James L. Suber, Jr. d.b.a. Suber Marine Services for Marina and Waterways Professional Management Services as detailed in the attached Scope of Services (Exhibit A). This contract will be in effect for an initial three-year term from October 1, 2021 through September 30, 2024. During this period, the contract price will be \$78,000.00 annually. This contract will include two (2) additional one-year optional extensions after the termination of the initial period, with the contract price to be renegotiated for each extension.

Your assistance in concurring with this recommendation for the respective award would be appreciated.

If you have questions or need additional information regarding this request, please feel free to contact me at 255-7941.

Attachment: Exhibit A (Scope of Services)

# **MARINA AND WATERWAYS PROFESSIONAL MANAGEMENT SERVICES**

## **EXHIBIT A**

### **SCOPE OF SERVICES**

The Management Consultant agrees to provide professional services to coordinate and manage the operation of the Waterways for the City of Jacksonville to include coordination of the security, public safety, funding, construction, maintenance, and permitting of the City of Jacksonville marinas, docks, bulkheads and boat ramps on an on-going basis.

Specific services include, but are not limited to, the following:

1. Plan, oversee, and inspect dock and boat ramp maintenance on boat ramp sites, docks and marinas.
2. Schedule and direct city marina activities for special events to include making reservations, overseeing movement and mooring of vessels (power, sail, and ocean-going), and ensuring that public safety rules are followed.
3. Participate in drafting legislation relating to waterway issues.
4. Hold a minimum of a United States Coast Guard 100 ton Master Captain license.
5. Direct and coordinate activities of Jacksonville Sheriff's Officers and support staff during games or events.
6. Review construction documents and plans for boat ramp and dock projects to provide recommendations.
7. Administer maintenance, service, and special study contracts.
8. Oversee and coordinate with COJ staff on state submerged land leases for city docks and boat ramps.
9. Provide customer service support on boating issues to all city agencies and others, as needed.
10. Provide input and support to Waterways Commission.
11. Coordinate and oversee programs such as city's Artificial Reef Program, including the permitting functions.
12. Maintain a valid Florida Driver's License.
13. Consultant may be requested to perform services not specifically enumerated in the above services related to city waterways.
14. Contract period: Three (3) year, from October 1, 2021 through September 30, 2024.  
Contract includes two (2) additional option years after termination of initial one-year period.
15. Payment for services will be \$78,000.00 for first contract period, to be paid semi-monthly.  
Contract price to be re-negotiated annually for each additional option year.
16. City to provide Management Consultant with office space, operating equipment and supplies to accomplish all aspects of required services.

Consultant must meet the following minimum qualifications:

1. Must have knowledge of submerged land leases, waterway security procedures and operation of waterway facilities.
2. Must demonstrate the ability to plan and direct water-based events.
3. Must have experience managing and coordinating special events.
4. Must have experience overseeing the operation of a marina.
5. Must have a relationship with the local boating community and must be an active member of Jacksonville Marine Association.
6. Must have established relationships with appropriate federal, state, and local contacts for monitoring and coordination of waterway activities with regard to the Manatee Protection Plan.
7. Must have working knowledge of Artificial Reefs and practical experience coordinating the deployment of the structures.
8. Must have experience working, either directly or indirectly, with a county or municipal police marine unit.
9. Must have experience with derelict vessel removal.
10. Must be able to provide proof of Homeland Security experience. Minimum requirements ICA-300 Incident Command System.
11. Consultant must have had a U.S. Coast Guard Master Captain's license to operate vessels.
12. Must have experience developing and managing US Coast Guard approved Marine Facility Security Plans.
13. Must maintain a valid Florida Driver's License.
14. Must be willing and able to be available 24 hours a day, 7 days a week and must provide a minimum of 40 hours of service per week.

SS-10571-21

**SOLE SOURCE/PROPRIETARY REQUEST**

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT/DIVISION): Parks, Recreation and Community Services Department

PROPRIETARY

SOLE SOURCE

FUNDING SOURCE: 00111.161111.531090.000000.00000000.00000

**BRIEF DESCRIPTION OF GOODS/SERVICES:**  
Provide daily management and oversight of City of Jacksonville water access facilities, water based events and on the ground operation of water based concessions as well as other related professional services for an initial term of three (3) years beginning on 1 October 2021 and continuing through 30 September 2024 to include two (2) additional one (1) year renewal options, with the contract price to be re-negotiated upon renewal.

AMOUNT OF PROJECT (attach quote): \$78,000.00 annually for initial term of three (3) years with potential for a re-negotiation for each of the two (2) annual renewals.

**PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERIVES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICED BEING PROCURED (ATTACH QUOTE/PROPOSAL):**  
Professional management services for the coordination of City sponsored water based activities (e.g. water taxi, boat parade, etc) for the Parks Department, public use of water access facilities (e.g. Metro Marina reservations) as well as coordinating, providing input and overseeing the public safety at water access sites, water access facility construction and repair, maintenance and permitting of the City of Jacksonville's marinas, docks, bulkheads, and boat ramps.

**PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFECIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED PROPRIETARY/SOLE SOURCE PROVIDER:**  
Suber Marine Services Inc is owned by Captain James L. Suber, Jr. who has served as the City's Dockmaster for ten (10) years. Captain Suber possesses the required specialized knowledge of security procedures regarding waterways, vessel piloting skills, waterways navigational laws, waterways facilities operations, and a thorough knowledge of City of Jacksonville waterways, as well as the events occurring in and around them. Captain Suber also has numerous specialized licenses and certificates which allow him the flexibility to meet the varied and sometime unplanned City needs as they arrive.

**ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:**  
Captain James L. Suber, Jr., experience includes thirty-two (32) with the Jacksonville Sheriff's Office, including seven (7) years experience in the Marine Unit and twelve (12) years in providing these services to the City of Jacksonville. In 2012, the City advertised a Request for Interest (RFI) looking for other interested qualified candidates and did not receive any response to the solicitation.

Submitted by: Daryl Joseph, Director of Parks, Recreation & Community Services  
(Name) (Title)

Date: May 25, 2021

Requesting Agency's Director's Signature: 





# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Information Technologies Division  
Ed Ball Building  
214 N. Hogan Street, Suite 900  
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

June 1, 2021

**TO:** Gregory W. Pease  
Chief of Procurement

**VIA:** Kenneth Lathrop  
Chief of Information Technologies/CIO

Kenneth E.  
Lathrop

Digitally signed by  
Kenneth E. Lathrop  
Date: 2021.06.07  
08:46:04 -04'00'

**FROM:** Michael Turner  
PMO Manager, Information Technologies Division

Michael S.  
Turner

Digitally signed by  
Michael S. Turner  
Date: 2021.06.03  
19:56:00 -04'00'

**SUBJECT:** Enterprise Resource Planning (ERP) Request - Oracle Mission Critical Support for SaaS

The Information Technologies Division, (ITD) requests to acquire Mission Critical Support for SaaS (MCS for SaaS) for the City's 1Cloud Enterprise Resource Planning (ERP) System from Oracle Advanced Customer Services (ACS), a division of Oracle America, Inc. This is a single source request for these services from Oracle America, Inc., the developer and provider of the Oracle Cloud ERP Applications. ACS is the appropriate and prudent source for Oracle Cloud applications managed services. Contracting for software managed services directly with the company that is also the developer of the applications provides the advantage of deep functional and technical knowledge of the software's capabilities.

The MCS for SaaS services include:

1. Critical Processes - Monitoring 24/7; Early reaction to issue resolution; Alternative workaround when required; Coordination and communication for problem resolution.
2. Extensions and Integrations - Supporting level 3 & 4 issues; Break-fix support; Extension development for current or existing enhancements; Extensions life-cycle management from SaaS to all other systems.
3. Regression Testing - Aligning to quarterly updates; handling new or existing integration or extensions; Ability to test new modules as released; Changes to configuration or setups; Impact analysis and problem resolution.
4. Business Help desk - Data analysis and reconciliation; Management of workflow, jobs and batches; diagnosis and support of functional issues with root cause for Severity 1; Dedicated functional team that knows the applications and integrations.

This request is based on Cloud Service Unit (CSU) pricing for Oracle Advanced Customer Services (ACS) to Oracle America, Inc. in the amount of \$178,975.20 for a period of 12 months from the effective date of the contract being signed and the Ordering Document executed.



**ORDERING DOCUMENT**

Oracle America, Inc.  
 500 Oracle Parkway  
 Redwood Shores, CA  
 94065

<b>Name</b>	City of Jacksonville	<b>Contact</b>	Michael Turner
<b>Address</b>	117 W Duval St Ste 400 Jacksonville FL 32202	<b>Phone Number</b>	904-6301776
		<b>Email Address</b>	mturner@coj.net

**New Subscription**

Service Period: 12 months					
Cloud Services	Data Center Region	Quantity	Term	Unit Net Price	Net Fee
B88098 - MCS - Oracle Mission Critical Support for SaaS, Advanced	NORTH AMERICA	1	12 mo	12,414.60	148,975.20
<b>Subtotal</b>					148,975.20

Consulting / Professional Services Fees	Quantity	Term	Net Fee
B87404 - MCS - Oracle Cloud Service Unit - Each	300	N/A	30,000.00
<b>Other Fees</b>			30,000.00

Fee Description	Net Fee
Cloud Services Fees	148,975.20
Consulting / Professional Services Fees	30,000.00
<b>Net Fees</b>	178,975.20
<b>Total Fees</b>	178,975.20

**A. Terms of Your Order**

**1. Applicable Agreement:**

a. Public Sector Agreement for Cloud Services US-CSA-CPQ-684547 effective 28-MAR-2018

**2. Cloud Payment Terms:**

a. Net 30 days from invoice date

**3. Cloud Payment Frequency:**

a. Quarterly in Arrears

**4. Currency:**

a. US Dollars

**5. Offer Valid through:**

a. 31-Jul-2021

**6. Service Specifications**

a. The Service Specifications applicable to the Cloud Services and the Consulting/Professional Services ordered may be accessed at <http://www.oracle.com/contracts>.

**7. Services Period**

a. The Services Period for the Services commences on the date stated in this order. If no date is specified, then the "Cloud Services Start Date" for each Service will be the date that you are issued access that enables you to activate your Services, and the "Consulting/Professional Services Start Date" is the date that Oracle begins performing such services.

**B. Additional Order Terms**

**1. Segmentation**

The purchase of Cloud Services, Professional Services, or other service offerings, programs or products are all separate offers and separate from any other order. You understand that You may purchase Cloud Services, Professional Services, or other service offerings, programs or products independently of any other order. Your obligation to pay under any order is not contingent on performance of any other service offerings or delivery of programs or products.

**2. No Auto-Renewal**

Notwithstanding any statement to the contrary in the Service Specifications, the parties expressly agree that the Services acquired under this order will not Auto-Renew.

**3. Oracle Data Processing Agreement for Oracle Consulting and Advanced Customer Services**

a. To the extent You provide personal information to Oracle as part of Oracle's provision of services under this order, Oracle will comply with the applicable version of the Oracle Data Processing Agreement for Oracle Services. The version of the Data Processing Agreement applicable to Your order is available at <https://www.oracle.com/corporate/contracts/cloud-services/contracts.html#data-processing> and is incorporated herein by reference.

b. For the services specified in this order, in addition to the Third Party Subprocessors listed on My Oracle Support, the following Third Party Subprocessors may also process Your personal information:

Third Party Subprocessor	Location	Type of Service
N/A		

**4. Terms for Consulting/Professional Services**

**Consulting/Professional Services Payment Frequency:**

Unless otherwise specified in services descriptions applicable to the consulting/professional services You have ordered, or in an exhibit specifying the consulting/professional services You have ordered, the fees for services and any applicable taxes may be invoiced (i.) upon Your execution of and Oracle's acceptance of this order in advance of service performance for fixed fee services; or (ii.) after the performance of service for fixed fee services, where advance invoicing is prohibited by law (e.g. public sector accounts); or (iii.) monthly as services are performed for Time and Materials services which are identified above as "per Hour". You are responsible for payment of expenses, if any. Expenses will be invoiced monthly as they are incurred.

**Assumptions and obligations for Consulting/Professional Services:**

Upon Oracle's reasonable request, You agree to provide Oracle access to relevant resources with knowledge to support the performance of the services.

You will provide for all Oracle resources performing services at Your location, a safe and healthful workspace (e.g., a workspace that is free from recognized hazards that are causing, or likely to cause, death or serious physical harm, a workspace that has proper ventilation, sound levels acceptable for resources performing services in the workspace, and ergonomically correct work stations, etc.).

As required by U.S. Department of Labor regulations (20 CFR 655.734), You will allow Oracle to post a notice regarding Oracle H-1B employee(s) at the work site prior to the employee's arrival on site.

## 5. Onsite/Remote Delivery Resources

Owing to the uncertainties of the evolving Covid-19 situation, the provision of any on-site services under this order is subject to the delivery resources being permitted and able to perform such Services taking into consideration applicable laws and regulations, including those pertaining to health, safety and mobility (whether in the country of service provision and/or the country of location of the delivery resources). If the provision of any on-site Services is negatively impacted due to circumstances related to or arising from the Covid-19 situation, Oracle and You agree to cooperate in good faith to review such impact and, if necessary, amend any resource plans, work plans, service specifications, time schedules and the like. For the avoidance of doubt, this section is without prejudice to the parties' rights and obligations under the force majeure clause of the Agreement.

## 6. ORACLE MANAGED CLOUD SERVICES TERMS

The terms in this Oracle Managed Cloud Services Terms section apply only to services in the Cloud Services and/or Consulting/Professional Services Ordered tables on the first page of this order beginning with "MCS - " (individually, a "Managed Cloud Service", and collectively, the "Managed Cloud Services"). Capitalized terms used in this section but not defined within this order have the meaning set forth in the Agreement, or the Oracle Managed Cloud Services Definitions Schedule available at <https://support.oracle.com> by searching on Document ID 780129.5.

### a. Services Ordered

The Managed Cloud Services purchased by You under this order are described in the Oracle Managed Cloud Services Service Descriptions published at [www.oracle.com/contracts](http://www.oracle.com/contracts).

### b. Your Obligations

You acknowledge that Oracle's ability to perform the Managed Cloud Services depends upon your fulfillment of the following obligations:

1. You acknowledge that the Managed Cloud Services are designed with capabilities for You and Your Users to access the Managed Cloud Services without regard to geographic location and to transfer or otherwise move Your Content between the Managed Cloud Services and other locations such as User workstations. You are solely responsible for the authorization and management of User accounts across geographic locations, as well as export control and geographic transfer of Your Content. Additionally, for Oracle Cloud at Customer Services, You are responsible for providing adequate physical and network security (e.g., intrusion detection systems, access controls, and firewalls) to prevent unauthorized access to Your Oracle Cloud Services from Your networks.
2. You are responsible for acquiring and maintaining all applicable software, equipment, and telecommunications required to connect to the Managed Cloud Services via a network connection that meets Oracle's specifications.
3. You acknowledge that (i) you have separately acquired and will continue to maintain for the duration of the Managed Cloud Services a cloud subscription or the licenses and Oracle Software Update License & Support (also referred to as "Premier Support"), or any equivalent successor Oracle technical support offering, for any necessary Oracle programs, including those for which the Managed Cloud Services are provided, (ii) you will maintain licenses and technical support for any Third Party Software or Required Software used in your Environment(s), and (iii) your use of such programs and technical support are governed solely by the agreement(s) under which such subscription or licenses and technical support are obtained.
4. You shall obtain at your sole expense any and all rights (including license rights) and consents from third parties necessary for Oracle and its subcontractors to access Third Party Software (including any Required Software) or perform the services under this order. Unless specified otherwise in a Service Description, you are solely responsible for maintenance of, the performance of, any testing of, and resolving any issues related to, Third Party Software, and any other software transitioned into your Environment(s) without Oracle's prior consent, as well as the impact that such Third Party Software and such other software may have on the Managed Cloud Service.
5. You shall defend and indemnify Oracle against liability arising under any applicable laws, ordinances or regulations from your termination or modification of the employment of any of your employees in connection with Managed Cloud Services.
6. The performance of Managed Cloud Services is contingent upon you meeting your obligations and responsibilities as described in the Service Specifications and applicable Service Description. You acknowledge and agree that (i) any exception to your compliance with such obligations and responsibilities is granted on the condition that Oracle is not responsible for the resulting consequences.
7. You acknowledge and agree that if Oracle's performance of activities specified within a Service Description exceeds the timeframe set forth in the Service Description, or the Cloud Services table on the first page of this order, due to your failure to meet the obligations and responsibilities specified in the Service Description, you will be required to purchase applicable additional services from Oracle.
8. You agree to pay within 30 days of written notification any fees applicable to Your use of the Managed Cloud Services in excess of Your rights. If You do not pay, Oracle can end Your Managed Cloud Services.

### c. Services Period

The Services Period of the Managed Cloud Service shall begin on the execution of this order and shall end on the earlier of the following to occur: (i) Oracle's performance of the quantity of such service under the applicable Service Description within the timeframe set forth in the Service Description, or the Cloud Services table on the first page of this order, (ii) the end of the term specified in the Cloud Services table on the first page of this order; or (iii) the termination or expiration of the Managed Cloud Services in accordance with the Agreement or this order (the "Managed Cloud Services Period").

Any unused Managed Cloud Service remaining at the end of the applicable term shall be forfeited, and Oracle shall have no further obligation with respect to such services.

### d. Warranty and Disclaimers

The sole and exclusive warranty for a Managed Cloud Service is that Oracle warrants that the service will be provided in all material respects in accordance with the Service Level set forth in the applicable Service Description in the Oracle Managed Cloud Services Service Descriptions; if such Service Description does not contain a Service Level, the sole and exclusive warranty for such service is that Oracle warrants that the Managed Cloud Service will be provided in all material respects with the applicable Service Description.

TO THE EXTENT PERMITTED BY LAW, THIS WARRANTY IS EXCLUSIVE AND THERE ARE NO OTHER EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS, INCLUDING FOR HARDWARE, SYSTEMS, NETWORKS OR ENVIRONMENTS, INCLUDING WARRANTIES OR CONDITIONS OF MERCHANTABILITY, SATISFACTORY QUALITY AND FITNESS FOR A PARTICULAR PURPOSE.

ORACLE DOES NOT WARRANT THAT SERVICES WILL BE PROVIDED UNINTERRUPTED OR ERROR-FREE. YOU ACKNOWLEDGE THAT ORACLE DOES NOT CONTROL THE TRANSFER OF DATA OVER COMMUNICATIONS FACILITIES, INCLUDING THE INTERNET, AND THAT THE SERVICES MAY BE SUBJECT TO LIMITATIONS, DELAYS, AND OTHER PROBLEMS INHERENT IN THE USE OF SUCH COMMUNICATIONS

FACILITIES. ORACLE IS NOT RESPONSIBLE FOR ANY DELAYS, DELIVERY FAILURES, OR OTHER DAMAGE RESULTING FROM SUCH PROBLEMS.

**e. Exclusive Remedy**

If a Managed Cloud Service provided to You for any given month during the term of such service was not in accordance with the warranty specified in the previous Section, You must provide written notice to Oracle no later than five (5) business days after the last day of that particular month. Your notice must describe the deficiency (including the Service Request number notifying Oracle of the deficiency in service), and must be submitted to [outsourcingcredit\\_ww@oracle.com](mailto:outsourcingcredit_ww@oracle.com).

If a Managed Cloud Service has a Service Level set forth in the applicable Service Description, and such service was deficient, Oracle will remit, if applicable, a services fee credit for such month calculated as set forth in such Service Description. For deficiency of any other Managed Cloud Service, Oracle will remit, if applicable, a services fee credit for such month calculated at 10 percent of the monthly payment amount for the applicable Managed Cloud Service.

The credit will be in the form of a credit towards any outstanding balance for Managed Cloud Services owed to Oracle, and the remittance of such credit WILL REPRESENT YOUR EXCLUSIVE REMEDY, AND ORACLE'S SOLE LIABILITY, FOR ALL BREACHES OF ANY WARRANTY SPECIFIED IN THIS ORDER.

**f. Use of Managed Cloud Services**

Oracle may make changes or updates to the Managed Cloud Services during the Managed Cloud Services Period, including to reflect changes in technology, industry practices, and patterns of system use and reserves the right to provide services from locations, and/or through use of subcontractors, worldwide.

You acknowledge and agree that (i) if Oracle's performance of activities specified within a Service Description exceeds the timeframe set forth in the Service Description due to your failure to meet the obligations and responsibilities specified in the Service Description or this order, you will be required to purchase applicable additional services from Oracle; use of Managed Cloud Service in a manner not consistent with the Service Specifications and the Service Descriptions may adversely affect services performance and/or may result in additional fees, and (ii) if Oracle's cost of providing the service is increased because of a circumstance outside of Oracle's control, then additional fees for the additional work performed by Oracle due to such circumstances may apply.

**g. Data Privacy**

In performing Non-Cloud service offerings identified as Advanced Customer Support ("ACS") or Managed Cloud Services ("MCS") under this order, Oracle will comply with the Oracle Services Privacy Policy, and the following:

For ACS services the Oracle Consulting & Advanced Customer Services Security Practices,

For MCS services the Managed Cloud Services Delivery Policies for Oracle Public Cloud in the MCS Service Descriptions.

The Services Privacy Policy is available at <http://www.oracle.com/legal/privacy/services-privacy-policy.html> and is incorporated herein by reference. The Oracle Consulting & Advanced Customer Services Security Practices are available under the category "Advanced Customer Services" at <http://www.oracle.com/contracts> and are incorporated herein by reference. The Oracle Consulting & Advanced Customer Services Security Practices do not apply to Services identified in Your order. The Managed Cloud Services Delivery Policies for Oracle Public Cloud in the MCS Services Descriptions are available under the category "Cloud Services" at <http://www.oracle.com/contracts>.

During the Term, Oracle may update the policy and practices to reflect changes in, among other things, laws, regulations, rules, technology, and industry practices. Such updates will not materially reduce the level of performance, functionality, security, or availability of the Services during the Term. Unless otherwise specified in this order, Your Content may not include any sensitive or special data that imposes specific data security or data protection obligations on Oracle in addition to those specified in this order. You are responsible for any required notices, consents and/or authorizations related to Your provision of, and our processing of, Your Content (including any Services Personal Information) as part of the Services.

City of Jacksonville	
Signature	
Name	_____
Title	_____
Signature Date	_____

**BILL TO / SHIP TO INFORMATION**

<b>Bill To</b>		<b>Ship To</b>	
<b>Customer Name</b>	City of Jacksonville	<b>Customer Name</b>	City of Jacksonville
<b>Customer Address</b>	117 W Duval St Ste 400 Jacksonville FL 32202	<b>Customer Address</b>	117 W Duval St Ste 400 Jacksonville FL 32202
<b>Contact Name</b>	Michael Turner	<b>Contact Name</b>	Michael Turner
<b>Contact Phone</b>	904-6301776	<b>Contact Phone</b>	904-6301776
<b>Contact Email</b>	mturner@coj.net	<b>Contact Email</b>	mturner@coj.net

Dear Michael,

Advanced Customer Services (ACS) is a division of Oracle America, Inc. and is focused solely on providing application managed cloud services specific to Oracle Software. Within Oracle, ACS is the only Oracle group that performs Oracle Cloud application run and maintain. ACS has a suite of proprietary tools, methods, capabilities, and accelerators to aid in efficient business results and focused run and maintain support. All designed specifically for use with Oracle's Cloud software portfolio.

As Oracle America, Inc. is the developer and provider of the Cloud Applications, ACS is the appropriate and prudent source for any Cloud applications managed services. Contracting for the software managed services directly with the company that is also the developer of the applications themselves provides many unique advantages including deep product functional and technical capability and ready access to Oracle software development.

ACS has a unique view into Oracle's broader capabilities, and this allows us to advise, consult and guide our clients around Oracle's entire software suite. Underpinning all our work is our proprietary run and maintain service, Mission Critical Support for SaaS (MCS for SaaS). Internally developed and built from the ground up specifically for use in managing Oracle's Cloud applications, MCS for SaaS, helps us to efficiently and consistently accelerate business outcomes for our clients in accordance with the Oracle Cloud application's modern best practices.

Sincerely,

Joshua Walsh  
Sr. Manager  
Oracle Advanced Customer Services

55-10584-21



Requisition FAIT-500810-21

**Requisitioning BU** FAIT: Information Technologies  
**Entered By** Alexander Ciprian  
**Status** Pending approval  
**Description** Oracle Mission Critical Support for SaaS - PSEC Request  
**Emergency Requisition** No

**Requisition Amount** 0 USD  
**Justification**  
**Funds Status** Reserved

**Attachments**

Title	File Name or URL	Description
Oracle Ordering Document for M	Oracle Ordering Document for Mission Critical Support for SaaS.pdf	Ordering Document
Oracle Managed Cloud Services	Oracle Managed Cloud Services – Service Descriptions.pdf	Service Descriptions
Single Source Request Form-Mis	Single Source Request Form-Mission Critical Support for SaaS.pdf	Single Source Request Form
COJ_SingleSource Letter.pdf	COJ_SingleSource Letter.pdf	Sole Source Letter
Request For Approval Cover She	Request For Approval Cover Sheet - Oracle Mission Critical Support for SaaS.docx	Approval Cover Sheet
1Cloud-PSEC Request for Oracle	1Cloud-PSEC Request for Oracle Mission Critical Support for SaaS.pdf	ITD Memo

**Lines**

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status
1		Oracle Mission Critical Support for SaaS - PSEC Request	962.58 Professional Services (Not Otherwise Classified)	1	Each	0.00 USD	0	Pending approval	Reserved

**Requester** Michael Turner  
**Urgent** No  
**Requested Delivery Date**  
**Deliver-to Location** Ed Ball 9th Floor Charge  
**Deliver-to Address** 214 North Hogan Street, 9TH FLOOR, Jacksonville, FL 32202, Duval, United States  
**Note to Buyer** Please assign to Alex Baker. Thank you.

**Supplier** Oracle America, Inc.  
**Supplier Site** Ordering  
**Supplier Contact** John Austin  
**Contact Phone** (850)4022820  
**Charge Account** 53101.113001.531090.000000.000000  
 00.00000.0000000

I CERTIFY THAT FUNDS FOR THIS PURCHASE WERE AUTHORIZED AND PROVIDED FOR IN THE CURRENT BUDGET.

