

**PUBLIC NOTICE**  
**AGENDA**  
**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
**Thursday, April 08, 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 Tease, Chairman  
 Randall Barnes, Treasury  
 David Miguel, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	NOTION	CONTRACT EXP	OUTCOME
Michael Thomas Ed Randolph	P-50-20	Fee & Contract Negotiations Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance Florida Office of Economic Development	That the City of Jacksonville enter into a contract with England, Thims and Miller, Inc., to provide Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance Florida that incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B'; the initial period of service will be three (3) years from execution of contract through March 21, 2024, with two (2) one-year renewal options available at terms mutually agreeable; the maximum indebtedness shall be a not-to-exceed amount of \$225,000.00; All other terms and conditions are per the RFP and the City's standard contract language.		
Leah Hayes Diane Moser	P-11-21	Introduce & Review Scope Occupational Health & Medical Services Program Employee Services Department	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.		
Leah Hayes Diane Moser	P-17-21	Introduce & Review Scope Drug & Alcohol Screening Program Employee Services Department	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.		
<b>MEETING ADJOURNED</b>					

cc: Council Auditor  
 Subcommittee






OFFICE OF ECONOMIC DEVELOPMENT  
CITY OF JACKSONVILLE, FL

**MEMORANDUM**

April 2, 2021

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

**FROM:** Michael Thomas, Real Estate Manager  
Office of Economic Development   
Ed Randolph, Director of Business Development  
Office of Economic Development 

**SUBJECT:** P-50-20 Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance Florida

The Office of Economic Development has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide the **Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance Florida** 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 a contract with England, Thims and Miller, Inc., to provide the **Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance Florida**, that incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for three years from date of execution of contract thru March 21, 2024, with two (2) one-year renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of \$225,000.00. 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

# Civil Engineering & Land Planning Services for Cecil Commerce Center

## ETM Billable Rates 2021

2/19/2021

<b>Position Title</b>	<b>Billable Rate (\$/HR)</b>
Principal-in-Charge	\$245.00
Senior Project Manager	\$228.16
Project Manager	\$180.00
Assistant Project Manager	\$147.00
Senior Engineer	\$190.01
Engineer (PE)	\$157.00
Engineer (EI)	\$98.48
Senior Landscape Architect	\$168.00
Landscape Architect	\$142.62
Senior Graphics Technician	\$145.76
Senior Planner	\$182.00
Planner	\$142.86
GIS Manager	\$184.61
GIS Programmer	\$156.74
GIS Analyst	\$107.60
CADD/GIS Technician	\$94.46
Senior Engineering Designer	\$132.05
Engineering Designer	\$111.17
CEI Senior Inspector	\$140.42
CEI Inspector	\$103.44
Administrative Support	\$84.00
<b>Overhead Rate:</b>	<b>200.00%</b>
<b>Profit:</b>	<b>10%</b>

ETM current Overhead Rate is 203.62% per FDOT audit, see FDOT letter dated 8/7/2020.

RFP terms allow up to 200% overhead and 10% profit and was used to calculate above rates.

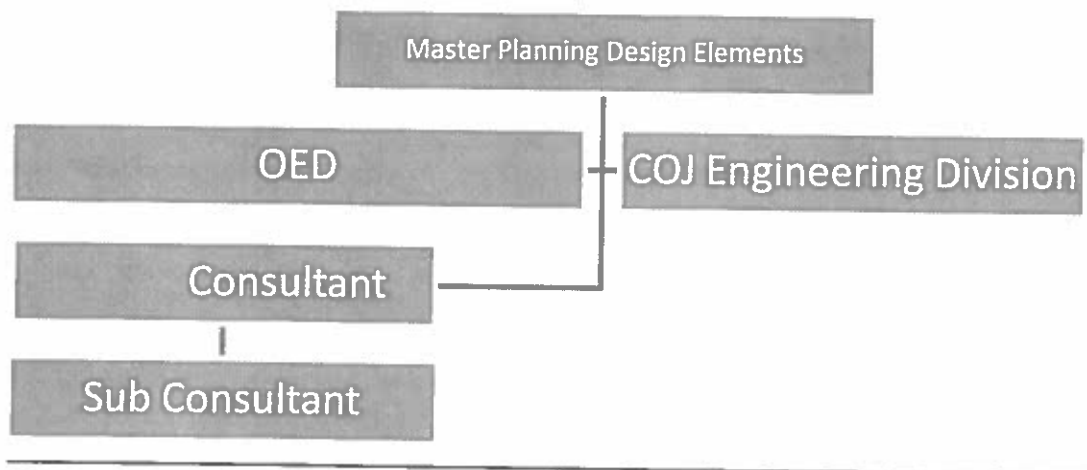
### Description of Services and Deliverables

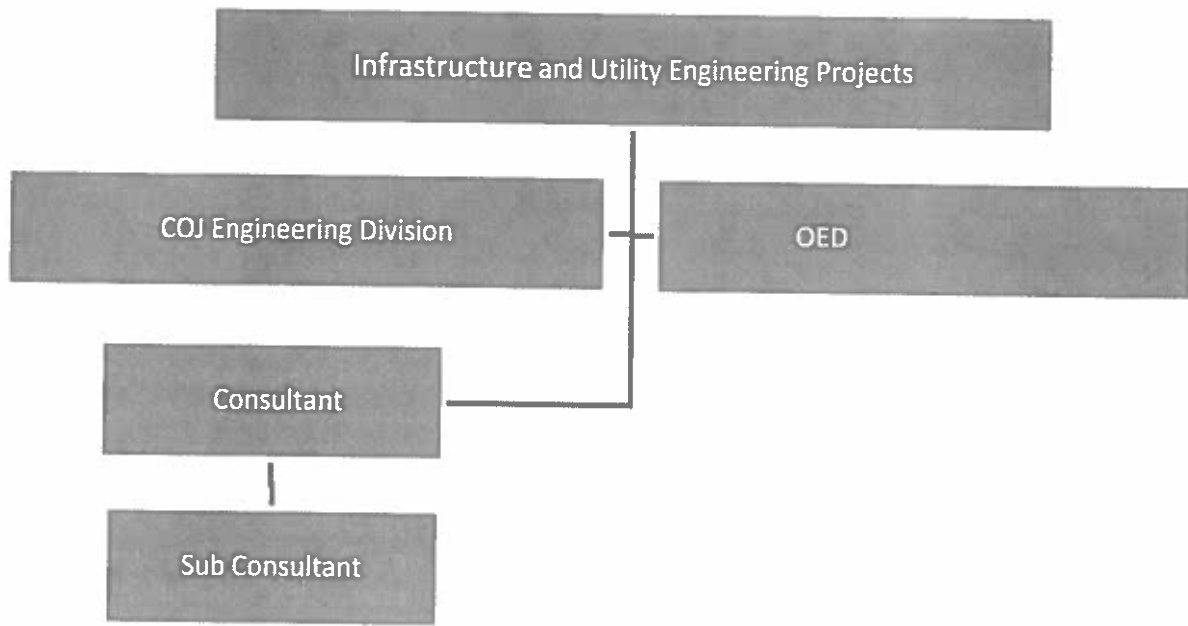
The Consultant will be asked to perform the following:

1. Develop land plans, as needed, for development parcels shown in master plan. The land plans should include but should not be limited to the following: conceptual building size and layout (based on use), proposed retention pond locations, wetland boundaries, points of ingress and egress, and any known easements or other impediments to development.
2. Plan traffic circulation and utility infrastructure to adequately serve development parcels and sub-parcels, as needed.
3. Manage the CCC master stormwater system permits currently in place.
4. Review and modify (if necessary) any traffic concurrency agreements for CCC.
5. Provide topographical and boundary surveys as well as wetland delineations for development parcels, as needed.
6. Provide construction contract management and construction inspection services (CEI) on all City Engineering projects at CCC.
7. Attend all CCC related meetings as requested by OED staff.
8. Coordinate and communicate, at the request of OED staff, with all City and State agencies that regulate development at CCC.
9. Potentially assist in the following projects:
  - Ongoing sitewide drainage maintenance and improvement
10. Any and all such other engineering and land planning services, which are deemed necessary by the OED staff, for Cecil Commerce Center.

### Reporting Structure

The following diagrams describe the reporting structure, for all of the managing parties, involved in the development of Cecil Commerce Center:





---

It is intended that Consultant's services will result in all drawings, specifications, and other documents needed for the City to obtain required permits, seek bids, and contracts for construction of the project.





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

**DATE:** March 26, 2021

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

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

**SUBJECT:** Certification Letter for P-11-21 Occupational Health & Medical Services Program

---

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

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

1. The general purpose of the service or study:  
It is the intent of the City to contract with one or more qualified, licensed practitioner(s) meeting the minimum service requirements stated in Section IV who can provide the services described below. Practitioners may propose on any or all services, but each proposal must be independent.

- Physical Examinations/Medical Evaluations
- Medical Review Officer (MRO) Services
- Laboratory Collection Services (e.g., blood work, drug and alcohol testing)
- Job Site Assessments
- Functional Capacity Evaluations
- Psychological/Psychiatric Evaluations
- Cardio-Pulmonary Exercise (Stress) Testing
- NFPA 1582 - 2007 Edition Employment evaluations, and physical fitness evaluation
- Annual JFRD and JSO physicals



2. The Objective of the study or services:

To ensure employees working for the City of Jacksonville are medically qualified to serve in the capacities they are being hired in as well as ensuring that the city is a Drug Free Workplace.

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

The term will be for one year with four, one-year renewal options on mutually agreeable terms.

---

4. The estimated cost of the service or study:

Cost to be negotiated.

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service:

This proposal does not duplicate any existing service contract

6. List of current contracts or prior services or studies which are related to the proposed study or service.

The current contract is with St. Vincent's First Care, LLC, concluding August 31, 2021.

7. A statement as to why the service/study cannot be done by department or agency staff:

Employee Services staff cannot perform medical tests and related services.

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

- Diane Moser, 630-2427
- Leah Hayes, 630-7090

9. A project funding account number:

Center - 131301

Account - 531090

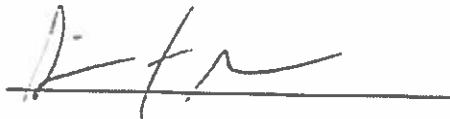
10. The names and email addresses of specific consultants the using agency wishes to be included in the solicitation process.

See provided list

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee

Members have read and understand the Procurement Manual and Procurement Committee Guidelines dated May, 2018.

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



Subcommittee Member Signature



TITLE



Subcommittee Member Signature



TITLE







ONE CITY. ONE JACKSONVILLE.

# 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

**DATE:** March 26, 2021

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

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

**SUBJECT:** Certification Letter for P-17-21 Drug and Alcohol RFP

---

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

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

1. The general purpose of the service or study:

It is the intent of the City to contract with one or more qualified, licensed practitioner(s) meeting the minimum service requirements stated in Section IV who can provide the services described below. Practitioners may propose on any or all services, but each proposal must be independent.

- Controlled Substance and/or Alcohol Testing – On/Off Site
- Department of Transportation (DOT) Education and Training
- Consultant Services
- Fit-For-Duty, Return to Work and Reasonable Accommodation Examinations
- Laboratory and Collection Services

2. The Objective of the study or services:

To ensure the City of Jacksonville is following the Mandatory Guidelines for Federal Workplace Drug Testing Programs (59 FR 29916, 29925) in regard to collection and testing standards for drug and alcohol for all non-Department of Transportation (DOT) related programs.

---

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

This is a one-year service agreement with the possibility of four (4) additional years being added.

4. The estimated cost of the service or study:

Cost to be negotiated.

---

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service:

This proposal does not duplicate any existing service contract

5. List of current contracts or prior services or studies which are related to the proposed study or service.

Solantic dba CareSpot - City Contract

6. A statement as to why the service/study cannot be done by department or agency staff:

Employee Services staff cannot perform medical tests and related services.

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

- Diane Moser, 630-2427
- Leah Hayes, 630-7090

8. A project funding account number:

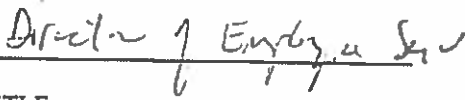
Center - 131301  
Account - 531090

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

See provided list

10. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated May, 2018.

  
\_\_\_\_\_  
Subcommittee Member Signature

  
\_\_\_\_\_  
TITLE

  
\_\_\_\_\_  
Subcommittee Member Signature

  
\_\_\_\_\_  
TITLE

---

1