City of Jacksonville, Florida

Lenny Curry, Mayor

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ONE CITY. ONE JACKSONVILLE.

August 10, 2020

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

Robin G. Smith, P.E.
Chief, Engineering and Construction Management

SUBJECT: P-40-16 Master Stormwater Management Plan (MSMP) Program Management Services- Annual Contract
Contract No. 6354-16 Amendment 6
Consultant Services Account No.:44101.156002.531090.000000

Professional engineering services are needed to revalidate the stormwater utility rate and document the methodology in a technical memorandum. Negotiations with the consultant have resulted in the Attached Scope of Services, Exhibit K and Contract Fee Summary, Exhibit L. There is no rate increase associated with this amendment. CDM Smith, Inc. is committed to meeting the 15% JSEB participation goals established for this contract.

Accordingly, this is to recommend that Contract No. 6354-16, originally executed June 23, 2017, between the City of Jacksonville and CDM Smith Inc. for Master Stormwater Management Plan (MSMP) Program Management Services- Annual Contract be amended to incorporate the attached Scope of Services, Exhibit K and Fee Summary, Exhibit L to add a new lump sum amount for Revalidation of Stormwater Utility Rate in the amount of $22,500.00, thereby increasing the maximum indebtedness to the City by $22,500.00 to a new limit of $414,672.00. All other terms and conditions of the Agreement remain unchanged.

JPP/lw

Attachment: Exhibits K & L

cc: Lori A. West, PW Contract Specialist, Engineering and Construction Management

EXHIBIT K

FOR

CITY OF JACKSONVILLE
MASTER STORMWATER MANAGEMENT PLAN
PROGRAM MANAGEMENT SERVICES
6354-16

July 30, 2020

AMENDMENT NO. 6
STORMWATER UTILITY UPDATE

This Authorization, when executed, shall be incorporated in and become part of the Agreement for Professional Services between the City of Jacksonville (CITY), and CDM Smith Inc. (ENGINEER), dated June 23, 2017 hereafter referred to as the Contract.

PROJECT BACKGROUND

The CITY conducted a major update to their 1992 Master Stormwater Management Plan (MSMP) in 2011 and updated the tributary stormwater models in 2013. Since that time, the CITY has continued to develop and implement capital improvement projects. The 1992 and 2011 MSMP documents considered combined rainfall and tidal flooding to most accurately define flooding and solutions. The current contract includes services related to update, refinement, and maintenance of the CITY's MSMP.

Since the 2013 update, the CITY has provided support to Jacksonville consultants, contractors, developers, and surveyors by distributing MSMP information and providing interpretation of MSMP data. As the CITY's Stormwater consultant, ENGINEER has become the keeper of this data and routinely provides access to the data as directed by the CITY.

Original Contract– The contract included development of a design criteria package and a grant application for the Doeboy Regional Stormwater Facility.

Amendment No. 1 – Amendment No. 1 includes preliminary design services related to development of stormwater treatment facilities for the Arlington area. The amendment includes modifying the existing stormwater model to include the proposed facility, quantifying water quality and quantity impacts, and preparing a cost estimate.

Amendment No. 2 – Amendment No. 2 includes services to maintain the MSMP data sets and models and distribute them to third parties at the CITY's direction on an as-requested basis.

Amendment No. 3 – Amendment No. 3 extended the contract timeline to June 21, 2021

Amendment No. 4 – Amendment No. 4 includes support for the City Community Rating System (CRS) 5-year audit and recertification.

Amendment No. 5 – Amendment No. 5 includes services to provide SWMM modeling services and interpretation of results in response to requests from the CITY for alternative analysis.

Amendment No. 6 – Amendment No. 6 revalidates the stormwater utility rate and documents the methodology in a technical memorandum.

SCOPE OF WORK

The following is a description of the services to be provided under this Task Authorization.

TASK 1 - DOEBOY REGIONAL STORMWATER FACILITY

There are no changes to this task.

TASK 2 - ARLINGTON OED STORMWATER MASTER PLAN

There is no change to this task.

TASK 3 - ARLINGTON OED MEETINGS, PROJECT MANAGEMENT AND QUALITY CONTROL

There is no change to this task.

TASK 4 - MODELING OF MCCOY'S CREEK ALTERNATIVES

There is no change to this task.

TASK 5 - AS-NEEDED ENGINEERING SERVICES FOR MSMP MODELING QUERIES

There is no change to this task.

TASK 6 - STORMWATER UTILITY FEE UPDATE 2020

TASK 6.1 – REVALIDATE THE STORMWATER UTILITY SFU RATE.

CONSULTANT will perform a sampling of up to 700 single family units to revalidate the impervious square footage associated with a single family unit (SFU). The following activities are included in this task:

- Request most recent property appraiser database from CITY
- Request most recent aerial photography from CITY
- Select up to 700 homes from the property appraiser's database for single family residential for impervious area sampling (distribute homes based on geographic area, age, and assessed value)
- Perform hand digitization of impervious area on up to 700 samples
- Perform statistical analysis of results to recommend whether a tiered fee is needed, and the associated thresholds for the recommended tiers

TASK 6.2 – STORMWATER UTILITY METHDOLOGY TECHNICAL MEMORANDUM

CONSULTANT will document the sampling procedure, statistical analysis to set tiered rate structure, and recommended SFU in a technical memorandum. The draft technical memorandum will be provided in digital format to the OWNER for review. Review comments will be addressed within two weeks and a final memorandum will be provided.

BASIS OF ESTIMATE

The following have been used to develop this Scope of Work and the associated budget:

- CITY shall provide most recent property appraiser's database
- CITY shall provide most recent aerial photography for the county

TIME OF COMPLETION/SCHEDULE

The ENGINEER will begin work within 5 calendar days of receiving Notice to Proceed (NTP) from the CITY. The deliverables associated with Task 6 will be provided within 120 days of NTP.

COMPENSATION AND PAYMENT

Work performed by the ENGINEER, as requested by the CITY, will be invoiced monthly based on the percentage of work complete, as shown in Exhibit H. The total amount of Amendment No. 6 is $22,500. The new grand total amount of this contract is **$414,672**.

Exhibit L

CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION

CITY OF JACKSONVILLE, FLORIDA

MSMP PROGRAM MANAGEMENT SERVICES

PART I - GENERAL				
1. Project			**Proposal Number**	
MSMP: Program Management Services - Am6 Stormwater Utility Update 2020			6354-16	
3. Name of Consultant			**Date of Proposal**	
CDM Smith Inc.			8/11/2020	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours		TOTAL
Officer/Technical Expert	82.00	2	$ 164.00	
Principal / Associate / Project Manager	69.00	14	$ 966.00	
Senior Profesional	55.00	16	$ 880.00	
Project Engineer II / GIS Speicalist III	45.00	-	$ -	
Project Engineer I / GIS Specialist II	38.00	48	$ 1,824.00	
Sr. GIS Specialist/Designer	45.00	-	$ -	
GIS Specialist I /Drafter/Technician	32.00	104	$ 3,328.00	
Clerical	23.00	16	$ 368.00	
Field Staff Support Services	31.00	-	$ -	
TOTAL DIRECT LABOR	38.00	200		$ 7,530
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	170.2%	x Total Direct Labor		$ 12,816
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				$ 20,346
8. PROFIT: Labor Related Costs (Item 7)		x	10%	$ 2,035
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation, Per Diem and Equipment				
Presentation Boards				
Reproduction				
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				$ 119
10. SUBCONTRACTS (Lump Sum)				
SUB-CONTRACT SUB-TOTAL				$ -
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				$ 22,500
11. REIMBURSABLE COSTS (Limiting Amount)				
SUB-TOTAL REIMBURSABLES				$ -
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)				**$ 22,500**
12. PRIOR CONTRACT AMOUNT				$ 392,172
AMENDED AMOUNT OF CONTRACT				$ 414,672