

**PUBLIC NOTICE**  
**REVISED PSEAC AGENDA**  
**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
**Thursday, July 14, 2022, 10:00 a.m.**  
 Eighth Floor, Conference Room 851  
 Ed Ball Building, 214 N. Hogan Street  
 Jacksonville, FL 32202  
[Join Teams Meeting](#)  
[Teams Meeting](#)

Committee Members: Gregory Pease, Chairman  
 Brennan Merrill, Treasury  
 James McCain, Jr., OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRA EXP	OUTCOME
Ellyn Cavin Tanja McCoy	P-18-22	Approval to Proceed with Evaluation of the One (1) Proposal Received Floodplain Permit Review Consultant Planning and Development Department	That the committee approves proceeding with evaluation of the one (1) proposal received in accordance with Section 126.302 (f) of the Procurement Code.		
Leah Hayes Diane Moser	P-11-21	Contract Amendment No. 2 Occupational Health & Medical Services Program Employee Services Department	That Contract No. 71164-21 between the City of Jacksonville and St. Vincent's Full Service Urgent Care, LLC, for Occupational Health & Medical Services Program, be amended to: exercise the first renewal option extending the period of service from September 1, 2022 through August 31, 2023, with three (3) renewal options remaining; increasing the maximum indebtedness by \$475,000.00, to a new not-to-exceed maximum of \$1,150,000.00; all other terms and conditions as previously amended shall remain the same.	08/31/22	
Leah Hayes Diane Moser	P-17-21	Contract Amendment No. 1 Drug and Alcohol Screening Employee Services Department	That Contract No. 71173-21 between the City of Jacksonville and Solamix d/b/a CareSpot, for providing Drug and Alcohol Screening, be amended to exercise the first renewal option extending the period of service from September 1, 2022, through August 31, 2023, with three (3) renewal options remaining; and increase the maximum indebtedness by \$55,000.00 to a new not-to-exceed maximum indebtedness of \$110,000.00. All other terms and conditions shall remain the same.		
Mary DiPerna Carolina Teran Ocegueda	P-30-18 SS#6	Contract Amendment No. 4 TRICARE Supplement – Voluntary Group Health Employee Services Department	That Contract No. 9563-02 between the City of Jacksonville and Selman Corporation for the provision of TRICARE Supplement Plan be amended to exercise the fourth and final one-year renewal option extending the period of service from January 1, 2023, through December 31, 2023, no renewal remaining. The City will not subsidize or incentivize this plan, it will be paid for solely by the employees. All other terms and conditions as previously amended shall remain the same.		
Mary DiPerna Carolina Teran Ocegueda	P-26-19	Contract Amendment No. 1 Group Life Insurance Plan Employee Services Department	That Contract No. 10072-01 between the City of Jacksonville and The Standard for the Group Life Plan be amended to exercise the first and final renewal option extending the period of service from January 1, 2023, through December 31, 2024; and increase the maximum by \$5,000,000.00 to a new not-to-exceed maximum indebtedness of \$12,500,000.00. All other terms and conditions shall remain the same.		
Steven Long Robin Smith	P-11-18	Contract Amendment No. 8 Professional Design Services for Preparation of DCP & RFP for Hart Expressway Modifications Department of Public Works/Engineering & Construction Management Division	That Contract No. 10425-01, originally executed August 21, 2018, between the City of Jacksonville and STV, Incorporated for Professional Design Services for Preparation of DCP & RFP for Hart Expressway Modifications, be amended to incorporate the attached Scope of Services, identified as Exhibit Q and Contract Fee Summary identified as Exhibit R; to reduce the not-to-exceed limit for BUILD Grant Assistance by \$180,180.00 to a new limit of \$0.00 and to increase the not-to-exceed limit for Post Design Services by \$180,180.00 to a new limit of \$300,454.70 resulting in a no cost adjustment with the maximum indebtedness remaining \$4,315,543.44. All other terms and conditions as previously amended shall remain the same.		

<p>Lori Boyer Daryl Joseph</p>	<p>P-38-21</p>	<p>Fee &amp; Contract Negotiations Shipyards West Public Park Design Downtown Investment Authority (DIA)/Parks, Recreation &amp; Community Services Department</p>	<p>Reflective of the requirement for Tax Increment Dollar funded projects and Capital Improvement funded projects to be separate, that the City of Jacksonville/Downtown Investment Authority enter into two (2) contracts with Agency Landscape + Planning, LLC, to provide the Shipyards West Public Park Design, that incorporates the attached Scope of Services and Fee Schedules identified as Exhibit 'A' (CRA Scope of Services and Fee Schedule) and Exhibit 'B' (CIP Scope of Services and Fee Schedule), which contract have values of \$447,961 and \$1,385,212, respectively. The total not-to-exceed value of this award is \$1,833,173.00. The period of service will be from execution of the contract through September 30, 2023, with one (1) 6-month renewal option available at terms mutually agreeable. All other terms and conditions are per the RFP and the City's standard contract language.</p>
<p>Ruben Bryant Johnetta Moore</p>	<p>P-30-22</p>	<p>Introduce &amp; Review Scope Residential Substance Abuse Education, Treatment, Case Management &amp; Community Reintegration Aftercare Program for Adult Inmates within the Duval County Correctional System Parks, Recreation &amp; Community Services Department</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 appropriate to clarify the intent of the using agency and to ensure compliance with the City's Ordinances, Procurement policies and procedures and applicable federal and state laws.</p>
<p>Meeting Adjourned: _____</p>			

*"The next PSEC meeting is scheduled to be held on Thursday, July 28, 2022."*



PROCUREMENT DIVISION

MEMORANDUM

**Date:** July 7, 2022

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

**From:** Ellyn Cavin, Chief of Development Services *EC.*  
Planning and Development Department

Bob Blanco, Planning Services Manager *BB*  
Planning and Development Department

**Subject:** Review of RFP Submittal for P-18-22 Floodplain Permit Review Consultant

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The Planning and Development Department received only one (1) proposal for the Request for Proposal(s) **Floodplain Permit Review Consultant**

**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 the foregoing information, staff request the process that should be followed in order to ensure the continued services by evaluating the proposal received.



EMPLOYEE SERVICES DEPARTMENT



June 10, 2022

**MEMORANDUM**

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

**FROM:** Leah Hayes, Chief of Talent Management *Leah Hayes*

**RE:** **Contract Renewal; Occupational Health & Medical Services Program  
P-11-21 Contract #71164-21  
St. Vincent's Full Service Urgent Care, LLC**

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Employee Services currently has a contract, #71164-21 with (4) renewal options for Occupational Health and Medical Services with St. Vincent's Full Service Urgent Care, LLC.

Accordingly, we recommend the following action:

The City exercises its first (1<sup>st</sup>) option to renew contract # 71164-21 with St. Vincent's Full Service Urgent Care, LLC, for providing Occupational Health and Medical Services. The period of service will begin September 1, 2022, and expires August 31, 2023, with three renewal options remaining. All terms and conditions are stated in Exhibit A & B and remains as negotiated in the contract.

Request approval to increase the contract under the negotiated fees, terms and conditions by \$475,000. This is to ensure there is adequate funding to cover Occupational Health and Medical Services through the end of the contract period. This will revise the maximum indebtedness from \$675,000 to a not-to-exceed amount of \$1,150,000.

Attachments:  
Contract Extension Memo  
Vendor Renewal Letter  
Exhibits A  
Exhibits B



## **Ascension St. Vincent's**

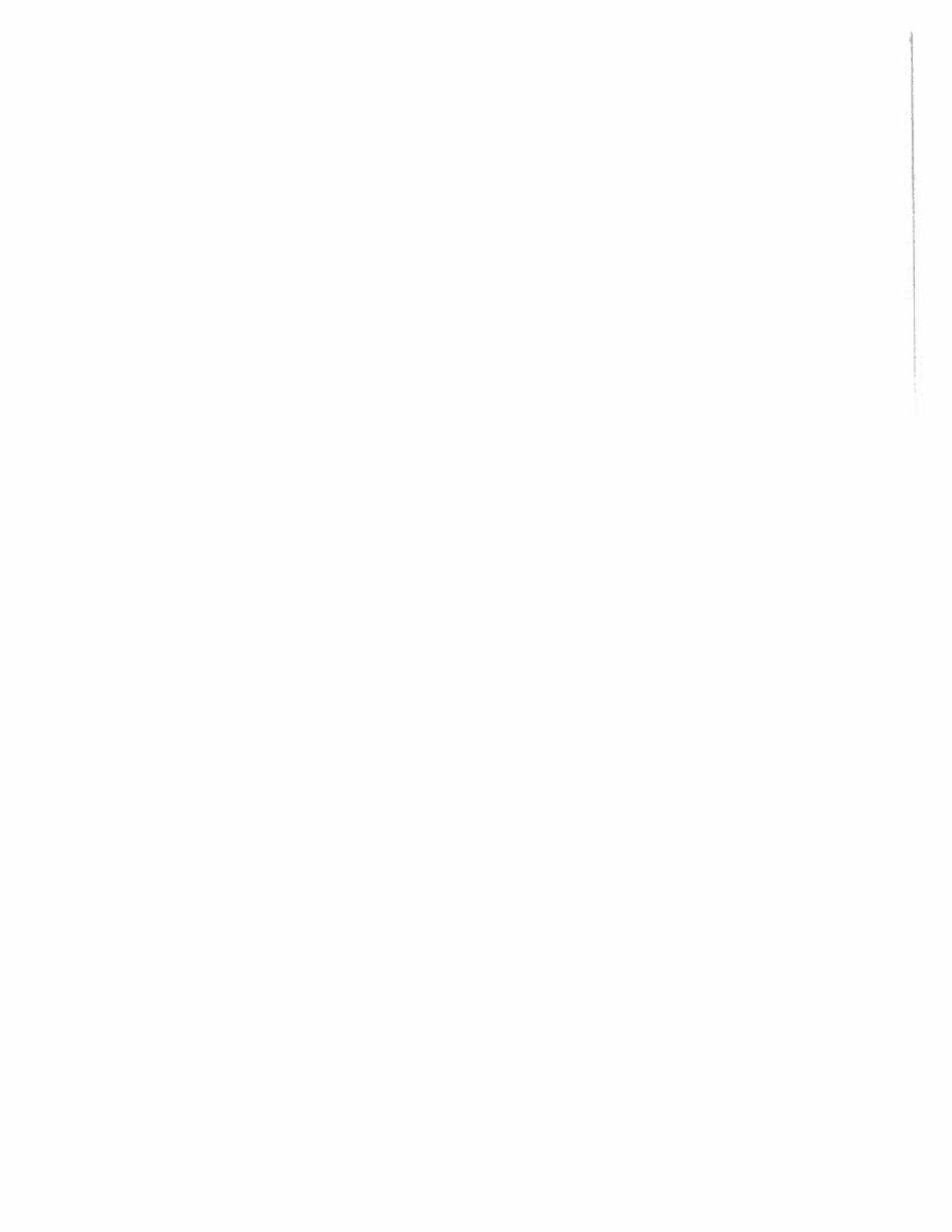
City of Jacksonville  
Employee Services Department  
117 W. Duval Street, Suite 100  
Jacksonville, FL 32202  
Leah Hayes  
Chief of Talent Management

Re: Request to renew 2<sup>nd</sup> year option for contract P-11-21 Occupational Health and Medical Services Program for the City of Jacksonville

We hereby request the renewal of the contract amendment for Occupational Health and Medical Services to begin September 1, 2022.

Sincerely,

Tracey Gatzke  
Account Manager for City of Jacksonville Contract – P-11-21  
Ascension St. Vincent's Urgent Care  
[Tracey.nelson@ascension.org](mailto:Tracey.nelson@ascension.org)  
904-495-8197





## **Exhibit A**

### **Description of Services and Deliverables**

The services required by this RFP are listed below. They must all be sufficiently addressed in your proposal to be given full consideration in the scoring process, and the response may be disqualified if it is not clearly answered, or not answered at all.

- A. The Proposer and all subcontractors must have, at a minimum, the insurance limits as illustrated in 3.21, Insurance Certificates of Coverage, should be provided with your Audited Financial Statements of your proposal response. The Proposer that is awarded this business, and subcontractors used, must keep all required insurance in force and provide an Insurance Certificate of Coverage each year at renewal with the required letter of renewal.
  
- B. Each Proposer must provide responses to all requested information in this RFP and provide information in the proposal to demonstrate their capabilities, past and present, in providing the following services:
  - 1. A comprehensive occupational health and medical services proposer network that will adequately provide local access for all City employees who will require these services.
  - 2. Realistic and competitive rates/ fees for the requested services.
  - 3. Multi-year rate/fee guarantee period.
  - 4. Excellent and timely customer services - wait time for employees must not be more than 15 minute at any visit.
  - 5. A comprehensive reporting package that at a minimum provides what has been requested in this RFP.
  - 6. Legal and legislative updates to the City for any issues regarding changes in state and federal statutes and legislation in Occupational Health and related medical contracted services.
  - 7. Facilities must be private, clean, well furnished, and have adequate storage space and service areas for all functions requested by this RFP.
  - 8. Parking facilities must be sufficient, as described elsewhere in this RFP.
  - 9. Must be HIPAA-compliant and use electronic medical records systems.
  - 10. Qualified, educated, licensed, and well-trained staffing available to provide services 24/7 in all areas required by this RFP.
  
- C. All renewals including all fees, services, or changes to the contract shall be presented to the City in writing no later than January 31 of each year prior to the renewal date of September 1st of the following year. Notice of non-renewal must be submitted in writing

to the City no later than two hundred and seventy (270) days prior to the contract expiration date.

- D. All letters, forms, and other written correspondence that your company will use to communicate with City employees must be included in the proposal.
- E. All forms and documents necessary for plan administration will be provided by the Proposer, including electronic access to the City of relevant information. This shall be provided solely at the Proposer's expense.
- F. At a minimum, the Proposer will be responsible for the following related services:
  - 1. Verification of City employee eligibility, and services requested by the City and protected file maintenance of employees' records.
  - 2. Initial response to the City's and/or employees' inquiries with the resolution of issues no later than the close of the business the day following the day in which the inquiry was received or information was provided.
  - 3. Company personnel shall be available for consultations with the City's staff or consultants, as requested.
  - 4. Contractual changes must be mutually agreed upon and approved in writing by the City before implementation. All contractual changes will only be made on the program anniversary date of September 1, unless otherwise requested or required by the City, or legislative amendments.
- G. Only the services for which your company is selected by this RFP may be provided to City employees. No other products, goods or services shall be solicited or sold to City's employees. The City will request the removal of any company or company representative violating this rule.
- H. The Proposer shall not use any list of City employees' names to solicit any products, goods or services in the employees' home or worksite either in person, by direct mail, phone, electronically or any other form of communication or solicitation. Proposer shall not sell, lease, give or provide employee names to other agents, company representatives, companies or business entities. Most names and addresses of employees are protected by Florida Statutes. A signed affidavit shall be required from the proposer addressing this requirement. Complete Non-solicitation Affidavit Form I.
- I. The Proposer must be able to respond to the City's request to change or modify the existing Occupational Health and Medical Services Program from time to time, as requested by the City or required by law.
- J. Once awarded, the successful Proposer must agree to timely amending the agreement or contract as the City changes or modifies the City's Occupational Health and Medical Services Program. They must be able to accommodate changes in design, funding arrangements, or any other reasonable changes, and meet the needs of the City and its employees, as required.
- K. The Proposer shall remit bill no later than 45 days following 1<sup>st</sup> day of month during which services rendered. The City will have 15 working days to communicate any discrepancies

to the Proposer. Payment for undisputed amounts shall be paid to Prosper no later than 20 days after receipt of the bill. For any disputed amounts, the parties agree to resolve such dispute no later than 45 days after receipt of the bill by the City on which the alleged discrepancies appeared.

- L. The successful Proposer shall maintain internal and external privacy policies and controls that are HIPAA compliant and adequately protect all HIPAA sensitive information and data handled by the Proposer. The successful Proposer must provide documentation that their company is HIPAA compliant. The internal and external privacy policies and controls must be provided even if the Proposer is not bound by HIPAA.
- M. The successful Proposer must assist the City in the implementation and education process of the City's Occupational Health and Medical Services Program.
- N. The successful Proposer will be responsible for:
  - 1. Providing reliable, accurate electronic records acceptable to the City, and bearing the cost for all programming and software.
  - 2. Producing, monitoring, and maintaining a website updated as necessary for users at the City to disseminate information. This information will be kept updated by the Proposer on a timely basis.
- O. Data and Information Entries: The Proposer shall store all data and information for the life of the contract and three (3) years following the termination of the contract and agree to provide the data and information to the City upon request within five (5) working days. Some records will be required to be kept for ten (10) years, as noted elsewhere in this RFP.
- P. The successful Proposer shall perform all administrative and record keeping functions necessary to ensure the accurate accounting and reporting of services.
- Q. The Proposer shall perform the following functions:
  - 1. A system of internal controls shall be in place to prevent fraud, negligence, incompetence, protection of privacy, or process of an inept system. It shall be the proposer's responsibility to identify all problems in this area and to initiate timely corrections or modifications to its operating systems when problems are discovered. The proposer shall advise the City in writing, within twenty four (24) hours, of any potential or existing problems and be in a position to make recommendations on how to correct the problem.
  - 2. The successful Proposer shall book and record all payments received for charges incurred. The proposer shall be subject to audit at the City's request. The audit may be performed by the City's internal auditors or contracted auditors as the City may deem necessary and appropriate. Five (5) days prior notice to audit shall be required.
- R. ~~Data Processing: The successful Proposer shall have electronic data processing (EDP) equipment, computers, fax machines, e-mail and other electronics or data equipment by the date of the award of this contract, as required by the City.~~
- S. The Proposer, in the proposal, must give evidence that it:

1. Has the ability to protect the privacy of all data and information provided by the City or employees in compliance with HIPAA regulations. The proposer should provide criteria and guarantees of HIPAA compliance. The internal and external privacy policies and controls must be provided even if the Proposer is not bound by HIPAA on certain records.
  2. Has the ability to describe in detail the process used for resolving data entry discrepancies.
  3. Will not make changes, enhancements or repairs to its data or information processing system that would create a financial investment or hardship on the City unless it has been demonstrated that the change is to the City's benefit. No such change shall occur until there has been a complete evaluation performed by the City's data processing professionals and satisfactory written agreement is reached between the proposer and the City. All costs of the evaluations, enhancements, repairs and/or changes will be the responsibility of the Proposer.
- T. Upon request by the City, the Proposer will furnish copies of all billed expenses and financial reporting that will represent services used by the City, whether requested in this RFP, or requested at a later date.
- U. The Proposer must have data and information systems that shall be of such sophistication as to provide standard administrative reporting as well as custom reports requested by the City during the course of the contract. All non-standard reports, if requested and provided under this RFP, may be subject to an additional charge that shall not exceed \$1,000.
- V. The successful Proposer's counsel and/or legal department will originate and maintain formal plan documents and all amendments attached thereto in conjunction with the City. It shall be the Proposer's responsibility to maintain compliance with all current local, state and federal legislation and regulation so as to protect the eligibility and integrity of the City Occupational Health and Medical Program. The successful Proposer shall be required to continually monitor all state and/or federal legislation and regulations concerning this program and any affects that legislation and/or regulation may have on such program, and provide timely updates to program document when needed. The Proposer shall consult with the City regarding any federal or state legislation or regulations and discuss how it may impact plan design, recordkeeping, fees, or any other relevant factor of the contract within thirty (30) days following notice of such legislation or regulation.
- W. The successful Proposer is expected to provide prompt and professional service. Each Proposer should identify the location and staffing levels of each service center that will provide service to the City and its eligible employees. An employee service telephone number, internet and website access must be made available to the City and its employees who require services of this program. City staff should be able to have access to the Proposer 24/7. A direct telephone number will be required for this access.
- X. The Proposer will not make unilateral changes to the plan at any time during the plan year. All changes to the plan will be presented in writing and mutually agreed to by each party, at the annual renewal and will be effective on September 1st of each year, or as required by the City or legislatively.

- Y.** The City is requesting that each Proposer match as closely as possible the requested levels of Occupational Health and Medical Services. In some situations, your company may not be able to offer the level of the services requested. In those situations, propose your benefits levels as close to the requested plan as possible. If your company cannot provide the specific program requested, please provide a listing of the benefit deviations on Deviations Form F, and describe an alternative program that will still meet the needs requested in this RFP.
- Z.** Annual Jacksonville Fire/Rescue Department (JFRD) and Jacksonville Sheriff's Office (JSO) Public Safety Personnel Physicals (this may not be part of the contract with the Proposer, but please respond to this section as if it will be included at this time. Also the listed services may or may not all be needed and there may be other services needed.)
- AA.** The City, Jacksonville Sheriff's Office (JSO) and the Jacksonville Fire and Rescue Department (JFRD) is seeking a Proposer that may provide annual physical examinations for Public Safety personnel (JSO, Police, Corrections, Community Service Officers, Sworn Bailiffs and JFRD) at the request of the management of either the JSO or JFRD. The Proposer must be able to provide everything from the initial medical/fitness assessment to follow-up testing and monitoring; and, educational seminars designed to promote the highest quality of health, wellness and fitness.
- BB.** To help reduce injuries to employees, there is a need for a physical assessment of the employees' health. Due to the nature of the work there is a high risk of injury. As a part of the Fire Rescue Respiratory Protection Plan, mandated by Federal OSHA Standards Part 29, a physical is required prior to the testing, training, or use of a respiratory device, which includes everything from a paper tuberculosis (TB) mask to a SCBA.
- 1.** The City is seeking a Proposer that is licensed and certified in the state of Florida to conduct wellness and fitness testing and evaluations, and that is knowledgeable of, and has experience with, the physical and mental stress of Public Safety personnel. Failure to provide such documentation may result in the Proposer's proposal being rejected. In addition, although not a basis for rejection of a proposal from the evaluation process, Proposers responding to the RFP shall submit with their proposals the following:
    - a.** Must have facilities and staff capable of administering scheduled physicals and procedures outlined in this RFP. If off-site facilities are used, ample parking for large Fire/Rescue apparatus must be provided. The facility must be equipped with up to date cardio-pulmonary and metabolic testing equipment. Please confirm that you will have this equipment.
    - b.** The facility must be equipped with a scientific and industry accepted precise method for body fat composition. The body mass index, skin fold estimation, bioelectrical impedance and similar methods are not acceptable for this program. Please describe what you have that meets this requirement.
    - c.** Demonstrate, by providing documentation of periodic inspections, including the most current, that facilities are hygienically safe in all aspects of each facility and services.
    - d.** Describe hygiene practices enacted to protect staff and patients against communicable diseases and bacterial outbreak.

- d. Fully describe the number of examination rooms, waiting areas, and restrooms; how supplies and drugs are stored on-site in each facility; drugs medical records security on-site; and, how you secure your electronic records at each location.
  - f. Must have staff with a minimum of five (5) years' experience in Occupational Medicine.
  - g. Stress Test Treadmill Electrocardiograms will be conducted and monitored by a licensed board-certified Medical Doctor or Nurse Practitioner.
  - h. Must have facilities and staff and/or support personnel capable of administering up to 30 physical screenings and/ or HAZMAT baselines and associated procedures outlined each week, or as directed by the City of Jacksonville's Medical Desk.
  - i. Must understand the physiological and psychological demands placed on Public Safety personnel.
  - j. Must understand the environmental conditions under which Public Safety personnel must perform.
  - k. Must provide documentation of experience in providing Occupational Health Care and be familiar with the Workers' Compensation laws in the state of Florida.
1. Any changes that would result in a change of staffing, qualifications, operational procedures, location of operation, subcontractor, or sale or merger of company from the original proposal, as evaluated prior to the awarding of the contract, must be immediately (within 24 hours) submitted, in writing, prior to the change(s) to the City's Director of Employee Services, in order for the Proposer to retain the contract. Failure to submit this information could cause the contract to be canceled.
2. Annual Public Safety Personnel Physical Requirements:
- a. The Proposer selected for this work will carry out the following tasks and provide the following:
    - (1) Comprehensive Physical Examination based on (NFPA 1500 & 1582 – 2018 Edition)
    - (2) Health Risk Assessment
    - (3) Prostate Exam for Men (Candidate may bring test results from a personal physician if test is less than one year old.)
    - (4) Pelvic Exam for Women (Candidate may bring test results from personal physician if test is less than one year old.)
    - (5) Breast Exam for Women (Candidate may bring test results from personal physician if test is less than one year old.)

- (6) Skin Cancer Screening
- (7) Cardiac Assessment:
  - (a) Echocardiogram
  - (b) Resting EKG
  - (c) Cardiac Stress Test
    - (i) Age 35-44 Bi-annually
    - (ii) Age 45>annual
  - (d) Carotid Artery Ultrasound
  - (e) Abdominal Aorta Ultrasound
  - (f) Peripheral Vascular Test
  - (g) Total Lipid Profile
- (8) Cancer and Disease Assessment:
  - (a) Digital Exam with occult screening
  - (b) PSA for Men (for age 45>)
  - (c) Thyroid Ultrasound
  - (d) Liver, Pancreas, Gall Bladder, Spleen, and Kidney Ultrasound
  - (e) Pelvic Ultrasound for Women (Test not necessary post total hysterectomy.)
  - (f) Osteoporosis Bone Density (Based on age and risk factors.)
  - (g) Diabetes Test (Glucose-A-1c)
  - (h) Chest X-ray
  - (i) PAP Smear (Candidate may bring test results from personal physician if test less than one year old.)
- (9) Pulmonary Function Test

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- (10) Isokinetic Testing - As directed in NFPA 1582 - 2018 edition
- (11) Lab Tests

- (a) Urinalysis
- (b) Complete Blood Count
- (c) Comprehensive Metabolic Panel
- (d) Thyroid Stimulating Hormone TSH
- (e) Hemocult
- (f) Urine Drug Screen - seven (7) or ten (10) panel DOT drug screen with conformation of results sent to the City of Jacksonville Medical Desk.
- (g) HAZ-MAT testing for members of the HAZ-MAT Team (60) per OSHA 29 CFR 1910.120 and NFPA 472. Additional testing may be done on an "as needed" basis.
- (h) Hepatitis A, B & C testing
- (i) Immunizations for Hepatitis A & B & boosters
- (j) Hepatitis A & B Titers when needed
- (k) HIV Testing

**(12) Visual Acuity Test (NFPA 1582-2018 for JFRD)**

**(a) Vision Standards Firefighters:**

- (i) **Visual Acuity.** Corrected vision shall be at least 20/30 (Titmus) in each eye. Due to the demonstrated likelihood of dislodgment or breakage, candidates who are able to wear only glasses with frames shall meet an uncorrected standard not worse than 20/100 (Titmus) in each eye. Those candidates who use soft contact lenses shall have vision correctable to at least 20/30 in each eye, with no uncorrected standard, provided the employing agency will monitor compliance.

Replacement glasses or lenses (as appropriate) shall be on the person or readily available at all times during each work shift.

- (ii) **Color Vision.** Red or green deficiencies may be acceptable, providing the applicant can read at least nine (9) of the first thirteen (13) plates of Ishihara Test (24 Plate Edition). Recourse testing is available by means of the Farnsworth-Munsell tests can meet the color vision standard by



demonstrating that they can correctly discriminate colors via field test conducted by the employer and approved by DPSST.

- (iii) **Depth Perception.** Depth Perception shall be sufficient to demonstrate stereo depth perception adequate to perform the essential tasks of the job. Recommended tests are Titmus, or Keystone, etc. or other nationally recognized tests.
- (iv) **Peripheral Vision.** Visual Field Performance shall be 140 degrees in the horizontal meridian combined.
- (v) **Night Blindness.** A history of night blindness should be evaluated to determine applicant's capacity to perform essential tasks at night, or in dark or low settings.

- (13) **Hearing Exam (Audiometric exam per NFPA 1582)**
- (14) **Mental Health Assessment**
- (15) **Personnel Consultation with review of testing results**
- (16) **Recommendations for medical interventions and behavioral Modification changes**
- (17) **Monitoring of high-risk patients**
- (18) **Counseling for disease management**
  - (a) **Smoking Cessation**
  - (b) **Stress Management**
  - (c) **Weight Watchers**
  - (d) **Healthy Heart**
  - (e) **Diabetes Management**
  - (f) **Healthy Mind, Healthy Body Information**
  - (g) **Awareness Newsletters**
- (19) **Fitness Program**
  - (a) **Fitness and Agility Evaluation**
  - (b) **Body Composition Analysis**

- (c) Cardiovascular Training
- (d) Resistance Training
- (e) Stretching/Flexibility Training
- (f) Fitness Challenge
- (g) Nutritional Analysis
- (h) Weight Management Goals
- (i) Incentive Programs

3. To provide Public Safety personnel with summary information of their respective personnel suitability to perform the job function. The Proposer selected would recommend programs and training to reduce the chance of injury and illness. The selected would provide monthly and annual summaries of results of the testing and training administered to Public Safety personnel. Each Department will provide the scheduling of its personnel.
4. The Proposer selected will provide all data requested relating to the employee annual physical.
5. The results of the exam will be provided for the Employee and to the City of Jacksonville's Medical Desk to be put in the employee's medical records.
6. The Proposer will develop computerized data reports and or electronic copies of the results and forward the same to the City of Jacksonville's Medical Desk. The information will be sent, upon request, to the City of Jacksonville's Medical Desk on a weekly basis. Format must be compatible with JFRD and JSO databases.
7. The following data formats are acceptable:
  - a. Text File
  - b. Microsoft Excel
8. The Employee's file should be provided electronically to the Public Safety Departments. Other electronic media or methods will be considered depending on the file size. A file nomenclature must be provided indicating the data types and lengths of the various fields in the nomenclature.
9. A text file must meet the following requirements:
  - a. A fixed field width must be provided for each column.
  - b. A carriage return (CR) and a line feed (LF) should be used for the row delimiter.
  - c. Other delimiters may be used, but must have prior approval from JFRD and JSO.

10. **Physicals that reveal the conditions that dictate further testing or treatment will require coordination through the Employee and the City of Jacksonville's Medical Desk. The following conditions will be reported immediately to the City of Jacksonville's Medical Desk:**
  - a. **Abnormal EKG and other related cardiac abnormalities**
  - b. **New onset of Hypertension or uncontrolled Hypertension**
  - c. **Diabetes**
  - d. **Asthma**
  - e. **Failure of the PFT**
  - f. **Any significant abnormal lab values**
  - g. **Any condition that may show cause for a Fit-For-Duty**
  - h. **Any condition that does not meet the current standards of NFPA 1582-2018.**
11. **Final evaluation will be reviewed and signed by a Medical Doctor who is board certified in Industrial or Occupational Medicine, Emergency Medicine, or Internal Medicine. This certification must be provided before any contract is awarded. A board-certified cardiologist may be required for this final review.**

**CC. Cardio-Pulmonary Exercise (Stress) Testing**

**If applicable, Firefighters, Police, Correctional, Judicial, and Community Services Officers and Sworn Bailiffs, as part of their pre-employment physical, may require cardio-pulmonary exercise testing and review and final analysis by the Proposer's board-certified cardiologist.**

1. **Cardio-pulmonary stress tests are symptom limited, incremental exercise tests that involve a continuous ramped increase in workload continuing until the patient has symptoms (i.e., fatigue or shortness of breath) that cause him to feel he cannot continue at higher workloads.**
2. **Measurements and data obtained include an EKG for evaluation of heart rate, ST segments and arrhythmia detection, expired gases measurement using flow meter, capnometer and oximeter; pulse oximetry, and blood pressure.**
3. **Test capabilities will include:**
  - a. **Spirometry**
  - b. **Flow Volume Loops (regular and partial)**
  - c. **Maximum Voluntary Ventilation**

- d. Gas Dilution Lung Volumes
- e. Distribution of Ventilation
- f. Closing Volumes
- g. Intra-breath Diffusing Capacity
- h. Maximal Respiratory Pressures
- i. Cardiopulmonary Exercise Testing
- j. Indirect Calorimetry
- k. Resting Energy Expenditure

4. From ventilation and gas exchange parameters, the following are obtained:

- a. Rate of carbon dioxide elimination ( $VCO_2$ )
- b. Rate of oxygen uptake ( $VO_2$ )
- c. Respiratory quotient, R, which is the ratio of  $VCO_2$  &  $VO_2$ , measured simultaneously
- d. Ventilatory equivalents for  $CO_2$  and  $O_2$  ( $VE/VCO_2$ ,  $VE/VO_2$ ); these ratios are obtained by the division of these two parameters measured at the same time.

5. Results to be interpreted by a board certified MRO or board-certified cardiologist experienced in interpreting this type of test.

**DD. Consultant Services**

The Proposer may be required to review medical information available on an employee and render an opinion on reasonable accommodation, severity of disability, etc. In addition, the Proposer shall be required to provide qualified staff to testify as expert witnesses, if requested, or meet with the City on other program-related issues.

**EE. Electronic Medical Records & Services**

The Proposer must possess a HIPAA compliant Electronic Medical Records (EMR) system. The Proposer must provide complete electronic services, e.g., administration, electronic appointments, medical records, accounting and auditing functions for the length of the contract. The Proposer will deliver to the City a secured electronic interface of appointments and services, including examination and lab results information pertaining to City employees, that can be viewed "real time" on a daily basis.

The Proposer must provide the data in an industry standard format such as, HL7. The Proposer's choice of data form standards and secure data transfer protocol must be clearly

defined in the Proposer's response to this RFP. The definition of the data format and transfer protocols must also include information on how the Proposer's solution conforms to current industry standards and Federal/State directives governing the storage and transferring of patient electronic medical records. In addition, the Proposer must demonstrate their proactive involvement with the industry and government organizations that are setting future standards for EMR processing.

**FF. Fit-For Duty, Return to Work and Reasonable Accommodation Examinations**

The proposer must be able to conduct medical examinations and evaluations as required when an employee wishes to return to work after an illness or injury, or the employer requires an assessment based on observed events to determine fitness for duty to perform essential functions with or without an accommodation. The evaluation may include a medical assessment as to appropriate accommodation for the employee if returning with a disability. Testing for the presence of alcohol and/or illegal or controlled drugs may be required.

**1. Fit-For-Duty Examinations**

- a. Job candidates and employees shall have a medical examination conducted by a board-certified Medical Doctor licensed to practice medicine in the State of Florida.
- b. The examination shall enable the physician to advise the City about each candidate/employee's functional ability and limitations in relation to specific job functions and requirements. These functions and requirements shall be provided by the City to the Proposer. These functions and requirements are constantly reviewed by the Chief of Talent Management and may be revised during the contract period. If such revisions result in new or different medical or functional testing, the fee for such testing will be negotiated and the contract shall be amended. The Proposer must agree to conduct physical examinations in accordance with any such changes in the job functions and requirements, subject to new fees, if required. Any recommendations or conclusions by the physician should, in compliance with the Americans with Disabilities Act (ADA), focus on only two concerns:
  - (1) Whether the candidate currently is able to perform the specific job, with or without, an accommodation; and, recommending an accommodation, if possible.
  - (2) Whether the candidate can perform the specific job without posing a direct threat to the health or safety of the candidate or others; if not, identifying the direct threat.

**2. Pre-employment physicals shall be based on minimal medical standards established by the City or the appropriate pension plan. In the event of conflict between these standards and the Americans with Disabilities Act (ADA), the ADA provisions shall prevail. These standards may be changed during the contract period. The Proposer agrees to comply with any changes to the minimum medical standards requested by the Manager, Personnel Services. Pension physicals will**

not preclude pension participation, but may preclude active employees from eligibility due to death or disability benefits for a pre-existing condition.

3. Examinations shall be conducted under the direct supervision of the Proposer's board-certified physician, who shall be in charge of the examining activity and has the authority to make medical decisions and recommendations within the scope of the contract.
4. Fit-for-Duty/Return-to-Work/Reasonable Accommodation shall include, but not necessarily be limited to, the following procedures:
  - a. Review previously completed Medical Certificate.
  - b. Review of any material received as a result of medical inquiry.
  - c. Review job requirements.
  - d. General review of systems.
  - e. Height, weight, pulse, blood pressure, temperature.
  - f. Range of motion back examination and functional capacity, when specified.
  - g. Determine employee's ability to perform job requirements OR recommend specialty examination/inquiry needed in order to make such determinations.
  - h. Collection of urine and blood specimens for laboratory work-up in connection with all physical examinations. A sufficient urine specimen shall be collected so as to facilitate split sample substance abuse testing.
    - (1) For non-DOT testing, collection shall be in accordance with union contracts and the City's adaptation of the Mandatory Guidelines for Federal Workplace Drug Testing Programs (59 FR 29916, 29925), as noted in paragraph 4.0 above.
    - (2) The collection of specimens to be tested under the Department of Transportation's Drug and Alcohol Testing Program must be accomplished in compliance with (49 CFR 40) and as it may be amended from time to time.
  - i. Recommend, as appropriate, employee/applicant for Functional Capacity Evaluation or for Psychological/Psychiatric Evaluation.
  - j. Perform, or have performed when specified, the testing for human immunodeficiency virus in compliance with Chapter 381.004, Florida Statutes, as amended.
  - k. Furnish the designated City representative the completed Medical Certificate within four (4) working days after the medical examination is conducted, including the laboratory reports specifying the results of all

required laboratory tests. For fit-for-duty examination, the Proposer shall provide results/recommendations immediately where there is a direct threat to the health or safety of the employee or others. This information must be presented via an Electronic Medical Records (EMR) system upon implementation of the contract.

- i. Conduct examinations at a designated location agreeable to the City and the Proposer, within one (1) working day after being notified of a request for the examination. Fit-for-duty examinations where a direct threat to health or safety may be a factor, an examination must be provided, when requested by the City, within two (2) hours of the request.
  - (1) The results of the examination and the data collected will be examined, interpreted and reported on each candidate or employee by a certified physician and documented by signature and date. When examinations indicate further medical tests are required, that are considered outside the normal examination scope, prior approval must be obtained from the Chief of Talent Management, or a designee.
  - (2) Chest and back x-rays shall be interpreted by a board certified Radiologist whose report shall accompany the candidate's Medical Certificate to the Chief of Talent Management, or a designee.
- m. It will be the responsibility of the Proposer to furnish the City with clear recommendations on the employment, limited employment, non-employment, fitness-for-duty, return to work, and/or reasonable accommodation of the candidate/employee for the job consideration and to determine the conditions under which the candidate will participate in the City's General Employees Pension Plan, Corrections Officer Pension Plan or the Police and Fire Pension Fund, in accordance with Medical Standards.
- n. The Proposer shall be available to provide consultation services within three (3) working days of the request for that service, or earlier under emergency conditions.
- o. The Proposer must be appropriately licensed and qualify as an expert witness, or provide an expert witness, for testimony at judicial or administrative proceedings on all services provided.

#### **GG. Functional Capacity Evaluations**

Evaluations may be required to determine the physical capabilities and/or limitations of an applicant or employee, and whether or not they can perform the essential functions of a job, with or without an accommodation.

1. The Proposer shall evaluate employees on a case-by-case basis as determined by referral from the Medical Proposer for the City of Jacksonville or the Manager, Personnel Services, or the Director of Personnel and Professional Standards for the

**JSO. At all times the evaluations shall ensure compliance with the Americans with Disabilities Act. The evaluation shall include but not be limited to:**

- a. A review of all essential physical job functions and requirements.
  - b. A review of any determination by a licensed practitioner, if applicable, delineating those functions or requirements for which the employee requires accommodation in order to perform the essential functions of the job.
  - c. A meeting with the employee/candidate for examination and/or evaluation testing purposes.
2. The Proposer shall submit in writing a report of the Functional Capacity Evaluation finding. The report shall clearly indicate the candidate / employee's physical ability to perform the essential physical requirements and all reasonable accommodations that would allow the candidate/employee to perform the essential functions of the job.
  3. The report shall be provided to the City no later than five (5) working days after services are initiated.

#### **HH. Job Site Assessments**

Appropriate personnel must be made available by the Proposer for timely evaluations of job sites for the purpose of making recommendations for ergonomics necessary for an employee to perform the essential functions of a certain job.

1. The Proposer shall assess job sites on a case by case basis as determined by the Chief of Talent Management or the Director of Personnel and Professional Standards for the JSO. The assessment shall include but not be limited to:
  - a. A review of any determination by a licensed practitioner, if applicable, delineating those functions or requirements for which the employee requires accommodation so as to be able to perform the essential functions of the job.
  - b. The Proposer shall submit in writing a report of the job site assessment finding. The report shall clearly indicate any and all reasonable accommodations that would allow the candidate/employee to perform the essential functions of the job.
  - c. Any recommendations or conclusions by the Proposer must be in compliance with the Americans with Disabilities Act.
  - d. The report shall be provided to the City no later than five (5) working days after services are initiated.
  - e. The Proposer must provide an expert to testify at judicial or administrative proceedings or other form of hearing, to defend the validity of testing procedures.



**II. Laboratory and Collection Services (e.g. blood work, drug, and alcohol testing)**

The Medical Laboratory shall meet all equipment, location, and personnel requirements as established by Department of Transportation (DOT) regulations (49 CFR 40, 59 FR43000, as amended), and other requirements as listed elsewhere in this RFP.

1. The Medical Laboratory shall meet all equipment, location and personnel requirements as established by Department of Transportation regulations (49 CFR 40, 59 FR 43000, as amended).
  - a. Be a current and fully licensed medical laboratory.
  - b. Provide a facility within Jacksonville, Florida to collect blood, urine, hair or breathe specimens.
  - c. Provide state certified technician(s) licensed to do business in the state of Florida, to collect blood, urine, hair or breathe specimens.
  - d. Be able to collect blood, urine, and hair or breathe specimens 24 hours a day, 7 days a week.
  - e. Be certified by the appropriate certifying agency (i.e. Substance Abuse and Mental Health Services Administration for Department of Transportation regulated testing).
  - f. The medical laboratory shall maintain written results of tests for two years.
  - g. The Employee Services Department shall have the right to inspect the medical laboratory's facilities before and after the contract is awarded, and on an on-going basis, as requested.
  - h. The medical laboratory must provide an expert to testify at judicial or administrative proceedings or other form of hearing to defend the validity of testing procedures and provide litigation packages, if needed.
  - i. The Proposer shall comply with the parameters of substance abuse testing as specified in collective bargaining agreements between the City and bargaining units, as well as any specified by federal regulatory agencies (e.g., Department of Transportation).
2. In testing for the presence of alcohol, the medical laboratory shall comply with the following:
  - a. A generally accepted blood test procedure with quantitative results showing the amount of alcohol present in the blood; OR
  - b. ~~Use of an accepted breath analysis procedure using breath analysis equipment that conforms to National Highway Safety Administration (NHSA) Standards (61 FR 3079, and subsequent revisions) any applicable state statutes and for JFRD, procedures for evidential breath analysis and~~

reporting as presented in 49 CFR 40, amended by 60 FR 19679, and as may be amended from time to time.

- c. The percent of weight of alcohol in the blood shall be based upon grams of alcohol per 100 milliliters of blood.
  - d. In testing for the presence of alcohol, the medical laboratory will present to the Medical Review Officer a confidential written report of the results of the testing within 24 hours of a negative test; within 48 hours of a confirmed positive test. There may be reporting by telephone, but written negative results must be submitted to the City within three (3) days and positive results within four (4) days.
3. The Proposer will conduct a 7-Panel test for all non-DOT testing for the presence of illegal or controlled drugs for JSO officers and sworn bailiffs and a 5-Panel test for all others tested. The medical laboratory shall comply with the following:
- a. The threshold level or cutoff limit shall be established in accordance with the Department of Health and Human Services (DHHS) Mandatory Guidelines for Federal Workplace Drug Testing Programs (59 FR 29916, as amended), or in accordance with generally accepted medical procedures, where such limits have not been established by DHHS Guidelines.
  - b. The medical laboratory shall follow chain of custody procedures consistent with the Department of Transportation, Procedures for Transportation Workplace Drug and Alcohol Testing Programs (49 CFR 40, 60 FR 19535, as amended) and with the DHHS Guidelines.
  - c. The medical laboratory shall use the following procedures to the extent that they are not inconsistent with DHHS Guidelines:
    - (1) The medical laboratory shall submit the first of the samples to an immunochemical assay or radio-immunoassay test. If the results of this test are negative, no further testing is required.
    - (2) If the results of the test are positive, the medical laboratory shall submit the same sample for further testing using the gas chromatography/mass spectrometry (GC/MS) method to confirm the initial test results. The medical laboratory will not notify the Medical Review Officer (MRO) unless the results have been confirmed.
    - (3) The Proposer will ensure that a sufficient urine specimen is collected so as to facilitate a potential split sample testing and/or as requested by the MRO.
    - (4) The medical laboratory will present to the Medical Review Officer a confidential written report of the results of the testing within 24 hours of a confirmed negative test; within 48 hours of a confirmed positive test. There shall be no reporting by telephone. The

medical laboratory shall maintain written results of tests for two years.

(5) The Proposer will conduct a 5-Panel Test for all DOT testing for the presence of illegal or controlled drugs, the medical laboratory shall comply with the following:

(a) The threshold level or cutoff limit shall be established in accordance with the Department of Transportation, Procedures for Transportation Workplace Drug and Alcohol Testing Programs (49 CFR 40, 59 FR 43000, as amended).

(b) The medical laboratory shall follow chain of custody procedures consistent with the Department of Transportation, Procedures for Transportation Workplace Drug and Alcohol Testing Programs (49 CFR 40, 60 FR 19535, as amended).

(c) The medical laboratory shall use the following procedures to the extent that they are not inconsistent with DOT Guidelines:

(i) The medical laboratory shall submit the first of the samples to an immuno- chemical assay or radioimmunoassay test. If the results of this test are negative, no further testing is required.

(ii) If the results of the test are positive, the medical laboratory shall submit the same sample for further testing using the gas chromatography/mass spectrometry (GC/MS) method to confirm the initial test results. The medical laboratory will not notify the Medical Review Officer (MRO) unless the results have been confirmed.

**JJ. Mandatory Immunizations**

Hepatitis A, B & C testing, Immunizations for HEP A & B & boosters, Hepatitis A & B Titers when needed, HIV Testing, and others as requested by the City, or mandated by law.

**KK. Medical Review Officer (MRO) and Cardiologist Services**

Medical Review Officer Services will be provided by a licensed medical doctor (M.D.), who is board certified in Industrial or Occupational Medicine, Emergency Medicine, or Internal Medicine, and certified as a MRO, will have oversight over this program; will be required to review and interpret the results of all tests conducted and if necessary, review of

controlled substance tests; review and interpret positive/negative screen results; and, meet the deadlines established elsewhere in this RFP. The Proposer and MRO shall:

1. Comply with the reporting parameters of substance abuse testing as specified by the City and in accordance with federally-regulated program such as the Department of Transportation (DOT) Drug and Alcohol Testing Program.
2. At a minimum, the MRO will submit to Employee Services a confidential written report, satisfying all regulatory requirements, and a copy of the actual laboratory testing reports within 24 hours of receipt of negative test results from the medical laboratory and within 48 hours of a confirmed positive test. There may be reporting by telephone, but the written report must be submitted immediately following the verbal report.
3. The MRO shall maintain written results of tests:
  - a. Non-DOT testing - records shall be retained for a minimum of two (2) years or longer if so required by state statutes or federal regulations.
  - b. DOT Testing - Positive results shall be retained for a period of five (5) years and all other records shall be maintained for one (1) year, in accordance with DOT regulations (49 CFR 382, 61 FR 9553, as amended).
  - c. The MRO shall request the medical laboratory to perform a split sample test when informed by the City that the employee has officially requested a split sample test be accomplished.
4. A board-certified cardiologist's services may be required for evaluations and to render second opinions for examinations and other issues as required by this RFP.

**LL. NFPA 1582 – 2018 Edition**

Provide fitness evaluations, employment evaluations, and physical fitness evaluation (aerobic capacity, muscular strength (grip, arm, and leg) muscular endurance (push up and curl up), flexibility (sit & reach) for Public Safety candidates as defined during negotiations.

**MM. Non-Performance Penalties**

The City reserves the right to reduce payment of charges when the selected proposer or subcontractors fails to meet required performance standards.

**NN. General Employee Pension Plan Disability Evaluation**

The proposer must be able to conduct examinations and/or medical records review based on position descriptions and established criteria on employees seeking a disability pension. This examination or review may be used to preclude active employees from

eligibility due to death or disability benefits for a pre-existing condition. The proposer must be able to furnish the designated City representative a detailed medical evaluation report within five (5) working days after the medical examination or review is conducted, including the laboratory reports specifying the results of all required laboratory tests. If no medical examination is conducted, the written medical evaluation report shall be due within five (5) working days after receipt of the required information. In instances where the physician deems additional information is necessary either through further evaluation by specialists or records received from the employee's health care providers, the results shall be due to the city within 5 working days of receipt of the required information/records.

**OO. Post Offer Physical Examination / Medical Evaluations**

1. The City is seeking a Proposer to conduct post-offer employment physical examinations based on position descriptions or other established criteria on candidates who have been made a conditional offer of employment; provide required medical and substance abuse testing services for applicants and employees of the City; and, any other type examinations or services deemed necessary by the City and/or stated within this RFP. Examinations shall be conducted under the direct supervision of the Proposer's physician, who shall be in charge of the examining activity and has the authority to make medical decisions and recommendations within the scope of the contract. Post-offer of employment examinations shall include, but not necessarily be limited to, the following procedures:
  - a. Review job requirements.
  - b. Chest x-ray (14x17 PA and Lateral view), with some exceptions.
  - c. EKG, when specified and EKG over read, when specified.
  - d. Back x-ray with range of motion examinations and functional capacity, when specified.
  - e. PPD, when specified.
  - f. Pulmonary Function Test, when specified.
  - g. General review of systems.
  - h. Audiometric testing.
  - i. Complete medical certificate history based on information required by Medical Certificate Form.
  - j. Color vision and visual acuity testing and Titmus, when specified. (JSO Police, Corrections, Community Service and Judicial officers, and sworn bailiffs).
    - (1) Vision Standards:

- (a) **Visual Acuity.** Corrected vision shall be at least 20/30 (Titmus) in each eye. Due to the demonstrated likelihood of dislodgment or breakage, candidates who are able to wear only glasses with frames shall meet an uncorrected standard not less than 20/100 (Titmus) in each eye. Those candidates who use soft contact lenses shall have vision correctable to at least 20/30 in each eye, with no uncorrected standard, provided the employing department will monitor compliance. Replacement glasses or lenses (as appropriate) shall be kept on the person or readily available at all times during each work shift.
- (b) **Color Vision.** Red or green deficiencies may be acceptable, providing the applicant can read at least nine (9) of the first thirteen (13) plates of Ishihara Test (24 Plate Edition). Recourse testing is available by the Farnsworth-Munsell tests that can meet the color vision standard by demonstrating that they can correctly discriminate colors via field test conducted by the City and approved by DPSST.
- (c) **Depth Perception.** Depth Perception shall be sufficient to demonstrate stereo depth perception adequate to perform the essential tasks of the job. Recommended tests are Titmus, Keystone, or other nationally recognized tests.
- (d) **Peripheral Vision.** Visual Field Performance shall be 140 degrees in the horizontal meridian combined.
- (e) **Night Blindness.** A history of night blindness should be evaluated to determine applicant's capacity to perform essential tasks at night or in dark or low settings.

- k. Review of, and comment on, any material received as a result of medical inquiry related to conditions reported or discovered.
- l. Determine candidate's ability to perform job requirements, which may include a psychological or psychiatric evaluation.
- m. Functional capacity test (range of motion), when specified.
- n. Review of, and comment on, laboratory work which includes:
  - (i) Hepatitis Profile, when specified
  - (ii) Blood serology
  - (iii) SMAC, including urinalysis
  - (iv) HIV/AIDS
- o. Height, weight, blood pressure, pulse, temperature

- p. **Perform and interpret Cardio-Pulmonary Exercise (Stress) Test when specified for Firefighters, Sworn Bailiffs, Police, Community Service, Judicial, and Correctional officers. NFPA 1582 – 2018 Edition Employment evaluations, and physical fitness evaluation for Firefighters and NFPA 1582 – 2018 Edition Employment evaluations for JSO Officers.**

**1. POST OFFER PHYSICAL**

- a. **Job candidates and employees shall have a medical examination conducted by a board-certified Medical Doctor licensed to practice medicine in the state of Florida.**
- b. **The examination shall enable the physician to advise the City about each candidate's/employee's functional ability and limitations in relation to specific job functions and requirements.**
- c. **These functions and requirements shall be provided by the City to the Proposer. These functions and requirements are constantly under review by the City Employee Services Department and may be revised during the contract period. If such revisions result in new or different medical or functional testing, the fee for such testing will be negotiated.**
- d. **The Proposer agrees to conduct physical examinations in accordance with any such changes in the job functions and requirements and subject to fees being negotiated if new or different tests are required. Any recommendations or conclusions by the physician should, in compliance with the Americans with Disabilities Act, focus on only two concerns:**
  - (1) **Whether the candidate currently is able to perform the specific job, with or without an accommodation; recommending an accommodation, if known.**
  - (2) **Whether the candidate can perform the specific job without posing a direct threat to the health or safety of the candidate or others; if not, identifying the direct threat.**
- e. **Recommendations will not preclude pension participation, but may preclude active employees from eligibility due to death or disability benefits for a pre-existing condition.**
- f. **Examinations shall be conducted under the direct supervision of the Proposer's physician, who shall be in charge of the examining activity and has the authority to make medical decisions and recommendations within the scope of the contract.**

**PP. Psychological/Psychiatric Evaluation**

When an employee is having difficulty performing his/her job effectively, a physician may recommend that the employee have an evaluation by a board-certified psychologist, psychiatrist, or neurologist. Public Safety departments using their established protocols, directives or standing orders may recommend that an employee have an evaluation by a psychologist or psychiatrist.

1. The Proposer shall evaluate employees on a case-by-case basis as determined by the Proposer of Medical Services to the City; or, the Manager, Personnel Services or the Director of Personnel and Professional Standards for the JSO. The evaluations shall include but not be limited to:
  - a. A review of all job functions (i.e. essential) and requirements.
  - b. A review of any determination by a licensed practitioner, if applicable, delineating those functions or requirements by which the employee is impacted with regard to his or her ability to perform the essential functions of the job.
  - c. A meeting with the employee/candidate for examination/ evaluation testing purposes.
  - d. Further testing if required.
2. The Proposer shall submit in writing a report of the psychological or psychiatric, evaluation finding. The report shall clearly indicate if the candidate/employee can perform the essential functions of the job and/or does not present a danger to him/herself or others. The report shall be provided to the City no later than five (5) working days after services are initiated.
3. The Proposer must provide an expert to testify at judicial or administrative proceedings or other form of hearing, to defend the validity of testing procedures.
4. The Proposer must retain records for each encounter for a minimum of Ten (10) years following the encounter.

**QQ. Other Medical Services as requested**  
There may be times when other medical services are requested. The Proposer should be willing to provide medical service, if available and cost prior to delivery.



# Exhibit B

P-11-21 City of Jacksonville Occupational Health and Medical Services

## MEDICAL AND SUBSTANCE ABUSE TESTING SERVICES QUOTATION OF RATES & FEES OR CHARGES

	SERVICE	RATE/FEE/CHARGE
1.	Complete Medical Certificate form; Review job requirements/criteria; general review of systems; height, weight, temperature, pulse, blood pressure; audiometric testing; color vision and visual acuity testing; determine ability to perform job requirements; indicate and pre-existing condition for pension purposes	\$55.00
2.	Chest X-ray, one view	\$40.00
3.	Chest X-ray, two view	\$50.00
4.	EKG, when specified	\$25.00
5.	Back X-ray with range of motion examination and functional capacity, two view Lumbar Spine, when specified	\$60.00
6.	Tuberculin Test (PPD), or other labs, when specified	\$15.00
7.	Pulmonary Function Test, when specified	\$30.00
8.	Hepatitis Profile, when specified	\$50.00
9.	Urine specimen collection for 7 Panel Drug Screen (Cannabinoids, Cocaine, Opiates, 6-Acetylmorphine, Phencyclidine, Amphetamines, Methylenedioxymethamphetamine)	
	a. Initial Test	\$27.00
	b. Confirmation test by GC/MS	
	c. Additional lab fees (e.g. retest of specimen, quantitative)	\$140.00
10.	Urine specimen collection for 5 Panel Drug Screen (Amphetamines, Cocaine, Cannabinoids, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Methaqualone, Methadone, Propoxyphene).	
	a. Initial Test	\$27.00
	b. Confirmation test by GC/MS	
	c. Additional lab fees (e.g. retest of specimen, quantitative)	\$140.00
11.	Medical Review Officer (MRO) services to interpret all Controlled Substances Screens	\$0.00 Incl. in 9 and 10.
12.	Alcohol Screen:	
	a. Blood Specimen	\$23.00
	b. Evidential Breath Test (EBT)	\$20.00
	c. Confirmation EBT	\$20.00
13.	L-RPR (Blood Serology)	\$10.00
14.	Chemistry Profile (SMAC LP UA CBC Diff) Including Reticulocyte Count	\$35.00
15.	Titmus vision examination, when specified	\$10.00
<del>16.</del>	<del>Hemoglobin A1G-(HbA1C)</del>	<del>\$12.00</del>
17.	HIV / AIDS, when specified	\$17.00
18.	Interferon Blood Test for TB	\$50.00

	SERVICE	RATE/FEE/CHARGE
19.	Acetylcholinesterase / Serum Cholinesterase	\$30.00
20.	Serum Polychlorinated Biphenyls	\$70.00
21.	Complete Blood Count w/Differential & Platelet Evaluation	\$10.00
22.	Blood Lead Screen OSHA	\$25.00
23.	Blood Lead Screen with ZPP	\$30.00
24.	Heavy Metal Screen (Ar, Cd, Cr, Mr)	\$115.00
25.	Phenol Screen	\$65.00
26.	Urinalysis Dip Without Microscopy	\$7.00
27.	Fitness-for-duty physical examination	\$55.00
28.	Pension Disability Assessment (initial)	\$250.00
29.	Pension Disability Assessment (second or any subsequent review)	\$50.00
30.	Review of supplemental medical information	\$50.00/hr
31.	Consultation	\$50.00/hr
32.	Expert witness testimony Medical Review Officer	\$150.00/15 min
	Cardiologist	\$200.00/15 min
	Radiologist/Laboratory	\$150.00/15 min
33.	Cardio-Pulmonary Stress Test, when specified	\$385.00
34.	Bruce Protocol Stress Test, when specified	\$185.00
35.	Jobsite assessment	\$75.00/hr
36.	Psychological or psychiatric evaluation	\$700 w/o test \$800 w/test
37.	Cardiologist Services Complete Echo Study	\$250.00
	Office Consultation	\$250.00
38.	MRI, when specified (\$w/out contrast/\$ with contrast)	\$425/\$575
39.	Respirator Mask Fit	\$20.00
40.	Other (list/Itemize): PSA	\$22.00
	Hepatitis A Titer	\$22.00
	Hep A First/Second	\$82.00 each
	Hepatitis B Titer	\$22.00
	Hep B First/Second/Third	\$65.00 each
	Hepatitis C Titer	\$25.00
	Rabies Titer	\$35.00
	Rabies Vaccine	\$305.00
	Tetanus (Td) Vaccine	\$40.00
	Flu (Fee varies by season and make-up of vaccine)	\$35.00

	SERVICE	Physician's Name(s)	RATE/FEE/CHARGE
41.	Specialties: Addiction Medicine	Dr. Jacqueline Pasco	**
	Allergy & Immunology	Dr. Sanjay Swami Dr. Harry Katz	**
	Anesthesia-Pain Medicine	Ascension St. Vincent's Spine & Pain Institute	**
	Cardiology	Ascension St. Vincent's Cardiology	**
	Dermatology	Dr. Madellene Gainers Dr. Jonathan Kantor	**
	General Surgery (hernias)	North Florida Surgeons	**
	Infectious Diseases	Dr. Jennifer Kalsolls Dr. Catherine Smith	**
	Neurology	St. Vincent's Spine & Brain Institute	**
	Ophthalmology	Clay Eye Physicians and Surgeons	**
	Orthopedics	SE Orthopedics Specialists	**
	Physical Medicine & Rehabilitation	Dr. John Evans	**
	Psychiatric/Psychology	Dr. Jacqueline Pasco, Psychiatrist Dr. Justin D'Arenzo, Psychologist Dr. Roxanne Louh, Psychologist	**
	Pulmonology	St. Vincent's Lung, Sleep, and Critical Care Associates	**
Toxicology	Dr. Stephen J. Kracht, MRO Dr. Delores Loveless, MRO	**	
<p>The City of Jacksonville requires that Provider provide results within 4 working days for candidates who pass physical examinations without complications, with the exception of annual HAZMAT and Medical Surveillance exams, which require a Phenol test that can take up to twenty-one (21) days for the results to come back. The day of the examination shall not be counted in the calculation of the 4 working days. Failure to meet this deadline may result in the City reducing the fee by 50%.</p>			
On-site Immunizations and Health Fairs will occur during the week and during normal business hours. Provider will provide services during these hours.	Time Frame (to-from hours)		On-site Service Cost + Normal Cost of Service
	7:00am to 7:00pm M-F		\$40/hr. RN, 2 hr. min \$25/hr. MA, 2 hr. min \$150/hr. MD, 2 hr. min
<del>On-call/After-Hours Services</del>	<del>After 7pm M-F</del>		<del>*N/A</del>

\*N/A per addendum answers stating that 24/7 no longer required by this RFP.

\*\*Note for All\*\* Physicians will be in the St. Vincent's Health Network Rates will be the contracted insurance rates of the appropriate CPT code.

Additional Services mentioned in RFP P-11-21 and not found on the provided Quotation of Rates and Fees or Charges Form – these services are also listed in our current contract P-32-16 – these services are mentioned as a deviation on the deviations page of this RFP.

	SERVICE	RATE/FEE/CHARGE
1.	Cardiovascular Ultrasound (Carotid, Abdominal Aorta, ABI)	\$100.00
2.	NFPA 1582 – Isokinetic Testing	\$40.00
3.	Body Composition Analysis – Body Metrics Pro System US	\$45.00
4.	Body Composition Analysis – DexeScan	\$130.00
5.	TSH – Thyroid Stimulating Hormone	\$18.00
6.	Hemocult	\$20.00
7.	Audiometric Testing	\$30.00
8.	Thyroid Ultrasound Diagnostic	\$200.00
9.	Liver, Pancreas, Spleen, Gall Bladder, and Kidney US	\$200.00
10.	Osteoporosis Bone Density	\$140.00
11.	Functional Capacity Evaluation	\$40.00
12.	Total Lipid Profile	\$12.00
13.	Hair Drug Screen	\$40.00

	SERVICE	RATE/FEE/CHARGE
1.	MMR Titer	\$25.00
2.	MMR Vaccine	\$95.00
3.	Tdap Vaccine	\$55.00
4.	Chicken Pox Varicella Vaccine	\$160.00
5.	Blood Chromium Screen	\$30.00
6.	Urine Cadmium Screen	\$42.00
7.	Beta-2 Microglobulin	\$35.00
8.	Urinary Phenol Screen	\$65.00

	SERVICE	RATE/FEE/CHARGE
1.	NO SHOW Fee for Psychiatrist or Psychologist	\$150.00
2.	Consultation Fee by phone or in person with Psychiatrist or Psychologist	\$150.00/hr.
3.	Additional Diagnostic Assessment by Psychologist	\$250.00/hr.
4.	Drug Screen Charge for specific Drug not currently tested in the standard panel performed for the COJ Contract – this would be a drug test requested by the Psychiatrist to monitor compliance with prescription or to test for a drug of abuse not tested in the standard panel performed for the COJ Contract	\$3.00 per add on – per drug to be tested.



EMPLOYEE SERVICES DEPARTMENT



June 10, 2022

**MEMORANDUM**

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

**FROM:** Leah Hayes, Chief of Talent Management 

**RE:** Contract Renewal; Drug and Alcohol Screening  
P-17-21 Contract #71173-21  
Solantic d/b/a CareSpot

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Employee Services currently has a contract, #71173-21 with (4) renewal option for Drug and Alcohol Screening with Solantic d/b/a CareSpot.

Accordingly, we recommend the following action:

The City exercises its first (1<sup>st</sup>) option to renew contract #71173-21 with Solantic d/b/a CareSpot, for providing Drug and Alcohol Screening. The period of service will begin September 1, 2022, and expires August 31, 2023, with three renewal options remaining. All terms and conditions are stated in Exhibit B and remains as negotiated in the contract.

Request approval to increase the contract under the negotiated fees, terms and conditions by \$55,000. This is to ensure there is adequate funding to cover drug and alcohol screenings through the end of the contract. This will revise the maximum indebtedness from \$55,000 to a not-to-exceed amount of \$110,000.

Attachments:  
Contract Extension Memo  
Vendor Renewal Letter  
Quotation of Rates



May 31, 2022

City of Jacksonville  
117 W. Duval Street, Suite 100  
Jacksonville, Florida 32202

Leah Hayes  
Manager of Personnel Services

Subject: Contract Extension

Dear Mrs. Hayes:

CareSpot agrees to extend the Solantic of Jacksonville, LLC. (d/b/a CareSpot Urgent Care) and the City of Jacksonville Drug & Alcohol Screen Program contract for 1 year (September 1, 2022 – August 31, 2023) for the same terms and conditions at current contract agreement P-17-21.

Sincerely,

A handwritten signature in black ink that reads "D. Armentrout".

David M. Armentrout  
Senior Business Development Manager  
CareSpot Urgent Care®

# Exhibit B.

## Form 1 - Price Sheet

NAME OF CONSULTANT Solantic of Jacksonville, LLC d/b/a CareSpot Urgent Care

Proposal Number P-17-21

### SUBSTANCE ABUSE TESTING SERVICES QUOTATION OF RATES & FEES OR CHARGES

	SERVICE	RATE/FEE/CHARGE
1.	Urine specimen collection for 7 Panel Drug Screen (Cannabinoids, Cocaine, Opiates, 6-Acetylmorphine, Phencyclidine, Amphetamines, Methylenedioxymethamphetamine) a. Initial Test b. Confirmation test by GC/MS c. Additional lab fees (e.g., retest of specimen, quantitative)	a. \$25.00 b. No Charge c. \$225.00
2.	Urine specimen collection for 5 Panel Drug Screen (Amphetamines, Cocaine, Cannabinoids, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Methaqualone, Methadone, Propoxyphene). a. Initial Test b. Confirmation test by GC/MS c. Additional lab fees (e.g., retest of specimen, quantitative)	a. \$25.00 b. No Charge c. \$225.00
3.	Medical Review Officer (MRO) services to interpret all Controlled Substances Screens	Included
4.	Alcohol Screen: a. Blood Specimen b. Evidential Breath Test (EBT) c. Confirmation EBT	a. \$25.00 b. \$25.00 c. \$25.00
5.	After hours collection - Days/Times/Ranges	Time Frame (to and from hours) On-site Service Cost + Normal Cost of Service
6.	On-Site hiring events that occur during the week and during normal business hours.	

5. Seven Days a week - 9:01 pm - 7:29 am \$250.00 + cost of service

6. 7:30 am - 8:30 pm \$150.00 + cost of service

\*\*\*For years 1 and 2 of the agreement our rates are fixed - Year 1 and 2 - \$25.00

\*\*\*For year 3 will and increae and will remain the same for year 4 - Year 3 and 4 - \$26 00

\*\*\*For year 5 will increase - Year 5 - \$27 00







# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

ONE CITY. ONE JACKSONVILLE.

## MEMORANDUM

TO: Greg Pease, Chairperson  
Professional Services Evaluation Committee

FROM: Mary DiPerna, Chief, Compensation and Benefits Division *Mary DiPerna*  
Carolina Teran-Oceguera, Manager, Compensation and Benefits Division

SUBJECT: P30-18 SS#6 – TRICARE Supplement *CTO*

DATE: July 8, 2022

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This is to recommend that the City approve the fourth and final amendment to the contract with Selman Corporation for the TRICARE Supplement plan. The contract shall be for a one-year period effective January 1, 2023 through December 31, 2023.

The TRICARE Supplement plan will be offered to employees that currently have TRICARE and want to opt out of the City's health insurance. The City will not subsidize or incentivize this plan and it will be paid for solely by the employees that choose to voluntarily enroll in this plan.

Attachments:

2023 TRICARE proposal



Hi Mary,

We recently completed a review of the rate structures for the corporate TRICARE Supplement Plans administered by SelmanCo. We are sending this email to let you know that the rates for your company's TRICARE Supplement plan will remain in effect through December 31, 2023.

Along with the rates remaining the same, there are no benefit or plan changes for the TRICARE Supplement Plan for the coming year. Please be on the lookout for future emails containing helpful information and resources that are designed to help educate your TRICARE eligible employees on the benefits of our plan.

Please reach out to me directly if you have any questions or if you are interested in getting additional assistance with presenting this benefit during Open Enrollment.

The rates and tier structure are as follows and remain in effect through December 31, 2023.

<b>Monthly Employee Rates</b>			
<b>Tier Level</b>	<b>Membership Fee</b>	<b>Premium Rates</b>	<b>Total Amount Charged</b>
Employee Only	\$1.50	\$66.00	\$67.50
Employee plus Spouse	\$1.50	\$131.00	\$132.50
Employee plus Child(ren)	\$1.50	\$131.00	\$132.50
Employee plus Family	\$1.50	\$177.00	\$178.50

Sincerely,

**Twanna Tilghman**

*Client Relations Specialist*

One Integrity Parkway

Cleveland, OH 44143-1500

Direct 440.646.9336 ext. 246

[ttilghman@selmanco.com](mailto:ttilghman@selmanco.com)

<https://www.selmanco.com>





# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

ONE CITY ONE JACKSONVILLE.

## MEMORANDUM

TO: Greg Pease, Chairperson  
Professional Services Evaluation Committee

FROM: Mary DiPerna, Division Chief, Compensation and Benefits  
Carolina Teran-Oceguera, Manager, Compensation and Benefits

SUBJECT: P26-19 Group Life Insurance Plan  
Amendment #1

DATE: July 7, 2022

*Mary DiPerna*  
*Carolina Teran-Oceguera*

---

This is to recommend that the City approve the first amendment to the contract with The Standard for the Group Life Plan. The contract shall be for a two-year period effective January 1, 2023 through December 31, 2024; rates will increase according to attached renewal letter and the total indebtedness for CY 2023-2024 shall not exceed \$5,000,000; the maximum indebtedness for the City of Jacksonville shall not exceed \$12,500,000.

All other terms and conditions are per the City's standard contract language and the RFP. Nothing contained herein shall be amended, modified, or otherwise revised without prior approval from PSEC and the Mayor.

Attachment:

Standard 2023-2024 renewal letter



City of Jacksonville

2023 Renewal Summary

Policy 750973

**Thank You**

We appreciate the opportunity to continue our partnership with the City of Jacksonville. A summary of our 2023 Renewal Offer is in the chart below. Thank you for allowing The Standard the opportunity to support your insurance needs.

Products & Services *	Through 12/31/2022	Effective 1/1/2023
<b>Basic Life</b>		
Active	\$0.075 Per \$1,000	\$0.086 Per \$1,000
Retired	\$1.98 Per \$1,000	\$2.28 Per \$1,000
<b>Travel Assistance for Basic Life</b>	<i>Included in rates for Basic Life</i>	<i>Included in rates for Basic Life</i>
<b>Basic AD&amp;D</b>	\$0.015 Per \$1,000	\$0.015 Per \$1,000
<b>Dependent Life</b>		
Option 1	\$2.65 Per Member, Elective	\$2.65 Per Member, Elective
Option 2	\$5.30 Per Member, Elective	\$5.30 Per Member, Elective
<b>Additional Life</b>	Rate Mode is Per \$1,000	Rate Mode is Per \$1,000
<i>Rate is based on age of Member on Last January 1</i>		
29 and under	\$0.085	\$0.085
30 - 34	\$0.170	\$0.170
35 - 39	\$0.305	\$0.305
40 -54	\$0.385	\$0.385
55 and older	\$0.450	\$0.450
<b>Additional AD&amp;D</b>	\$0.03 Per \$1,000	\$0.03 Per \$1,000
	Rates will be guaranteed for 2 years until January 1, 2025.	

\* The rates above are shown monthly

You can count on us to help you retain and attract employees by providing the benefits and services they value – now and for years to come. We're always available to address any questions you have about this renewal or for any service needs. Please reach out to the Tampa group office at (813) 879-2900 and we'll be happy to help.







# 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

June 28, 2022

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

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

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

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

SUBJECT: P-11-18 Professional Design Services for Preparation of DCP & RFP for Hart Expressway  
Modifications  
Contract 10425-01 Amendment 8

Additional post design services are needed for the Hart Expressway modifications. In addition, services added for BUILD grant assistance is no longer needed. The Engineering Division has negotiated with the consultant to provide these services resulting in the attached Scope of Services, Exhibit Q and Fee Summary, Exhibit R. STV, Inc. is committed to meeting the 5% Participation Percentage Plan for this contract.

Accordingly, this is to recommend that Contract Number 10425-01, originally executed August 21, 2018, between the City and STV, Incorporated for Professional Design Services for Preparation of DCP & RFP for Hart Expressway Modifications, be amended to incorporate the attached Scope of Services, Exhibit Q and Fee Summary, Exhibit R, to reduce the not to exceed limit for BUILD Grant Assistance by \$180,180.00 to a new limit of \$0.00 and to increase the not to exceed limit for Post Design Services by \$180,180.00 to a new limit of \$300,454.70 resulting in a no cost adjustment with the maximum indebtedness remaining \$4,315,543.44. All other terms and conditions are as provided in the RFP and the City's standard contract language.

Funding for this project should be encumbered as follows:

ACCOUNTS:	TOTAL
N/A	

RGS/lw

Attachment: Exhibits Q & R  
JSEB Participation

cc: Lori West, Engineering and Construction Management  
Richard Cooper, Engineering and Construction Management  
Gary Goldsberry, P.E. Engineering and Construction Management



J. Keith Jackson  
STV Incorporated  
5200 Belfort Road, Suite 400  
Jacksonville, FL 32256  
904-730-9777

June 22, 2022

Gary Goldsberry, PE  
Engineering Design Section  
Department of Public Works  
214 N. Hogan Street, 10<sup>th</sup> Floor  
Jacksonville, FL 32202  
(904) 255-8709  
Email: [ggoldsberry@coj.net](mailto:ggoldsberry@coj.net)

Subject: Budget Transfer Request  
P-11-18 | Hart Bridge Modification

Dear Mr. Goldsberry,

As requested, STV is requesting that the \$180,180.00 currently designated to Capital Engineering for BUILD Grant Services be transferred to the Post Design budget. If you have any questions or concerns, please feel free to reach out to me.

Sincerely,

A handwritten signature in black ink that reads "J. Keith Jackson". The signature is written in a cursive, flowing style.

J. Keith Jackson, P.E.  
Principal  
Business Operations Leader – Florida  
Transportation & Infrastructure

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

<b>PART I - GENERAL</b>				
1. Project Hart Bridge Modification D-B DCP/RFP		2. Proposal Number P-11-18		
3. Name of Consultant STV, Incorporated		4. Date of Proposal 6/28/2022		
<b>PART II - LABOR RELATED COSTS</b>				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$98.04	0.00		
Project Manager	\$63.87	0.00	\$0.00	
Chief Engineer	\$76.12	0.00	\$0.00	
Senior Engineer	\$58.20	0.00	\$0.00	
Design Engineer	\$41.33	0.00	\$0.00	
Designer	\$40.66	0.00	\$0.00	
CADd/Computer Tech	\$26.93	0.00	\$0.00	
Engineering Intern	\$29.49	0.00	\$0.00	
Clerical	\$20.45	0.00	\$0.00	
<b>TOTAL DIRECT LABOR</b>		<b>0</b>	<b>Hours</b>	<b>\$0.00</b>
6. Overhead (Combined Fringe Benefit & Administrative)			175.00%	\$0.00
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$0.00
8. PROFIT: Labor Related Costs (Item 7)			x 10%	\$0.00
<b>PART III - OTHER COSTS</b>				
9. Miscellaneous Direct Costs				
Transportation & Shipping			\$0.00	
Original Reproducibles			\$0.00	
Reproducibles			\$0.00	
Other			\$0.00	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				<b>\$0.00</b>
10. SUBCONTRACTS (Reimbursable/Not to Exceed)				
<b>SUB-CONTRACT SUB-TOTAL</b>				<b>\$0.00</b>
<b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>				<b>\$0.00</b>
11. REIMBURSABLE COSTS (Limiting Amount)				
Capital Engineering ( BUILD Grant)			(180,180.00)	
STV, Inc. ( Post Design Services )			\$180,180.00	
<b>SUB-TOTAL REIMBURSABLES</b>				<b>\$0.00</b>
<b>PART IV - SUMMARY</b>				
<b>TOTAL AMOUNT OF AMENDMENT #8 (Lump Sum Plus Reimbursables)</b> (Items 5, 6, 8, 9, 10 and 11)				<b>\$0.00</b>
12. PRIOR CONTRACT AMOUNT (Through Amendment # 7)				\$4,315,543.44
<b>AMENDED AMOUNT OF CONTRACT</b>				<b>\$4,315,543.44</b>



DEPARTMENT OF EMPLOYEE SERVICES





**MEMORANDUM**

07/08/22 08:05:55  
Procurement Division

**DATE:** July 7, 2022

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

**FROM:** Lori Boyer, Chief Executive Officer  
Downtown Investment Authority (DIA) 

Daryl Joseph, Director   
Parks, Recreation and Community Services Director

**SUBJECT:** P-38-21 Shipyards West Public Park Design

---

The Downtown Investment Authority and the City have negotiated the attached Scope of Services and Contract Fee Schedules with the highest ranked respondent. While this was issued as a single RFP, due to funding mechanisms, there will be two (2) separate agreements for accounting purposes.

Accordingly, this is to recommend that the Downtown Investment Authority/City of Jacksonville enter into two (2) contracts with Agency Landscape + Planning, LLC . that incorporates the attached Scope of Services and fee schedule. The contract period will begin from execution of the contracts (FY 21-22) and extend through September 30, 2023 (FY 22-23), with a six-month renewal at the option of the DIA's Chief Executive Officer and the Parks, Recreation and Community Services Director.

The total maximum indebtedness by contract are: \$447,961.00 for the CRA Scope and Fee Schedule, and \$1,385,212 for the CIP Scope and Fee. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposal (RFP).

**Attachments:** Scope of Services / Fee Schedules

**CC:** Alex Baker, PSEC Specialist



# Shipyard West Public Park Design

P-38-21 Fee Proposal

June 17, 2022

City of Jacksonville, Florida

Agency Landscape + Planning, LLC  
91 Harvey Street, Suite 2, Cambridge, MA 02140  
(617) 512-8702

with:  
WXY  
Haskell  
and:  
Acuity Design Group  
DvdL  
ETM

Fluidity Design Consultants  
HLB Lighting Design  
JLP+D  
Mechling Engineering & Consulting  
Meskel & Associates Engineering  
Moffatt & Nichol  
Smith Surveying Group (fka RE Holland)



Agency  
Landscape + Planning

www.agencylp.com  
91 Harvey Street, Suite 2  
Cambridge, MA 02140

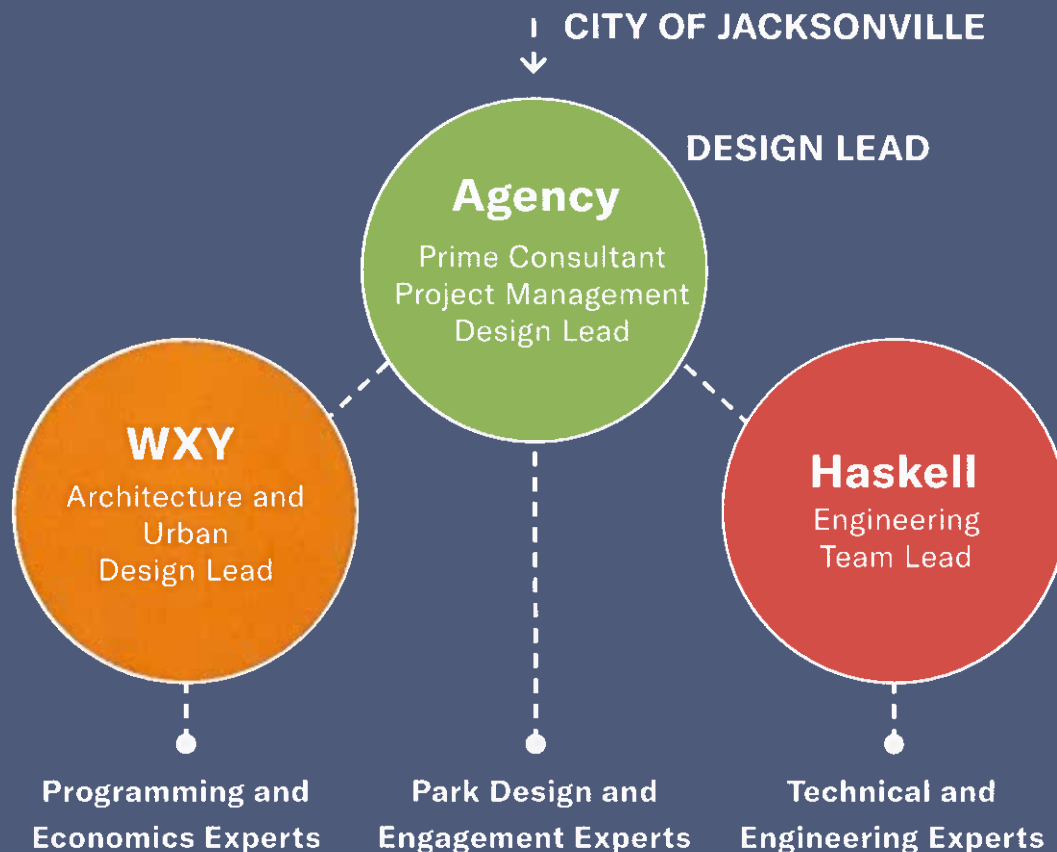
## SCOPE OF SERVICES

Our team will be led by Agency as the prime consultant, contract holder and landscape design lead. Agency will manage the process and all team members, working closely with WXY (Urban Design and Architecture Lead) and Haskell (Engineering Lead). The design leads will work collaboratively with a potent bench of supporting experts.

Our team will convene weekly to charrette and share progress. We will meet and share work with the client team bi-weekly on average. We also recommend an alternating weekly project management meeting with Jill Enz, the city's point of contact, Guy Parola, the

DIA's point of contact, and Susannah Ross, Agency's project manager. This administrative check-in will ensure alignment around objectives and milestones and allow any barriers to progress to be discussed and removed.

The following pages outline the scope of work, largely based on the tasks and schedule provided. We have expanded on these and clustered tasks into three phases of work we describe as Mobilize, Envision and Document. Early alignment, consistency and clear communication will be critical.



### Project Organization Chart

The design process will be led by Agency, but will involve the orchestration of three significant areas of development. Agency will lead the overall project design, WXY will lead the urban design and architectural components and Haskell will lead engineering. Each of these design leads will help organize and integrate the specialist expertise of related subconsultants, though all will be contracted to Agency directly.



## MOBILIZE

The Agency team looks forward to kicking off this project and quickly but thoroughly executing the initial steps identified in the RFP, which will be critical for achieving excellent results in keeping with the desired schedule.

### **TASK 1 - Gather Base Information + Review Existing Conditions and Plans**

Upon selection and execution of a contract the Agency team will attend an initial meeting with key City/DIA employees necessary for explanation of existing conditions and plans. Distribution of all relevant documents and images will also occur at this time.

Following the meeting, the Agency team will immediately begin pouring through and synthesizing all documents, maps, and images provided by the Client. The goal is to quickly and intimately familiarize ourselves with the existing conditions of the Site, previous plans for the Riverfront, and the Jessie Ball DuPont Fund (JBDF) Activation Study.

We will also review existing, technical information related to site history, prior planning and environmental studies and any available technical base data.

### **TASK 2 - Combined Kick-off Meeting**

Upon project initiation we will work with the Client to schedule an in-person kick-off meeting to include all key team members and City and DIA Stakeholders. At this meeting, the teams will begin the project orientation process, and establish common understanding of critical elements of the process, including: roles and responsibilities; project understanding, opportunities, and constraints; lines of authority; communication protocol; and schedule

and milestones. Additionally we will review as a group the special requirements of the project—including the Client's desires for program elements on site, Fire Museum and USS Orleck needs, contamination issues, Sea-Level Rise mitigation, and the JBDF Activation Plan and Public Outreach.

We will review scope of technical studies gathered in Task 1. We will mobilize site topographic survey (including the roadway), underground utility identification, bathymetric survey information, geotechnical investigation for both CRA and KKR, and visual inspection of marine infrastructure including docks - in coordination with DIA. Our work does not include in-water geotechnical investigation.

### **TASK 3 - Project Schedule**

Within five business days of the Task 2 Kick-off Meeting, Agency team will prepare a preliminary project schedule for Client review. The schedule will reflect the Performance Deadlines outlined in Section 4.9, also shown in the graphical schedule on the following pages.

### **TASK 4 - Joint Shipyards West Master Plan Charrette**

The Agency team will work with the Client to organize and host a series of meetings that together comprise a Master Plan Charrette, the outcome of which will be the foundation for the Shipyards West Master Plan and Schematic Design for both the Kids Kampus Replacement Park (KKRP) Scope and the Northbank CRA Scope. The participants in the Charrette will include leaders from the Parks & Recreation Department, DIA, the Chief Resiliency Officer, Public Works, and the JBDF.

Agency believes deeply in collaboration—with the

## Engagement

Concurrent with Task 2 and 3, we will develop a process-wide engagement strategy to establish goals, strategies, tactics and timelines for public engagement. Building on past engagement efforts and feedback, we will synthesize recent feedback into a digest of community needs, gaps, and aspirations for the Shipyards West site.

Early public engagement could include:

- Interviews and focus groups
- Pop-up events and intercept activities
- Community-wide Visioning workshop

The timing and scope of these will be determined in collaboration with DIA at project onset.

\* If more than one elected official attends, Agency acknowledges that a public meeting will be required.



Client group, stakeholders, and the world class design team we have assembled for this project—and looks forward to designing a Charrette process that will result in a shared vision that will inspire and galvanize the collective team as we move the project forward.

This Task will include the following sub-tasks:

1. **Pre-Charrette Planning**—we will host meetings as needed to plan for the charrette, develop a schedule and agenda for the event, and conduct all required due diligence and site investigation to ensure maximum productivity for the charrette.
2. **Charrette**—we look forward to hosting a dynamic and stimulating series of sessions that will comprise the charrette as a whole. We will take the following steps: designate a physical location in a studio working space where collaboration sessions will happen, conduct in-person design workshop(s) and interviews with key City Departments (including City Council Members and other elected officials) and stakeholders, prepare summary presentations for each contract.\*
3. **Master Plan Charrette Reports**—we will prepare a summary document for each contract that memorializes the charrette process and results and serves as a foundation for the process moving forward.

*\* The Agency team will provide a master plan for the site that locates a building program that could include all of the following: a restroom, a visitor center/ticket/small museum for fire museum/Orleck, two additional buildings in City scope such as covered parking deck or pavillion, a food court or retail building on CRA scope / Bay frontage, one or more buildings on Hogan's Creek and at least one pier building.*

*The Agency team will provide 30% and 60% drawings for two to three park-supporting structures such as park pavilions, shade structures, restrooms, public facility/hub, visitor center, etc. totalling up to \$4M of construction cost. 60% drawings for a parking garage are included as an additional alternative and would require negotiated additional services.*

## ENVISION

Based on the shared vision for the project developed during the Mobilization phase, the Agency team will begin the process of realizing that vision by bringing to bear the technical and creative skill of the team assembled to initiate and deliver Schematic Design documents.

### TASK 5 - Draft Schematic Design

The Agency team will develop draft design documents for each contract including the following:

- Program alternatives followed by a client-selected refined park program strategy
- Three or more alternative site layout plans with up to five revisions of client-preferred direction
- Character images
- Design alternatives
- Study models, if needed
- Preliminary utility/stormwater plans
- Conceptual grading plans to reinforce design alternatives
- Preliminary architectural plans, sections and elevations for all public buildings\*.

### Engagement

During the envision phase, we will draw on our team's creative tools to work with the community to dream big and have meaningful discussions about each scheme's impacts and opportunities. At this point, we will value collective discussions where differences of opinions or passionate support can be voiced. This might include:

- Interactive Community Charrette with Measurable Evaluation Activities
- Technical Discussions with Experts
- On-site communication to build awareness

- Preliminary hardscape finishes, accent paving, site furnishings and schedule, including the Riverwalk
- Preliminary lighting plan, audio plan and equipment schedule
- Preliminary specialty plans for playground, play equipment, and other specialty equipment and facilities
- Preliminary plans for parking area/structure that are incorporated into the site design
- Climate change mitigation and resiliency plans
- Preliminary Remedial Action Plan identifying the environmental controls on the Site
- Illustrative elevations, composite sections, and 3-D imagery as needed. Topography will be presented to clarify visual, aesthetic and resiliency concerns.
- Evaluation of City code compliance
- Draft construction specifications outline (for KKR)P)

Based on client approval of draft concept, we will develop a soil boring plan and mobilize geotechnical investigation at key locations related to significant above and below ground features.

### **TASK 6 - Schematic Design (30% Design)**

Agency will coordinate a process of review, verification, and refinement of the Draft Schematic Design by the Client and Design team as well as conducting public outreach to seek input prior to finalizing the 30% Schematic Design. The effort will conclude with a summary presentation that clarifies the process and resulting modifications to the draft documents, to be embodied in the final Schematic Design documents, including for each contract:

- Summary document that memorializes the community input and results
- Final schematic design plans and documents
- Estimate of probable construction costs including design alternatives
- Downtown Development Review Board (DDRB) Courtesy Review submittal package (informational and comment only). This item follows the City Council 'Lunch and Learn' noted below.

For the KKR)P Scope, presentations of the Master Plan and Schematic Design package to:

- City/DIA team
- City Council "Lunch & Learn" Workshop (single session for KKR)P and CRA)
- Jacksonville Transportation Authority (JTA)
- Other community partners as necessary
- JEA

We will also support with materials, as needed, DIA as it updates other agencies at this point in the process.

For the Northbank CRA Scope, presentations of the Master Plan and Schematic Design package to:

- City/DIA team
- DIA Board
- City Council "Lunch & Learn" Workshop (single session for KKR)P and CRA)
- DDRB Board

## **DOCUMENT**

Based on the approved 30% design package, the Agency team will continue further detailed design for the KKR)P, including the following tasks.

### **TASK 7 - KKR)P Design Development (60% Design)**

Following the acceptance by the City of the Schematic Design (30% design), the Agency team shall prepare the Design Development (60% design) for KKR)P.

Based on the estimates of probable cost provided at the conclusion of Task 6, and at the direction of the City, Agency will contemplate phased implementation or construction and incorporate the recommended phasing into the Design Development package. The Design Development package will be thoroughly coordinated between design specialties and will include:

- Preferred site layout and geometry plan (with five revisions based on client feedback)

- Typical cross section details
- Site grading and drainage plan with design calculations
- Erosion control and sedimentation plan
- Anticipated Remedial Action Plan identifying environmental controls on the Site
- Site utility plans and details
- Architectural and engineering plans that include materials, quantities, details, and structural, mechanical, electrical and plumbing as appropriate
- Hardscape plans, including details and finishes
- Site furnishings and play equipment plans, including details and schedule
- Preliminary lighting plan, audio plan and equipment schedule
- Preliminary specialty plans for any special elements, including water feature, play equipment, or other specialty equipment and features.
- Any further deliverables required for successful completion of FDEP and SJRWMD approvals as part of Task 8

The Consultant Team and City/DIA project team will review, verify and refine the design development and specification documents as needed. Agency will conclude this phase with a summary presentation to the Client. Deliverables for the 60% Design Development package will include:

- Estimate of probable construction cost, including, if necessary, a phased approach that accounts for a \$9 million construction budget for Phase 1
- 60% design development plans and documents, factoring as needed a phased approach to construction
- Downtown Development Review Board [DDRB] submittal package for DDRB Final Approval.
- 60% construction specifications draft
- 60% geospatial 3D engineering model update
- Color plans, elevations, perspective renderings and marketing images

## Engagement

As the project is fully designed, developed and moves through the approvals process, we will continue transparent communication with the community, seek to maintain excitement for implementation, and align the project with various department and external partner needs and values. We expect key engagement steps might include:

- Sharing and celebrating the final plan at a Community Gathering
- Updates, hearings, and coordination with key agencies
- Possible pop-up or temporary testing of design ideas and materials on-site to raise excitement and share future designs

- Presentation(s) of 60% Design Development to:
  - » City/DIA staff
  - » City Council 'Lunch and Learn'
  - » KKR to FDEP for FRDAP approval
  - » Other community partners, if needed

## TASK 8 - KKR Regulatory Approvals (60%)

The Agency team will prepare submittal documents, and attend hearings for the required regulatory approvals, and provide informational updates as requested by the following city departments and state agencies, including but not limited to:

- DDRB (for conceptual review comments)
- DIA (informational only)
- City Council (informational only)
- Florida Department of Environmental Protection (FDEP), as it relates to the Brownfield and FRDAP Grant
- St. Johns River Water Management District (SJRWMD)

**The following tasks are not included in this scope of services or fee proposal, and are at the discretion of the City. They are provided here for information only.**

### **TASK 9 - KKR Scope Option to Proceed (by Client)**

Upon completion and acceptance of the 60% Design Deliverables for the KKR Scope, the City shall make a decision about whether to proceed to 100% Design with the Agency team or proceed with a Design-Build procurement. This decision shall be made within 45 days of receipt of the 60% design package.

### **TASK 10 - KKR Scope Construction Documents (100%)**

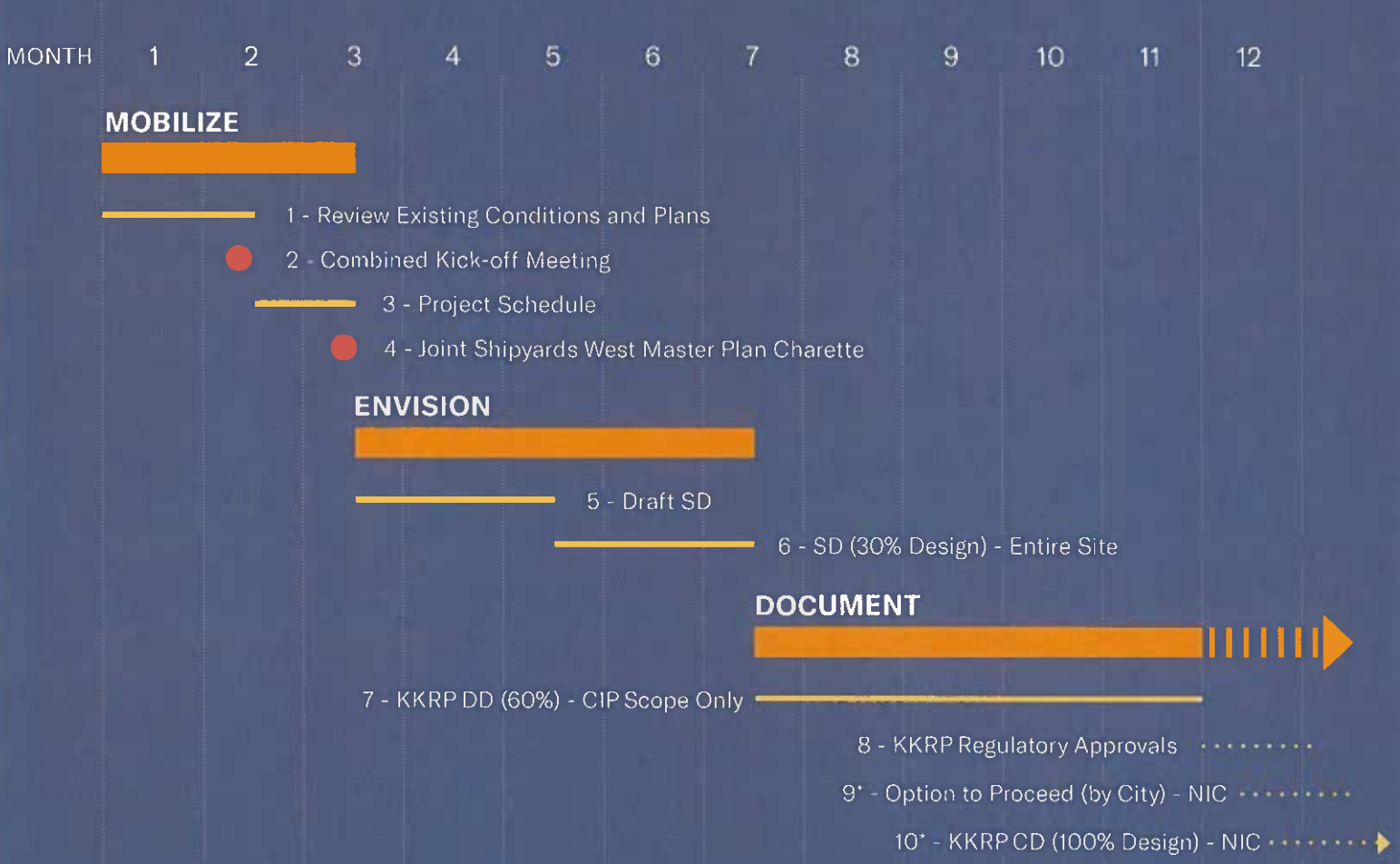
If notified by the City to proceed, and based upon input received from the 60% Design Development review by the Client and regulatory approvals required to proceed with design, the Design Team will prepare construction documents for the KKR, or some portion of it as directed by the City. The Agency team shall obtain all necessary permits and provide drawings, plans and specifications meeting City of Jacksonville and other applicable codes. The design team will respond and edit as needed (based on ten set comments and bid documents). Construction documents will be submitted for Client review at the 90% and 100% levels of completion, and will include the following deliverables by discipline:

- Civil Engineering
  - » Final site layout and geometric plan
  - » Typical cross section details
  - » Final site grading, paving and drainage plan
  - » Final stormwater report with design calculations and exhibits
  - » Final erosion control and sedimentation plan
  - » Final site utility plans and details
  - » General notes and details
  - » Maintenance of traffic phasing plans

- Architectural site plan and details
  - » Final construction plans and details for on-site structures.
  - » Materials, quantities and details sufficient for permitting, bidding and construction.
  - » Material samples and colors for review and approval.
  - » Structural, mechanical, electrical and plumbing drawings as appropriate
- Landscape Architecture
  - » Hardscape plan, including details and finishes
  - » Streetscape plan, including details
  - » Site furnishings and play equipment plans, including details and schedule
  - » Planting plan, including details and schedule with quantities
  - » Irrigation plan, if applicable, including details and specifications
  - » Water feature plans, elevations, and details
- Electrical Engineering
  - » Lighting plan including details and equipment schedule
  - » Audio/visual plan including details, specifications and schedule
- Final Estimate of Probable Construction Cost
- Final Site Survey
- All necessary regulatory permits and approvals required to proceed to construction.

Both PDF and native software digital files of all products will be provided to the Client. The number of required printed copies deliverables to be provided will be determined during the contract negotiations process.

# SCHEDULE



\* Tasks 9 and 10 are not included in this contract and are pending City approval to proceed. KKR CD (100% Design) task (#10) is anticipated to be 7 months in total.



# FEE PROPOSAL

In response to your request, we are pleased to offer the following fee for the Shipyard West Public Park Design project. This proposal reflects the previously outlined scopes of services - and has been coordinated and verified with our broad, expert team.

We have provided the fee three ways.

In the Fee Guidance Chart, we show industry standard percentages for technical deliverables. It assumes a construction budget of \$2.5M per acre - consistent with high quality parks of comparable scope and scale - and the site scale from take-offs of the diagram below.

In the Fee Summary, we identify fee by the major scope items for the entirety of the Shipyard West sites.

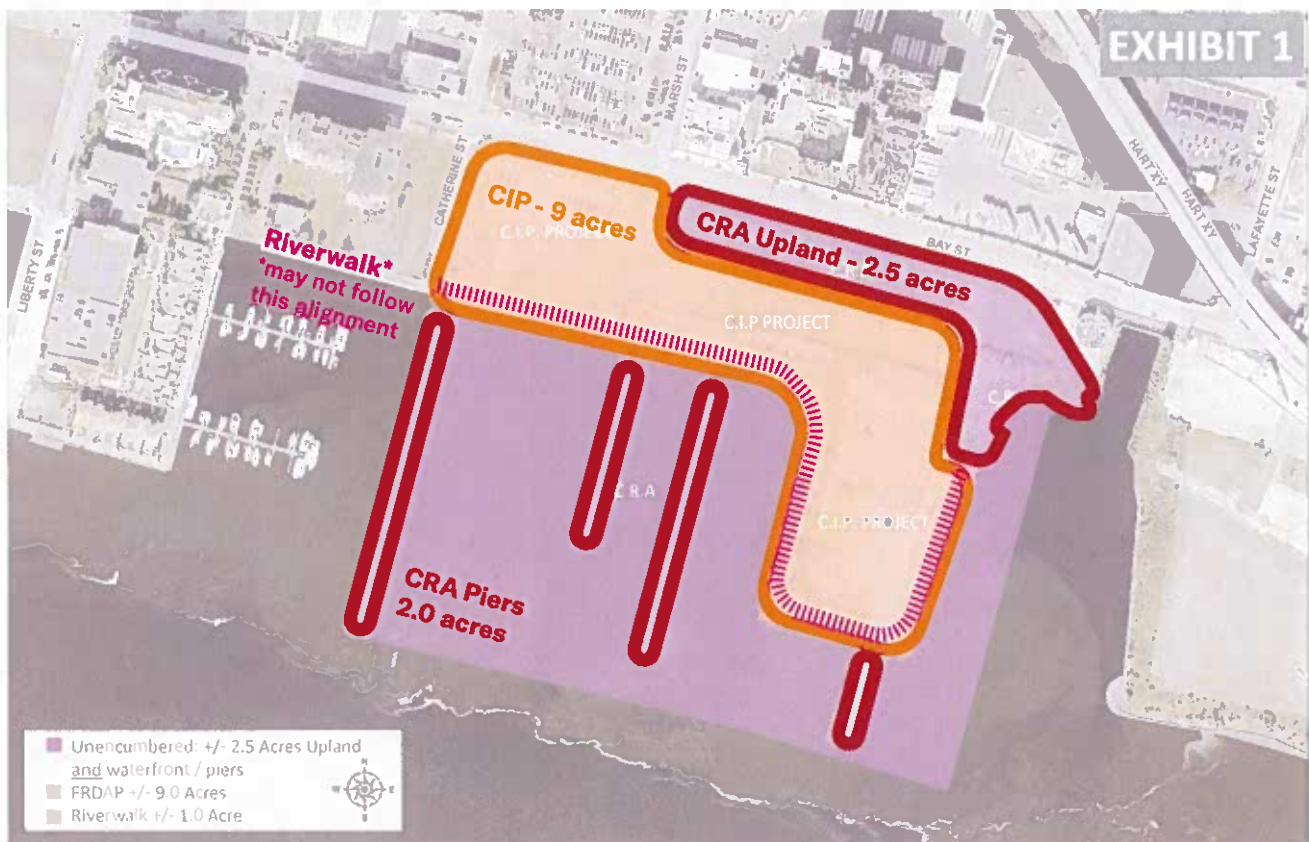
The pages that follow include breakdowns of the two scopes of work - one for the Northbank CRA Scope (CRA) and one for Kids Kampus Replacement Park CIP Scope including the Riverwalk (CIP).

The two work scopes are translated to a table modeled on the City's preferred format (including breakdowns of overhead and profit %s and JSEB requirements).

We have also included a budget of approximately 9% for reimbursable expenses including travel costs, printing and other project-specific expenses. We are flexible to expand or streamline scope to achieve your desired budget and results.

*\* The Agency team will provide a master plan for the site that locates a building program that could include all of the following: a restroom, a visitor center/ticket/small museum for fire museum/Orleck, two additional buildings in City scope such as covered parking deck or pavillion, a food court or retail building on CRA scope / Bay frontage, one or more buildings on Hogan's Creek and at least one pier building.*

*The Agency team will provide 30% and 60% drawings for two to three park-supporting structures such as park pavillions, shade structures, restrooms, public facility/hub, visitor center, etc. totalling up to \$4M of construction cost. 60% drawings for a parking garage are included as an additional alternative and would require negotiated additional services.*



## FEE GUIDANCE: INDUSTRY STANDARDS

	Site (acres)	Construction Cost (\$2.5M/acre)	Total Assumed Design Fee (100% Design)	Notes
<b>Schematic Design (30%)</b>	13.5	\$33,750,000*	\$4,050,000	Design Fee is at 12% of construction cost. Note: fee provided below is to get to 30% design, which accounts for 15% of this total design fee.
<b>Design Development (60%)</b>	9	\$22,500,000*	\$2,025,000	Design Fee is at 9% of construction cost. Note: fee provided below is to get to 60% design, which accounts for 25% of this total design fee.

\* Based on comparable recent park projects, we might expect 12% of this cost (\$4M for the entire site or \$2.7M for the CIP site) to include architectural components (park pavilions, shade structures or the like). We have used this benchmark to scope architectural and supporting effort.

## FEE SUMMARY

	Site (acres)	Proposed Fee**	Notes
<b>Schematic Design (30%)</b>	13.5	\$639,357.20	30% drawings equivalent to Schematic Design (15% of overall effort)
<b>Design Development (60%)</b>	9	\$523,792.25	60% drawings equivalent to Design Development (25% of overall effort)
<b>Community Engagement</b>		\$125,000.00	Includes communications, public outreach, branding and public engagement
<b>Activation and Programming</b>		\$136,800.00	Park programming, activation, governance and placemaking economics
<b>Enabling Work</b>		\$256,861.00	Survey, geotechnical and site/soil testing
		\$151,326.94	Expenses (approx. 9%)
		<b>\$1,833,173.39</b>	<b>Total Fee</b>

# FEE BY TEAM: CRA SCOPE

CONTRACT FEE SUMMARY													
CITY OF JACKSONVILLE, FLORIDA													
PART 1. GENERAL INFORMATION													
Project: Shipyard West Public Park Design: CRA SCOPE				Proposal #P-38-21		Firm: Agency Landscape + Planning LLC				Date: 6/27/2022			
PART 2. LABOR HOURS													
Phase	Task #	Principal		Project Manager		Level 3 - Senior LA		Level 2 - LA		Level 1 - LA		Admin	
		Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate
		44	\$90	72	\$70	100	\$50	175	\$40	165	\$35	27	\$25
<b>Mobilize</b>													
1. Review Existing Conditions and Plans	1	2	\$180	4	\$280	8	\$400	8	\$320	2	\$54	4	\$140
2. Combined Kick-off Meeting	2	4	\$360	4	\$280	2	\$100	1	\$40	1	\$35	2	\$70
3. Project Schedule	3	2	\$180	4	\$280	2	\$100	1	\$40	1	\$35	3	\$103
4. Joint Shipyards West Master Plan Charrette	4	12	\$1,080	12	\$840	8	\$400	1	\$40	2	\$53	2	\$70
<b>Envision</b>													
5. Draft Schematic Design	5	12	\$1,080	24	\$1,680	40	\$2,000	82	\$3,280	80	\$2,800	8	\$280
6. Schematic Design (30% Design)	6	12	\$1,080	24	\$1,680	40	\$2,000	82	\$3,280	80	\$2,800	8	\$280
<b>Document</b>													
7. KKR Design Development (60% Design)	7	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
8. KKR Regulatory Approvals (60%)	8	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
<b>Optional (Not In Contract)</b>													
9. KKR Scope Option to Proceed (by Client)	9	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
10. KKR Scope Construction Documents (100%)	10	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
<b>TOTAL DIRECT LABOR</b>			<b>\$3,960</b>		<b>\$5,040</b>		<b>\$5,000</b>		<b>\$7,000</b>		<b>\$5,776</b>		<b>\$943</b>
Overhead (Combined Fringe Benefit & Administrative)													
Overhead Rate 165% x Total Direct Labor			\$6,534		\$8,316		\$8,250		\$11,550		\$9,530		\$1,555
<b>SUBTOTAL: Labor + Overhead</b>			<b>\$10,494</b>		<b>\$13,356</b>		<b>\$13,250</b>		<b>\$18,550</b>		<b>\$15,307</b>		<b>\$2,498</b>
Profit (Labor Related Costs) x 10%			\$1,049		\$1,336		\$1,325		\$1,855		\$1,531		\$250
<b>TOTAL PART 2</b>		<b>\$80,800</b>	<b>\$11,543</b>		<b>\$14,692</b>		<b>\$14,575</b>		<b>\$20,405</b>		<b>\$16,837</b>		<b>\$2,748</b>
PART 3. OTHER COSTS													
<b>SUBCONSULTANTS (Worksheets available on request)</b>													
		JSEB											
			JSEB	\$	%								
Acquity Design Group	\$18,400	Y	\$18,400	6.82%									
DvdL	\$21,600	N	\$0	0.00%									
ETM	\$21,144	N	\$0	0.00%									
Fluidity Design Consultants	\$24,000	N	\$0	0.00%									
Haskell	\$65,109	N	\$0	0.00%									
HLB Lighting	\$22,000	N	\$0	0.00%									
James Lima Planning and Design	\$23,520	N	\$0	0.00%									
Mechling	\$26,000	Y	\$26,000	5.37%									
Meskel	\$26,400	Y	\$26,400	5.51%									
Moffatt & Nichol	\$32,800	N	\$0	0.00%									
SSG	\$11,600	Y	\$11,600	2.38%									
WXY	\$37,600	N	\$0	0.00%									
<b>Subconsultant Total</b>		<b>\$330,173</b>											
Subconsultant Total plus Total Part 2		<b>\$410,973</b>	<b>\$82,400</b>	<b>20%</b>									
Reimbursable Expenses		\$36,988											
<b>TOTAL PART 3</b>		<b>\$447,961</b>	<b>Total Contract Value</b>										

Schedule of Tasks	
1. Review Existing Conditions and Plans	6 weeks
2. Combined Kick-off Meeting	Call/Trip
3. Project Schedule	4 weeks
4. Joint Shipyards West Master Plan Charrette	Milestone/Trip
5. Draft Schematic Design	8 weeks
6. Schematic Design (30% Design)	8 weeks
7. KKR Design Development (60% Design)	18 weeks
8. KKR Regulatory Approvals (60%)	4 weeks
9. KKR Scope Option to Proceed (by Client)	Not in Contract
10. KKR Scope Construction Documents (100%)	Not in Contract



# FEE BY TEAM: KKR / CIP SCOPE

CONTRACT FEE SUMMARY													
CITY OF JACKSONVILLE, FLORIDA													
PART 1. GENERAL INFORMATION													
Project: Shipyard West Public Park Design: KKR / CIP SCOPE				Proposal #P-38-21		Firm: Agency Landscape + Planning LLC				Date: 6/27/2022			
PART 2. LABOR HOURS													
Phase	Task #	Principal		Project Manager		Level 3 - Senior LA		Level 2 - LA		Level 1 - LA		Admin	
		Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate
		286	\$90	357	\$70	411	\$50	516	\$40	453	\$35	50	\$25
<b>Mobilize</b>													
1. Review Existing Conditions and Plans	1	4	\$360	4	\$280	20	\$1,000	40	\$1,600	1	\$39	4	\$140
2. Combined Kick-off Meeting	2	4	\$360	4	\$280	4	\$200	2	\$80	1	\$35	4	\$140
3. Project Schedule	3	2	\$180	8	\$560	4	\$200	2	\$80	1	\$35	2	\$70
4. Joint Shipyards West Master Plan Charrette	4	16	\$1,440	16	\$1,120	40	\$2,000	24	\$960	2	\$53	2	\$70
<b>Envision</b>													
5. Draft Schematic Design	5	80	\$7,200	80	\$5,600	100	\$5,000	120	\$4,800	100	\$3,500	8	\$280
6. Schematic Design (30% Design)	6	80	\$7,200	80	\$5,600	100	\$5,000	120	\$4,800	100	\$3,500	8	\$280
<b>Document</b>													
7. KKR Design Development (60% Design)	7	80	\$7,200	85	\$5,950	120	\$6,000	200	\$8,000	240	\$8,400	18	\$630
8. KKR Regulatory Approvals (60%)	8	20	\$1,800	80	\$5,600	23	\$1,142	8	\$320	8	\$280	4	\$140
<b>Optional (Not in Contract)</b>													
9. KKR Scope Option to Proceed (by Client)	9	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
10. KKR Scope Construction Documents (100%)	10	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
<b>TOTAL DIRECT LABOR</b>			<b>\$25,740</b>		<b>\$24,990</b>		<b>\$20,542</b>		<b>\$20,640</b>		<b>\$15,841</b>		<b>\$1,750</b>
Overhead (Combined Fringe Benefit & Administrative)													
Overhead Rate 165% x Total Direct Labor			\$42,471		\$41,234		\$33,893		\$34,056		\$26,138		\$2,888
<b>SUBTOTAL: Labor + Overhead</b>			<b>\$68,211</b>		<b>\$66,224</b>		<b>\$54,435</b>		<b>\$54,696</b>		<b>\$41,979</b>		<b>\$4,638</b>
Profit (Labor Related Costs) x 10%			\$6,821		\$6,622		\$5,443		\$5,470		\$4,198		\$464
<b>TOTAL PART 2</b>		<b>\$319,200</b>	<b>\$75,032</b>	<b>\$72,846</b>	<b>\$59,878</b>	<b>\$60,166</b>	<b>\$46,177</b>	<b>\$5,101</b>					
PART 3. OTHER COSTS													
<b>SUBCONSULTANTS (Worksheets available on request)</b>													
			<b>JSEB</b>										
			JSEB	\$	%								
Acquity Design Group	\$114,100	Y	\$114,100	8.98%									
DvdL	\$48,400	N	\$0	0.00%									
ETM	\$31,717	N	\$0	0.00%									
Fluidity Design Consultants	\$81,000	N	\$0	0.00%									
Haskell	\$210,541	N	\$0	0.00%									
HLB Lighting	\$78,000	N	\$0	0.00%									
James Lima Planning and Design	\$43,280	N	\$0	0.00%									
Mechling	\$65,000	Y	\$65,000	5.11%									
Meskel	\$57,600	Y	\$57,600	4.53%									
Moffatt & Nichol	\$62,200	N	\$0	0.00%									
SSG	\$17,400	Y	\$17,400	1.37%									
WXY	\$142,400	N	\$0	0.00%									
<b>Subconsultant Total</b>		<b>\$951,637</b>											
Subconsultant Total plus Total Part 2		<b>\$1,270,837</b>		<b>\$254,100</b>	<b>20%</b>								
Reimbursable Expenses		\$114,375											
<b>TOTAL PART 3</b>		<b>\$1,385,212</b>	<b>Total Contract Value</b>										

Schedule of Tasks	
1. Review Existing Conditions and Plans	6 weeks
2. Combined Kick-off Meeting	Call/Trip
3. Project Schedule	4 weeks
4. Joint Shipyards West Master Plan Charrette	Milestone/Trip
5. Draft Schematic Design	8 weeks
6. Schematic Design (30% Design)	8 weeks
7. KKR Design Development (60% Design)	18 weeks
8. KKR Regulatory Approvals (60%)	4 weeks
9. KKR Scope Option to Proceed (by Client)	Not In Contract
10. KKR Scope Construction Documents (100%)	Not in Contract

Exhibit B



**ONE CITY. ONE JACKSONVILLE.**

**MEMORANDUM**

June 8, 2022

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

**FROM:** Johnnetta Moore – Chief  
Parks Recreation & Community Services

**Subject:** **Certification Letter for P-30-22 Residential Substance Abuse Education, Treatment Case Management & Community Reintegration Aftercare Program for Adult Inmates within the Duval County Correctional System**

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

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

1. The general purpose of the service or study:  
**See attached RFP**
2. The Objective of the study or services: Provide in jail drug treatment and aftercare services
3. The estimated period of time needed for the service or study: 5-year contract
4. The estimated cost of the service or study: \$1,865,286.66 with an estimated 5% increase from previous year

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: No duplication
  
6. List of current contracts or prior services or studies which are related to the proposed study or service. In jail drug treatment services and after care program
  
7. A statement as to why the service/study cannot be done by department or agency staff: Requires individuals with certification in substance abuse and addiction counseling
  
8. The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members Will Evans 904-255-3328 and Chief Reuben Bryant 904-630-7806
  
9. A project funding account number: 00111.164002.531090.00000394.00000.0000000
  
10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process. N/A
  
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, 2022

  
\_\_\_\_\_

Human Services Planner III  
\_\_\_\_\_

TITLE

\_\_\_\_\_

TITLE