City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

June 16, 2020

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

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

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

Dave McDaniel
Chief, Mowing & Landscape

SUBJECT: P-08-19 Comprehensive Cemetery Assessment Services
Environmental Services, Inc. (ESI) Contract 10235-01 Amendment 1

Additional services are needed to allow a historic preservation consultant to map the Old City Cemetery in Jacksonville. The project involves mapping each gravesite with Global Positioning System (GPS) recording additional information on the grave markers and linking it to the GPS location; and compiling all recorded GPS locations and information into a GIS data layer that will be available on the City of Jacksonville's website. In addition, ESI will map all plot surrounds, vehicle and pedestrian paths within the cemetery boundaries and will add brick wall/fencing details. Cultural information will also be added as available including but not limited to historic signage and entry gates. Negotiations have resulted in the attached Scope of Services, Exhibit C and Fee Summary, Exhibit D. This project has been designated under the Equal Business Opportunity Program as Encouragement

Accordingly, this is to recommend that Contract Number 10235-01, originally executed August 20, 2019 between the City and Environmental Services, Inc. be amended to incorporate the attached Scope of Services, Exhibit C and Fee Summary, Exhibit D to increase the lump sum amount for Comprehensive Cemetery Assessment Services by $35,000.00 from an upset limit of $1,293,325.35 to a new lump sum amount of $1,328,325.35. 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
008955	PO 600649-20
PDCP Community Planning Misc Grants – Comprehensive Planning	
534100	
1	
11401-334910-PDC03020	
$35,000.00	$35,000.00

Attachment: Exhibits C & D

cc: Jejuan Williams, Contract Administration Coordinator, Mowing & Landscape

EXHIBIT C

ENVIRONMENTAL SERVICES, INC.
A Terracon COMPANY

7220 Financial Way, Suite 100
Jacksonville, Florida 32256
P (904) 470 2200
F (904) 470 2112
environmentalservicesinc.com

April 3, 2020

City of Jacksonville
Planning and Development Department
Historic Preservation Division
214 N. Hogan Street #3604
Jacksonville, Florida 32202

Attn: Christian Popoli &
Devin Scott
P: (904) 255-7800
E: cpopoli@coj.net
E: devinsco@coj.net

Re: City of Jacksonville Grant 20.h.sm.100.054
Old City Cemetery Mapping Project
Jacksonville, Duval County, Florida
ESI/Terracon Change Order for Contract #10235-01

Dear Mr. Popoli and Mr. Scott:

Environmental Services, Inc. A Terracon Company appreciates the opportunity to submit this proposed change order to the City of Jacksonville (COJ) to conduct Cultural Resources Consulting Services. The following sections provide an outline of the project and ESI's scope of services including schedule and compensation.

1.0 PROJECT INFORMATION

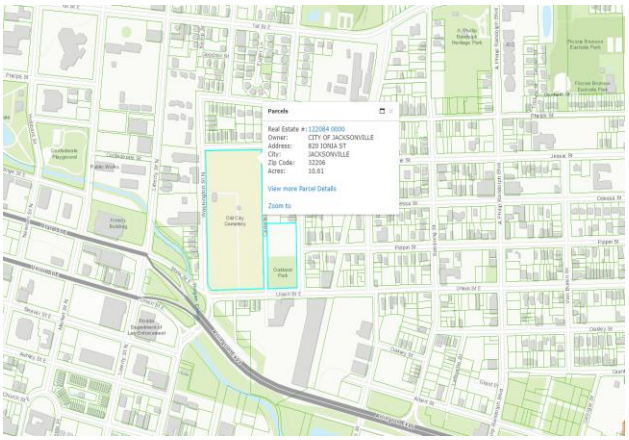
1.1 Site Location / Description

The site consists of an approximate 10.6-acre parcel described by the Duval County Property Appraiser's Office as RE# 122084 0000, and addressed as 820 Ionia Street, Jacksonville, 32206 County of Duval, Florida. The site is currently owned by the City of Jacksonville (COJ) and was traditionally used for burials in downtown Jacksonville. The site

is currently used as an inactive cemetery/cultural resource/place of visitation for deceased loved ones.

1.2 Background

Old City Cemetery



Old City Cemetery is the early burial ground for Jacksonville citizens as well as unincorporated Duval Co. and the City's African American community. Historic cedars, magnolia, and oak offer a tranquil setting. In an article from the *Papers* by The Jacksonville Historical Society, the cemetery is described as "located on the highest point of land within the limits of the City…soil is more fertile…Conventional cemetery shrubs and trees, set out…" Present surroundings offer a more urban setting. Old City is the final resting place of many Jacksonville notables, including the Merrill brothers of Merrill-Stevens Company; Francis Fleming, the 15th Governor of Florida; Alexander Darnes, the first African American physician in Jacksonville; and Princess Laura Adorkor Kofi, a Ghanaian minister and activist associated with the Universal Negro Improvement Association.

ESI appreciates the wealth of historical significance associated with the interred and will focus not only on the condition, proposed treatment, and cost analysis of the memorials, but also on the overall site appearance and opportunity for education and improved wayfinding. A greater amount of time will be necessary for assessing the condition of the monuments, as there is a greater variety of marker styles, materials, and manufacturers.

2.0 SCOPE OF SERVICES

2.1 Grant Information

Grant funds will be used to hire a historic preservation consultant to map the Old City Cemetery in Jacksonville. The project involves mapping each gravesite with Global Positioning System (GPS) equipment and software; recording additional information on the grave markers and linking it to the GPS location; and compiling all recorded GPS locations and information into a GIS data layer that will be available on the City of Jacksonville's website.

ENVIRONMENTAL SERVICES, INC.
A Terracon COMPANY

All tasks associated with the Project shall meet the requirements set forth in this agreement.

In addition to our original proposed scope of services for Old City Cemetery which included mapping all burial markers within plots (See COJ Contract #10235-01); ESI will map all plot surrounds, vehicle and pedestrian paths within the cemetery boundaries and will add brick wall/fencing details as part of the proposed change order. Cultural information will also be added as available including but not limited to historic signage and entry gates.

3.0 CONDITIONS

3.1 Preparation of data and final report

All data and final reporting will follow those outlined in the Grant Agreement.

4.0 COMPENSATION

ESI understands the City has been awarded a Small Matching Grant from the Division of Historical Resources and that Deliverables and Performance Measures related to the Scope of Work will follow the schedule outlined in the Grant Agreement. All funds will be designated additional funding for Task 2 of the original contract.

Task #	Payment Type	Deliverable Description	Documentation	Payment Amount
1	Fixed Price	Provide one (1) copy of the credentials of the historic preservation consultant, and one (1) copy of the project timeline to the Division for review and approval.	One (1) copy of the credentials of the historic preservation consultant; and one (1) copy of the project timeline to the Division for review and approval.	$10,500
2	Fixed Price	Provide one (1) electronic and one (1) hard copy of the draft project report	One (1) electronic and one (1) hard copy of the draft project report.	$10,500
3	Fixed Price	Provide one (1) electronic and one (1) hard copy of the final project report and (1) completed GIS shapefile of the cemetery. In addition, a Single Audit Form shall be completed by the Grantee and submitted along with the Final Progress Report prior to final payment.	One (1) electronic and one (1) hard copy of the final project report; a live link to the GIS map on the City of Jacksonville's website; a Single Audit Form; and the Final Progress Report.	$14,000
Totals				**$35,000**

ENVIRONMENTAL SERVICES, INC.
A Terracon COMPANY

5.0 AUTHORIZATION

This Agreement shall begin on 07/01/19, and shall end 06/30/20, unless terminated in accordance with the provisions of Section 33 of this Agreement [Grant] between the State of Florida and City of Jacksonville.

Work will be performed under the provisions of the attached Supplement to Agreement for Services. Your authorization for ESI to proceed in accordance with this proposal can be issued by signing the attached Supplement to Agreement for Services and returning an original copy to our Jacksonville, Florida office. A fax or email of the signed Supplement to Agreement for Services can also be submitted to expedite the commencement of services, but we request that a signed original follow. We appreciate the opportunity to provide this proposal and look forward to the opportunity of working with you.

Sincerely,
Environmental Services, Inc. A Terracon Company

Gary K. Howalt
Department Manager

Reference Number: HK197232

SUPPLEMENT TO AGREEMENT FOR SERVICES

CHANGE TO
SCOPE OF SERVICES AND FEES

This **SUPPLEMENT to AGREEMENT FOR SERVICES** to the original Agreement for Services (original Agreement dated 08/27/2019, Agreement reference number hk197232) is between City of Jacksonville FL ("Client") and Environmental Services, Inc. ("Consultant") for additional or changed Services to be provided by Consultant for Client on the Project, as described in the Agreement for Services. This Supplement is incorporated into and part of the Agreement for Services.

1. **Scope of Services**. The scope of the additional or changed Services are described in the Scope of Services section of the Consultant's Supplemental Proposal, unless Services are otherwise described below or in Exhibit B to this Supplement (which section or exhibit are incorporated into the Supplement).

Grant funds will be used to hire a historic preservation consultant to map the Old City Cemetery in Jacksonville. The project involves mapping each gravesite with Global Positioning System (GPS) equipment and software; recording additional information on the grave markers and linking it to the GPS location; and compiling all recorded GPS locations and information into a GIS data layer that will be available on the City of Jacksonville's website.

All tasks associated with the Project shall meet the requirements set forth in this agreement.

In addition to our original proposed scope of services for Old City Cemetery which included mapping all burial markers within plots (See COJ Contract #10235-01); ESI will map all plot surrounds, vehicle and pedestrian paths within the cemetery boundaries and will add brick wall/fencing details as part of the proposed change order. Cultural information will also be added as available including but not limited to historic signage and entry gates.

2. **Compensation.** Client shall pay compensation for the additional or changed Services performed at the fees stated in the Supplemental Proposal unless fees are otherwise stated below or in Exhibit C to this Supplement (which section or exhibit are incorporated into the Supplement).

Task #	Payment Type	Deliverable Description	Documentation	Payment Amount
1	Fixed Price	Provide one (1) copy of the credentials of the historic preservation consultant, and one (1) copy of the project timeline to the Division for review and approval.	One (1) copy of the credentials of the historic preservation consultant; and one (1) copy of the project timeline to the Division for review and approval.	$10,500
2	Fixed Price	Provide one (1) electronic and one (1) hard copy of the draft project report	One (1) electronic and one (1) hard copy of the draft project report.	$10,500
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Totals				**$35,000**

All terms and conditions of the **Agreement for Services** shall continue in full force and effect. This Supplement is accepted and Consultant is authorized to proceed.

Consultant:	**Environmental Services, Inc.**	Client:	**City of Jacksonville FL**
By:	Date: **4/3/2020**	By:	Date:
Name/Title:	**Gary K Howalt / Principal/Department Manager I**	Name/Title:	
Address:	**7220 Financial Way Ste 100**	Address:	**609 St. Johns Bluff Road, N**
	Jacksonville, FL 32256-6840		**Jacksonville, Fl 32225**
Phone:	**(904) 470-2200** Fax: **(904) 470-2112**	Phone:	Fax:
Email:	**ghowalt@ESINC.CC**	Email:	**McDaniel@coj.net**

EXHIBIT D

CONTRACT FEE SUMMARY FOR ENGINEERING DIVISION
CITY OF JACKSONVILLE, FLORIDA

PART I - GENERAL	
1. Project Comprehensive Cemetery Assessment Svc - Old City Cemetery Amendment	2. Proposal Number P-08-19
3. Name of Consultant Environmental Services, Inc.	4. Date of Proposal 3/19/2020

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Hist. Preservationist/Group Mngr.	$28.85	300	$8,655.00	
Architectural Conservator	$22.84		$0.00	
Preservation Planner	$22.12	1	$22.12	
Historian	$23.00	20	$460.00	
Senior Manager	$40.87		$0.00	
Project Manager	$32.00		$0.00	
Senior Scientist	$25.44		$0.00	
Project Scientist	$21.63		$0.00	
GIS/CAD Manager	$35.35	10	$353.50	
GIS/CAD Technician	$20.19	100	$2,019.00	
Executive Administrative Assistar	$20.75		$0.00	
TOTAL DIRECT LABOR		431	Hours	$11,509.62
6. Overhead (Combined Fringe Benefit & Administrative)			175.00%	$20,141.84
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				$31,651.46
8. PROFIT: Labor Related Costs (Item 7)			x 10%	$3,165.15

PART III - OTHER COSTS

9. Miscellaneous Direct Costs Printing, Transportation, Deliveries, etc. $183.40 MISCELLANEOUS DIRECT COSTS SUB-TOTAL	$183.40
10. SUBCONTRACTS (Lump Sum) Marquis Latimer + Halback (Landscape Architect) Robert M. Angas (ETM Surveying) Rosa Lowinger & Associates (Conservator) SUB-CONTRACT SUB-TOTAL	$0.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)	$35,000.00
11. REIMBURSABLE COSTS (Limiting Amount) SUB-TOTAL REIMBURSABLES	$0.00

PART IV - SUMMARY

TOTAL AMOUNT OF AMENDMENT #6 (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)	**$35,000.00**
12. PRIOR CONTRACT AMOUNT	$1,293,325.35
AMENDED AMOUNT OF CONTRACT	**$1,328,325.35**

EXHIBIT D

CONTRACT FEE SUMMARY FOR ENGINEERING DIVISION
CITY OF JACKSONVILLE, FLORIDA

PART I - GENERAL

1. Project Comprehensive Cemetery Assessment Svc - Old City Cemetery Amendment	2. Proposal Number P-08-19
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PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
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Architectural Conservator	$22.84		$0.00	
Preservation Planner	$22.12	1	$22.12	
Historian	$23.00	20	$460.00	
Senior Manager	$40.87		$0.00	
Project Manager	$32.00		$0.00	
Senior Scientist	$25.44		$0.00	
Project Scientist	$21.63		$0.00	
GIS/CAD Manager	$35.35	10	$353.50	
GIS/CAD Technician	$20.19	100	$2,019.00	
Executive Administrative Assistar	$20.75		$0.00	
TOTAL DIRECT LABOR		431	Hours	$11,509.62
6. Overhead (Combined Fringe Benefit & Administrative)			175.00%	$20,141.84
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				$31,651.46
8. PROFIT: Labor Related Costs (Item 7)			x 10%	$3,165.15

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11. REIMBURSABLE COSTS (Limiting Amount) SUB-TOTAL REIMBURSABLES	$0.00

PART IV - SUMMARY

TOTAL AMOUNT OF AMENDMENT #6 (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)	**$35,000.00**
12. PRIOR CONTRACT AMOUNT (Through Amendment # 1)	$149,991.96
AMENDED AMOUNT OF CONTRACT	**$184,991.96**