# 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.


July 10, 2019

07/11/19 11:23:34
Procurement Division

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

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

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

R. Duane Kent, P.E.
Public Works Project Manager

SUBJECT: P-46-18 Construction Engineering and Inspection Services for the Cecil Field Northern Extension Project
Phase A PRCP331F5720-06505-PR0121-06-PRC132-09 $ 53,994.17
Phase B PRCP331F5720-06505-PR0121-07-PRC131-09 $101,997.61

The Engineering Division has negotiated with the consultant selected for Construction Engineering and Inspection Services for the Cecil Field Northern Extension Project, resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B. The City's JSEB program is not applicable to this project.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with AE Engineering, Inc. for Construction Engineering and Inspection Services for the Cecil Field Northern Extension, that includes the attached Scope of Services identified as Exhibit "A" and Fee Schedule identified as Exhibit "B", to provide a not to exceed limit for Construction Engineering and Inspection Services for Phase A in the amount of $53,994.17 and for Phase B in the amount of $101,997.61, with a maximum indebtedness to the City in the amount of $155,991.78 and with an expiration date of Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.

RGS/lw

Attachment: Exhibits A & B

cc: Lori West, Contract Specialist, Engineering and Construction Management

EXHIBIT A

AE ENGINEERING, INC.
Civil Engineering • CEI • Construction Management

219 N. Newnan Street, 2nd Floor
Jacksonville, FL 32202
Phone: 904-337-6324
Fax: 904-332-8424

**AE Engineering, Inc. – CEI Scope of Services for:**
**CECIL FIELD TRAILS - NORTHERN EXTENSION**

Consultants to provide Construction Engineering and Inspection (CEI) and Project Administration services for the construction of "The Cecil Field Northern Extension". Located off the National Highway System and entirely on City of Jacksonville Property, the proposed trail will be a multi-use asphalt path used for pedestrians, joggers, bikers, equestrian, and other activities.

Phase 1 – FIN 212096-2-1-58-01 is the construction of approximately 4,121.00 feet of trail from Station 500+00.00 to Station 541+21.00.

Phase 2 – FIN 212096-3-58-01 is the construction of approximately 1,698.00 feet of trail of from Station 541+21.00 (the north end of Phase 1) to Station 558+19.00.

**Responsibilities:**

It shall be the responsibility of the Consultant to administer, monitor, and inspect the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions for the Construction Contract.

Observe the Consultant's work to determine the progress and quality of work. Identify discrepancies, report significant discrepancies to the Department, and direct the Consultant to correct such observed discrepancies.

Pursuant to Section 337.11(9)(a), Florida Statutes, the Consultant is hereby designated by the Secretary of the Department to negotiate and approve Supplemental Agreements within the thresholds established in the CPAM. Seek input from the Construction Project Manager relating to all Supplemental Agreement requests. Supplemental Agreements must be determined to be in accordance with Florida law by the Department prior to approval by the Consultant. For any Supplemental Agreement which exceeds the thresholds, prepare the Supplemental Agreement as a recommendation to the Department, which the Department may accept, modify or reject upon review. Consult with the Construction Project Manager as necessary and direct all issues, which exceed delegated authority to the Construction Project Manager for Department action or direction.

Inform the Construction Project Manager of any significant omissions, substitutions, defects, and deficiencies noted in the work of the Consultant and the corrective action that has been directed to be performed by the Consultant.

**On-site Inspection:**

Monitor the Consultant's on-site construction activities and inspect materials entering into the work in accordance with the plans, specifications, and special provisions for the Construction Contract to determine that the projects are constructed in reasonable conformity with such documents. Maintain detailed accurate records of the Consultant's daily operations and of significant events that affect the

work. The Department will monitor off-site activities and fabrication unless otherwise stipulated by this Agreement.

Monitor and inspect Consultant' s Work Zone Traffic Control Plan and review modifications to the Work Zone Traffic Control Plan, including Alternate Work Zone Traffic Control Plan, in accordance with the Department's procedures. Consultant employees performing such services shall be qualified in accordance with the Department's procedures.

**Sampling and Testing:**

Perform sampling and testing of component materials and completed work in accordance with the Construction Contract documents.

**Engineering Services:**

Coordinate the Construction Contract administration activities of all parties other than the Consultant involved in completing the construction project. Notwithstanding the above, the Consultant is not liable to the Department for failure of such parties to follow written direction issued by the Consultant.

Services shall include maintaining the required level of surveillance of Consultant activities, interpreting plans, specifications, and special provisions for the Construction Contract. Maintain complete, accurate records of all activities and events relating to the project and properly document all project changes. The following services shall be performed:

Attend a pre-service meeting for the Agreement in accordance with Project Schedule. Provide appropriate staff to attend and participate in the pre-service meeting.

Schedule and attend a project close-out meeting with the Local Agency and FDOT Local Programs and Construction staff. Provide appropriate staff to attend and participate in this meeting.

Verify that the Consultant is conducting inspections, preparing reports and monitoring all storm water pollution prevention measures associated with the project. For each project that requires the use of the NPDES General Permit, provide at least one inspector who has successfully completed the "Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Consultants". The Consultant's inspector will be familiar with the requirements set forth in the FEDERAL REGISTER, Vol. 57, No. 187, Friday, September 5, 1992, pages 4412 to 4435 "Final NPDES General Permits for Storm Water Discharges from Construction Sites" and the Department's guidelines.

Analyze the Consultant's schedule(s) (i.e. baseline(s), revised baseline(s), updates, as-built, etc.) for compliance with the contract documents. Elements including, but not limited to, completeness, logic, durations, activity, flow, milestone dates, concurrency, resource allotment, and delays will be reviewed. Verify the schedule conforms with the construction phasing and MOT sequences, including all contract modifications. Provide a written review of the schedule identifying significant omissions, improbable or unreasonable activity durations, errors in logic, and any other concerns as detailed in CPAM.

Analyze problems that arise on a project and proposals submitted by the Consultant; work to resolve such issues, and process the necessary paperwork.

Monitor, inspect and document utility construction for conformance with Utility Agency's Standards and the Utility Agency's Approved Materials List. Facilitate coordination and communication between Utility

Agency's representatives, Department's staff and Consultants executing the work. Identify potential utility conflicts and assist in the resolution of utility issues including Department and Local Government owned facilities.

Identify, review, and track progress of Joint Project Agreements, and/or other Department and utility agreements. Address work progress, track reimbursement activities, and address betterment and salvage determination. Prepare all necessary documentation to support reimbursement activities and betterment and salvage determination.

Produce reports, verify quantity calculations and field measure for payment purposes as needed to prevent delays in Consultant operations and to facilitate prompt processing of such information in order for the Department to make timely payment to the Consultant.

Prepare and make presentations for meetings and hearings before the Dispute Review Boards in connection with the project covered by this Agreement.

The Department will provide the functions of the Resident Compliance Specialist. The Consultant shall perform the field interviews as needed and support the District Compliance Manager and Local Agency.

Prepare and submit the Construction Status Report to the Local Agency.

Provide minutes from Pre-Construction meeting.

Provide a digital camera for photographic documentation of pre-construction state and of noteworthy incidents or events during construction. These photographs will be filed and maintained on the Consultant's computer using a Digital Photo Management system. Photographs shall be taken the day prior to the start of construction and continue as needed throughout the project. Photographs shall be taken the days of Conditional, Partial and Final Acceptance.

EXHIBIT B

## CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION
## CITY OF JACKSONVILLE, FLORIDA

### PART I - GENERAL

| | |
|---|---|
| **1. Project**<br>Construction Engineering and Inspection Services for the Cecil Field Northern Ext | **2. Proposal No. / Contract No.**<br>P-46-18 Phase A |
| **3. Name of Consultant**<br>AE Engineering, Inc. | **4. Date of Proposal**<br>July 1, 2019 |

### PART II - LABOR RELATED COSTS

| **5. Direct Labor (Limiting Amount)** | Hourly Rate | Estimated Hours | Estimated Cost | TOTAL |
|---|---|---|---|---|
| Senior Project Engineer | $ 75.00 | 19 | $ 1,425.00 | |
| Project Administrator | $ 50.50 | 110 | $ 5,555.00 | |
| Contract Support Specialist | $ 37.50 | 0 | 0.00 | |
| Senior Inspector/CSS | $ 33.00 | 346 | $ 11,418.00 | |
| Inspector | $ 25.00 | 0 | $ 0.00 | |
| Clerical/RCS | $ 18.00 | 91 | 1,638.00 | |
| | $ - | 0 | $ 0.00 | |
| | $ - | 0 | $ 0.00 | |
| **TOTAL DIRECT LABOR** | $ 35.40 | 566 | | $ 20,036.00 |
| **6. Overhead (Combined Fringe Benefit & Administrative)** | | | | |
| Overhead Rate | 131.52 % x Total Direct Labor | | | $ 26,351.35 |
| **7. SUBTOTAL: Labor + Overhead (Items 5 & 6)** | | | | **$ 46,387.35** |
| **8. PROFIT: Labor Related Costs (Item 7)** | | x | 15% | $ 6,958.10 |
| **TOTAL FEES** | | | | **$ 53,345.45** |

### PART III - OTHER COSTS

| | | |
|---|---|---|
| **9. Miscellaneous Direct Costs (Reimburseable/Not to Exceed)** | | |
| Printing, Transportation, Deliveries, etc. | $ 0.00 | |
| MISCELLANEOUS DIRECT COSTS SUB-TOTAL | | $ - |
| **10. SUBCONTRACTS (Reimbursable/Not to Exceed)** | | |
| | $ | |
| | $ 0.00 | |
| | $ 0.00 | |
| | $ 0.00 | |
| | $ 0.00 | |
| | $ 0.00 | |
| SUB-CONTRACT SUB-TOTAL (Reimb/NTE) | | $ - |
| **11. REIMBURSABLE COSTS (Limiting Amount)** | | |
| Construction Materials Testing (Meskel) | 648.72 | |
| SUB-TOTAL REIMBURSABLES | | $ 648.72 |
| **TOTAL AMOUNT** | | **$ 648.72** |

### PART IV - SUMMARY

| | |
|---|---|
| TOTAL AMOUNT OF CONTRACT (Reimbursable/Not to Exceed)<br>(Items 5, 6, 8, 9, 10, and 11) | **$ 53,994.17** |
| **12. TOTAL PRIOR CONTRACT AMOUNT** | **$ -** |
| **TOTAL CONTRACT AMOUNT** | **$ 53,994.17** |

EXHIBIT B

## CONTRACT FEE SUMMARY FORMAT FOR ENGINEERING DIVISION
## CITY OF JACKSONVILLE, FLORIDA

### PART I - GENERAL

| | |
|---|---|
| **1. Project**<br>Construction Engineering and Inspection Services for the Cecil Field Northern Ext | **2. Proposal No. / Contract No.**<br>P-46-18 Phase B |
| **3. Name of Consultant**<br>AE Engineering, Inc. | **4. Date of Proposal**<br>July 1, 2019 |

### PART II - LABOR RELATED COSTS

| **5. Direct Labor (Limiting Amount)** | Hourly Rate | Estimated Hours | Estimated Cost | TOTAL |
|---|---|---|---|---|
| Senior Project Engineer | $ 75.00 | 37 | $ 2,775.00 | |
| Project Administrator | $ 50.50 | 210 | $ 10,605.00 | |
| Contract Support Specialist | $ 37.50 | 0 | 0.00 | |
| Senior Inspector/CSS | $ 33.00 | 654 | $ 21,582.00 | |
| Inspector | $ 25.00 | 0 | $ 0.00 | |
| Clerical/RCS | $ 18.00 | 172 | 3,096.00 | |
| | $ - | 0 | $ 0.00 | |
| | $ - | 0 | $ 0.00 | |
| **TOTAL DIRECT LABOR** | $ 35.47 | 1,073 | | $ 38,058.00 |
| **6. Overhead (Combined Fringe Benefit & Administrative)** | | | | |
| Overhead Rate | 131.52 % x Total Direct Labor | | | $ 50,053.88 |
| **7. SUBTOTAL: Labor + Overhead (Items 5 & 6)** | | | | **$ 88,111.88** |
| **8. PROFIT: Labor Related Costs (Item 7)** | | x | 15% | $ 13,216.78 |
| **TOTAL FEES** | | | | **$ 101,328.66** |

### PART III - OTHER COSTS

| | | |
|---|---|---|
| **9. Miscellaneous Direct Costs (Reimburseable/Not to Exceed)** | | |
| Printing, Transportation, Deliveries, etc. | $ 0.00 | |
| MISCELLANEOUS DIRECT COSTS SUB-TOTAL | | $ - |
| **10. SUBCONTRACTS (Reimbursable/Not to Exceed)** | | |
| | $ 0.00 | |
| | $ 0.00 | |
| | $ 0.00 | |
| | $ 0.00 | |
| | $ 0.00 | |
| | $ 0.00 | |
| SUB-CONTRACT SUB-TOTAL (Reimb/NTE) | | $ - |
| **11. REIMBURSABLE COSTS (Limiting Amount)** | | |
| Construction Materials Testing (Meskel) | 668.95 | |
| SUB-TOTAL REIMBURSABLES | | $ 668.95 |
| **TOTAL AMOUNT** | | **$ 668.95** |

### PART IV - SUMMARY

| | |
|---|---|
| TOTAL AMOUNT OF CONTRACT (Reimbursable/Not to Exceed)<br>(Items 5, 6, 8, 9, 10, and 11) | **$ 101,997.61** |
| **12. TOTAL PRIOR CONTRACT AMOUNT** | **$ -** |
| **TOTAL CONTRACT AMOUNT** | **$ 101,997.61** |

EXHIBIT B

**From:** Ron Hodges
**To:** Cory Nichols
**Cc:** Suzanne M. Layton
**Subject:** Rates
**Date:** Monday, July 1, 2019 10:58:49 AM
**Attachments:** image001.png

---

Good Morning Cory- first let me say thank you for considering Meskel Engineering on your projects, please see the following rates, for the requested items, I added rates of common items that may come up or you may need. Let me know if you have any questions or need anything additional.

Proctor ASTM D1557, D698 $80.00
Sieve Analysis-$50
Moisture Content with percent fines $60.
Atterburg Limits-$80
LBR- $245
Density test $22 ea min charge 3
Concreret cylinders made by consultant $100 per set of 4- 1@7, 2@28, 1H
Air content per set-$17
Additional cylinders made by consultant $25
Sample Pick up $60
Stand By time after 30min wait time
Concrete/Soils Technician - $72.60 Hr
Professsional Engineer if reports need to be signed and sealed- $ 134.87 hr at 15 min per report

**Kind Regards,**


## Ronald Hodges

**Director of Construction Services**
Meskel & Associates Engineering
Email: rhodges@meskelengineering.com
Cell: 228-382-7217
***Jax Chamber Overall Small Business Leader of the Year for 2019***

Jacksonville Office: 904-519-6990, x208
Tampa Office: 813-252-5585
www.meskelengineering.com


TEN YEARS 10 MAE
Meskel & Associates Engineering