

PUBLIC NOTICE
PSEC AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
 Thursday, November 3, 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: **Dustin Freeman, Chairman**
Brennan Merrell, Treasury
James McCain, Jr., OGC

Submitter Members	ITEM #	TITLE & ACTION	MOTION	CONTRA EXP	OUTCOME
Wanda Verdejo Tracy Flynn	P-58-15 PBA#1	Contract Amendment No. 7 Master Casualty Consultant Division of Insurance & Risk Management	That Contract No. 9429-02 between the City of Jacksonville and E.W. Sver & Associates d/b/a Sver Insurance Consultants Management, for Master Casualty Consulting/Employee Benefits and Auditing Services, be amended to ratify and confirm the actions of the parties from October 1, 2022, to date of this award and extend the period of service through September 30, 2023; and (ii) increase the maximum indebtedness by \$60,000.00 to a new not-to-exceed amount of \$460,000.00. All other terms and conditions, as previously amended, shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	09/30/22	
Mary DiPerna Carolina Teran-Ocguera	P-38-22	Fee and Contract Negotiations Benefits Consultant Services Employee Services Department	That the City of Jacksonville enter into a contract with Gallagher Benefit Services for the provision of Benefits Consultant Services incorporating the attached Scope of Services identified as Exhibit 'A' and Fee Schedule identified as Exhibit 'B'. The Contract period shall be from January 1, 2023, thru December 31, 2027, with no renewal options; The maximum indebtedness shall be a not-to-exceed amount of \$800,000.00. All other terms and conditions are per the Request for Proposal and the City's standard contract language.		
Will Evans Ruben Bryant	P-30-22	Fee and Contract Negotiations Residential Substance Abuse Education, Treatment, Case Management & Community Reintegration Aftercare Program for Adults inmates within the Duval County Correctional System Parks, Recreation and Community Services Department/Social Services Division	That the City of Jacksonville enter into a contract with River Region Human Services, Inc., to provide Residential Substance Abuse Education, Treatment, Case Management & Community Reintegration Aftercare Program for Adults inmates within the Duval County Correctional System that incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B'; provide a not-to-exceed maximum indebtedness of \$9,903,058.27; the period of service will be from execution of the contract through September 30, 2027. All other terms and conditions are per the RFP and the City's standard contract language.		
Carol Brock Brett Nolan	P-51-22	Introduce & Review Scope Tourist Development Council Strategic Research & Analysis Tourist Development Council	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.		
Nikita Reed Robin Smith	P-60-17	Contract Amendment No. 3 Professional Design Services for Armsdale Road Sidewalk and Roadway Improvements Department of Public Works/Engineering & Construction Management Division	That Contract 10479, originally executed October 4, 2018, between the City of Jacksonville and Peters and Yaffee, Inc., for Professional Design Services for Armsdale Road Sidewalk and Roadway Improvements, be amended to: incorporate the attached Scope of Services identified as Exhibit G and Contract Fee Schedule identified as Exhibit H; increase the lump-sum amount for Design Services by \$11,716.79 to a new lump-sum amount of \$332,657.02; and to increase the not-to-exceed limits for Lighting & Structures Design by \$5,039.41 to a new limit of \$82,024.79, thereby increasing the maximum indebtedness by \$16,756.20, to a new maximum of \$578,511.13. All other terms and conditions as previously amended shall remain the same.		
Robin Smith Nikita Reed	P-50-22	Introduce & Review Scope Professional Engineering Services for Forest Trail road Drainage Improvements Department of Public Works/Engineering & Construction Management Division	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>Jill Entz Nikita Reed</p>	<p>P-05-22</p>	<p>Fee & Contract Negotiations Architectural & Engineering Services for Parks Projects (South) Annual Contract Department of Public Works/Engineering & Construction Management Division</p>	<p>That the City of Jacksonville enter into a contract with Proser Inc. for Architectural & Engineering Services for Parks Projects (South) Annual Contract that incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee schedule identified as Exhibit 'B'; each project performed under this agreement shall be authorized by an individual purchase order with a not-to-exceed cost applicable thereto; the maximum indebtedness of the City pursuant to this agreement is \$2,000,000.00; the initial period of service will be for two (2) years with the option to extend such contract for two (2) additional 2-year periods upon satisfactory performance by the consultant. All other terms and conditions shall be as provided in the Request for Proposal and the City's standard contract language.</p>	
<p>Meeting Adjourned:</p>				

"The next PSEC meeting is scheduled to be held on Thursday, November 17, 2022."



City of Jacksonville, Florida

Lenny Curry, Mayor

Division of Insurance and Risk Management
117 West Duval Street
Suite 335
Jacksonville, FL 32202
(904) 630-7521
www.coj.net

MEMORANDUM

DATE: November 1, 2022

To: Dustin Freeman, Chairperson and Professional Services Evaluation Committee

Copy: Alex Baker, PSEC Specialist

From: Wanda Verdejo, Property & Casualty Compliance Administrator *Wanda Verdejo*

RE: Piggyback of DCSB Master Casualty Consultant – Siver Insurance Consulting
P-58-15 Request for Amendment Seven (7)

The current contract with E.W. Siver & Associates d/b/a Siver Insurance Consultants Management (“Siver”) (No. 9429-02) for insurance consulting services allows for Siver to consult for the City for a term of **October 1, 2022, to September 30, 2023**, as a one-year extension.

The current contract will be amended to continue those insurance consulting services for City. The premium adjustment from the current maximum indebtedness of \$400,000.00 by an additional \$60,000.00 for a new total maximum indebtedness of \$460,000.

It is respectfully requested that City Contract No. 9429-02, with Siver be amended for the ratification and continuation of the consulting services for the City of Jacksonville effective October 1, 2022, to September 30, 2023, as set forth in Exhibit A.

All other contract terms and conditions shall remain the same (nothing contained herein shall be amended, modified, or otherwise revised without prior PSEC and Mayor's approval).

Exhibit A – 2022-2023 Siver continuation interest letter, extension proposal & DCPS agreement

Thank you for your consideration.

Wanda Verdejo

Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314



801 94th Avenue N., Ste. 202
St. Petersburg, Florida 33702-2479
Post Office Box 21343
St. Petersburg, Florida 33742-1343
Telephone: (727) 577-2780

Email: gerickson@siver.com

October 12, 2022

SENT BY EMAIL

Wanda Verdejo-Magras
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 W. Duval Street, Suite 335
Jacksonville, FL 32202

**Subject: Master Casualty Consultant
One Year Contract Extension Proposal**

Dear Ms. Verdejo-Magras:

The purpose of this letter is to formally advise you that Siver Insurance Consultants ("Siver") is ready, willing and able to enter into a one-year extension of our Agreement with the City of Jacksonville ("the City"), pursuant to the terms and conditions of Amendment Two to the Agreement between the City and Siver, Utilizing DCSB Contract Under RFP #07-15/TW, for Purchase of Risk Management Consultant/Employee Benefits and Auditing Services.

As we understand it, the one-year extension would be effective from October 1, 2022 through September 30, 2023. Siver is willing to agree to continue our current, in-force billing rates with the City for the period of the one-year extension.

We look forward to working for the City in the upcoming year.

Very truly yours,

SIVER INSURANCE CONSULTANTS

A handwritten signature in cursive script that reads "George W. Erickson".

George W. Erickson, JD, CPCU, LLM
Executive Vice-President

**AGREEMENT BETWEEN THE SCHOOL BOARD OF DUVAL COUNTY, FLORIDA,
AND E. W. SIVER & ASSOCIATES, INC.**

This Agreement is made and entered into effective August 1, 2015 (the "Effective Date"), and is by and between The School Board of Duval County, Florida, operating a district school system in the State of Florida (the "District"), and E. W. Siver & Associates, Inc., a Florida corporation, d/b/a Siver Insurance Consultants ("Contractor").

WITNESSETH:

Whereas, the District issued a Request For Proposals No. 07-15/TW, dated April 23, 2015, for Risk Management Consultant/Employee Benefits Auditing Services (the "Services"), together with Addendum No. 1 dated May 8, 2015 (collectively the "RFP"), which RFP is attached and incorporated herein by this reference as Exhibit A;

Whereas, after free and open competition, Contractor submitted the sole proposal received by the District (the "Proposal") attached hereto and incorporated herein by this reference as Exhibit B;

Whereas, as set forth in Rule 6A-1.012(12)(c), F.A.C., the District has determined it is in the District's best interest to negotiate with Contractor on the best terms and conditions in lieu of the District's re-soliciting proposals, and the District therefore selected Contractor to perform the Services;

Whereas, the Contractor is interested in and capable of performing the desired Services for the District, and the District desires to have the Contractor perform the Services; and

Whereas, the District is seeking the Services commencing on August 1, 2015.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

**ARTICLE I
SCOPE OF SERVICES**

The parties agree that the purpose of this Agreement is that the Contractor shall provide the District the Services set forth in the RFP and all Agreement documents, including but not limited to all necessary services that will encompass a variety of issues related to a full spectrum of Risk Management Consultant/Employee Benefits Auditing services program issued to include but not limited to: assisting in development of and evaluating requests for proposals; negotiating contract renewals; reviewing claims (loss) runs; providing assistance in the review of provider administrative costs, performance and evaluation of proposals and employee benefit audits. If any services, functions or responsibilities not specifically described in the RFP are necessary for the proper performance and provision of the Services, they shall be deemed to be implied and included within the scope of the Services to the same extent and in the same manner as if specifically described herein.

**ARTICLE II
COMMENCEMENT AND RENEWAL**

The Agreement commences effective August 1, 2015, and the term expires December 31, 2020 as set forth in section 2.1, Contract Term, of the RFP. Five (5) potential renewals of one (1) year each are set forth according to the provisions of section 2.1 of the RFP.

**ARTICLE III
COMPENSATION**

Contractor shall be paid for the Services at the rates as described in Attachment B, *Cost Proposal Form*, as submitted by the Contractor in its Proposal attached hereto as Exhibit B. As set forth in the RFP, in no event shall the District be responsible to the Contractor for compensation in excess of the maximum obligated amounts stated in this Agreement; it being understood that the District shall not be liable for payment in excess of \$75,000 in any fiscal year pursuant to the requirements of the RFP and District Policy 7.41. In addition, Contractor shall not be obligated to perform the Services described in Article I once the combined fees and expenses generated for services performed in any fiscal year exceed \$75,000. Each payment obligation of the District created by this Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, this Agreement may be terminated by the District at the end of the period for which funds are available. The District shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the District in the event this provision is exercised, and the District shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section. As set forth in the RFP, the District shall issue payment in accordance with Sections 218.70. et sq., Florida Statutes, Local Government Prompt Payment Act, after receipt of an acceptable invoice, inspection and acceptance of goods and/or services provided in accordance with the terms and conditions of the Agreement. Any penalty for delay in payment shall be in accordance with applicable law.

**ARTICLE IV
TERMINATION**

This Agreement may be terminated as set forth in section 11.0 of the RFP.

**ARTICLE V
NOTICES**

The addresses for formal notices to the District are set forth in section 13.7.15 of the RFP. The address for formal notices to the Contractor is:

Siver Insurance Consultants
805 Executive Center Drive West, Suite 110
St. Petersburg, Florida 33702

As set forth in section 13.7/15 of the RFP, the parties agree that all communications relating to the day-to-day activities shall be exchanged between the respective representatives of the District and the Contractor, which representatives shall be designated by the parties, in writing, promptly upon commencement of the Services. The Contractor shall deliver to the District representative its representative. The District's representative shall be:

Supervisor, Risk Management
1701 Prudential Drive
Jacksonville, Florida 32207

**ARTICLE VI
MISCELLANEOUS**

Failure by either party to insist upon strict performance of any of the provisions hereof or failure or delay by either party in exercising any rights or remedies provided herein or by law, the District's payment in whole or in part for services hereunder or any purported oral modification or rescission of this Agreement by an employee or agent of either party shall not release either party of any of its obligations hereunder, shall not be deemed a waiver of the rights of either party to insist upon strict performance

hereof or of any of either party's rights or remedies under this Agreement or by law and shall not operate as a waiver of any of the provisions hereof. A waiver by either of the Parties of any of the covenants to be performed by the other or any breach thereof shall not be construed to be a waiver of any succeeding breach thereof or of any other covenant in this Agreement.

Except as otherwise expressly provided in this Agreement, all remedies provided for in this Agreement shall be cumulative and in addition to and not in lieu of any other remedies available to either party at law, in equity or otherwise.

If Contractor is permitted to subcontract any of the work set forth in the Agreement, Contractor shall ensure that each subcontractor complies with all provisions of the Agreement. Contractor will remain liable for the acts and omissions of such subcontractor(s) and the proper performance and delivery of the products and/or services set forth in the Agreement.

This Agreement represents the entire agreement between the parties, may only be amended by a written agreement signed by both parties, and supersedes all prior or contemporaneous oral or written agreements and understandings with respect to the matters covered by this Agreement.

This Agreement may be executed via facsimile and in one or more counterparts, each of which will be deemed an original, but all such facsimiles and counterparts will together constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date first above written.

THE SCHOOL BOARD OF DUVAL COUNTY, FLORIDA


By: 
Nikolaj P. Vitti, Ed.D.

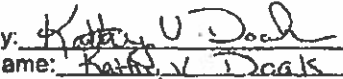
By: [Signature not required per Board Policy 7.41]
Cheryl Grymes, Chairman

Form Approved:

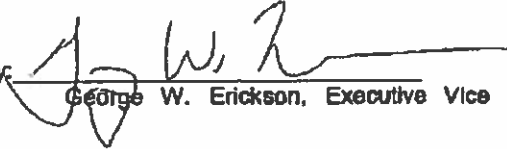
By: 
Office of Legal Services

Witnesses:

By: 
Name: Darcy B. Bryant
President

By: 
Name: Kathy V. Doak

E. W. SIVER & ASSOCIATES, INC.

By: 
George W. Erickson, Executive Vice



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: Dustin Freeman, Chairperson
Professional Services Evaluation Committee

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

Mary DiPerna
Carolina Teran-Oceguera

Re: P – 38-22 – Employee Benefits Consultant

Date: October 27, 2022

As a result of fee and contract negotiations with Gallagher, we recommend that the City enter into a contract with Gallagher for benefits consulting. Gallagher has agreed to the following:

1. Adding an Electronic Benefit Book that can be used with all smart devices. This is approximately a \$5,000 value added service.
2. Adding a communication service during the 2024 Open Enrollment which is a value of approximately \$10,000.

The contract shall begin on January 1, 2023 and extend through December 31, 2027 with no renewal options.

All other terms and conditions are according to the Scope of Services outlined in the Request for Proposal. The maximum indebtedness shall not exceed \$800,000 for the term of the contract.



Insurance | Risk Management | Consulting

October 27, 2022

Mary DiPerna, MAcc, CEBS
Chief of Compensation and Benefits
City of Jacksonville
117 W. Duval Street, Suite 150
Jacksonville, FL, 32202

Dear Mary,

Thank you so much for the opportunity to present this Best and Final Offer (BAFO) to the City of Jacksonville in response to **RFP P-38-22**. The financial terms as outlined in the RFP Response under Schedule of Proposed Prices/Rates will remain as presented. However, in addition to what was proposed, Gallagher will provide two (2) additional services that have a value of approximately **\$15,000**. These services can be added in the summer of 2023 in preparation of your next renewal cycle.

1). Gallagher's Communication department is willing to prepare an Electronic Benefit Guide Flip Book that will allow your City employees to access their Benefit Guides through all smart devices and advance the pages with live (active) links to the carrier's direct webpages and portals. For instance, if your employees are viewing the Flip Book on your City's website from their smart phone, they can directly go to Florida Blue's website to look up providers from the active links embedded in the guides. The same would be true for all your benefit carriers. This same feature can be made available for your ADA Compliant Benefit Guide, as well. This is approximately a \$5000 value added service.

2). Gallagher's Enrollment Services team can establish 2 text messages that can be sent to all Active employees to notify them of the upcoming 2024 Open Enrollment (OE) and then mid-way through Open Enrollment, a second text message can be sent to remind employees that OE will be closing and this is the time to make any desired changes, additions or terminations (and verify their beneficiary designations). This added service can be provided to the City with a value of approximately \$10,000.

I hope that these services will provide additional value to our existing relationship. We greatly appreciate your business and look forward to working together for continued Health and Welfare Plan success.

Best regards,

A handwritten signature in cursive script, appearing to read "Ann Edenfield".

Ann Edenfield
Area Senior Vice President
Gallagher Benefit Services, Inc.
10199 Southside Blvd., Suite 102
Jacksonville, FL 32256
P: 904-520-4485
Ann_edenfield@ajg.com

FORM 1

PROPOSED PRIING AND FEE EXHIBIT

Benefits Consulting Services

SCHEDULE OF PROPOSED PRICES/RATES

1. Monthly Flat Fee - Please be specific on what the flat fee includes:

Gallagher has provided in this RFP a method to fund the consulting services requested in this RFP on a monthly retainer fee plus specific project fees. In addition, we have included an annual maximum to limit the City's budget for consulting services each year. We feel that this method of payment will be easier to budget for the City and allows for a known maximum funding amount for each contact year. We are however, free to discuss any option that the City wishes to address and we are open to a structure that is mutually agreeable to both parties.

GBS is proposing a monthly retainer, plus project fees, with an annual total fee not to exceed \$160,000*. This approach for compensation is easily budgeted and will not trend up as a result of a renewal increases.

Gallagher will continue to maintain a completely transparent account and will disclose no less than three times annually all compensation received from the City during the time of our agreement.

Consulting Fees

Monthly Consulting Fee:*\$10,000 per month

Annual Consulting Fee:*\$120,000

2. Fees for services not included in flat fee -Please be specific on what services will require an additional fee:

RFP Proposal development and summary:

Medical RFP: \$25,000

Stop Loss Carve Out: \$25,000

Dental RFP: \$20,000

Life, or Disability RFP: \$20,000

Vision RFP: \$15,000

Section 125, FSA or COBRA: \$7,500

Other types of RFPs not mentioned: Negotiated fee with the City

Retirement RFP: Retirement RFPs, Defined Benefit, Defined Contribution, 401(a), 457 plans, will be priced by size, complexity and scope of the RFP. At no time will the charge for a single product, i.e. Retirement RFPs, Defined Benefit, Defined Contribution, 401(a), 457 plans exceed \$75,000. This amount will not accumulate towards the annual maximum of \$160,000.

3. Estimated percentage of total fee to be performed by sub-consultants:

0%

4. Please provide any other relevant rates that may apply to this contract:

*The initial base fee will be guaranteed for the (5) five years of the contract. The maximum annual guarantee excludes charges for Retirement RFPs and legal charges above the 12 hours offered per year and material and printing fees. All fees are guaranteed for the full 5-year contract term.

	1 st Year	2nd Year	3rd Year	4 th Year	5 th Year
Annual Basis Fee*	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Annual Cap*	\$160,000	\$160,000	\$160,000	\$160,000	\$160,000

Performance Guarantees

Gallagher Benefit Services, Inc. is committed to delivering our quality work and services outlined in this RFP to the City of Jacksonville. We are willing to back our proposal with a performance guarantee.

Gallagher Benefit Services, Inc. is willing to place a significant amount of our retainer fee charges at risk. We will offer 10% of our annual retainer fee at risk for conducting our work in an unsatisfactory manner for the City. Should any project fail to be delivered in the timeframes that were established or the quality of work was not at the required standards, or at any time the City is not satisfied with the scope, level or quality of work provided by GBS to the City, the portion of our 10% annual retainer fee would be reduced from the next monthly billing payment and each month, for the remainder of the calendar year.

With respect to all RFPs that are developed by GBS on your behalf, we will offer at risk 10% of the fees attributable to that RFP. The at risk fees will specifically be applicable to 1) meeting the established timetable of the RFP, 50% of the risk allowance, 2) satisfaction with our specific performance by City Staff involved in the RFP process, 50% of the risk allowance.

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ONE CITY. ONE
JACKSONVILLE.

City of Jacksonville, Florida


Daryl Joseph, Director


Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7919
www.coj.net

MEMORANDUM

October 25, 2022

TO: Dustin Freeman, Chairman
Professional Services Evaluation Committee (PSEC)

FROM: Will Evans, Human Services Planner III 
Social Services Division

THRU: Johnetta Moore, Chief 
Social Services Division

RE: P-30-22 Residential Substance Abuse Education, Treatment, Case Management & Community Reintegration Aftercare Program for Adults Inmates within the Duval County Correctional System, {**MATRIX PROGRAM**}

The Parks, Recreation and Community Services Department Social Services Division has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide Residential Substance Abuse Education, Treatment, Case Management, & Community Reintegration Aftercare Program for Adult Inmates with the Duval County Correctional System resulting in the attached **Scope of Services, Exhibit A** and **Contract Fee Schedule, Exhibit B**.

Accordingly, this is to recommend that the Parks, Recreation and Community Services Department/Social Services Division enter into a contract with River Region Human Services, Inc., to provide **Residential Substance Abuse Education, Treatment, Case Management & Community Reintegration Aftercare Program for Adult Inmates within the Duval County Correctional System** that incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The contract period will be from October 1, 2022, through September 30, 2027, with annual monitoring to ensure compliance ; The maximum indebtedness is not to exceed the amount of **\$9,903,059.27**. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachment: Exhibits A & B

cc: Alex Baker, PSEC Specialist

EXHIBIT A "SCOPE OF SERVICES" Matrix Program

1. Develop program operating standards which will ensure compliance with the State of Florida rules as set forth in Chapter 65D-30, Florida Administrative Code, or its successors: The policies and procedures for the components of the Corrections Program are written to meet or exceed the requirements of Florida Administrative Code (F.A.C.) 65D-30. In addition, these standards also conform to international accreditation standards and have been approved by JSO and the RRHS Vice President of Corrections and Housing. Program manuals and materials are reviewed annually to ensure continued compliance with the terms and conditions of the contract, state licensure rules and national accreditation standards. The program will employ a qualified supervisor and the necessary professional/clerical staff whose hiring must be approved in advance by the Chief, Assistant Chief, CTC, or designee, and the Program Manager.

River Region Human Services has and will continue to employ qualified professional staff for the three components of the Corrections Program. The City's Contract Manager and the Jacksonville Sheriff's Office Program Manager and Administrative Lieutenant have approved all staff before employment. Hiring practices currently in place require that the previously listed team interview each candidate for employment in the Corrections Program prior to being hired. Selection of the most qualified candidate is made at this level and is submitted to the RRHS Human Resources Department for review and reference checks. The package is then forwarded to the Executive Council that is composed of the agency's Executive Team of Vice Presidents and the CEO for final hiring authorization. Level II background screening, original source verification of credentialing, and drug testing are required for every applicant. Each new employee must also complete a thorough and comprehensive orientation.

A total of 35 RRHS professional staff are currently associated with the Corrections Program, where 65% of the Professional Staff Members hold a bachelor's degree and 30% hold a master's degree. All personnel have had and continue to receive advanced TC training on a regular basis. In addition, copies of the quarterly RRHS training calendar and other addictions-related educational events are provided to the Jacksonville Sheriff's Office (JSO) officers that are assigned to the Therapeutic Community so they can participate in appropriate workshops when, and as needed. RRHS events are available to JSO personnel free of charge when there are no associated costs to the organization.

The program and staffing structure have been designed to meet all of the requirements set forth within the City of Jacksonville's RFP # P-30-22 and is described in detail elsewhere in this proposal. River Region is aware of and will comply with the requirement that no project position may remain vacant for more than 30 consecutive days, except in situations approved in writing by the Chief, Assistant Chief, CTC, or designee, and the RRHS Vice President of Corrections and Housing. Employees of River Region Human Services' Corrections program comply with all rules, regulations, policies, procedures, state statutes, and court orders relevant to the operational and security requirements of all JSO Department of Corrections facilities.

Criminal History and Background Checks: A criminal history and personal background check is made for each applicant for employment. As a condition of employment, River Region conducts a thorough pre-employment screening process to include: a Level II background screening through Department of Children and Families [DCF], a national criminal records review, drug screening, fingerprinting, TB

testing, local criminal records review and previous employments verifications and education/credential verifications on all new hires. A Level II background screening through DCF is required and conducted for every employee every 5 years of employment, pursuant to the following Florida Statutes: 435.03(1), 393.0655 (1), 394.4572 (1)(a) and 408.809 (2). Applicants who do not pass the DCF background screening are not considered for employment. The RRHS Background Screening policy states that the RRHS Human Resources Department follows the following procedures:

- A Level II DCF background screen is conducted on all new hires.
- A minimum of 2 professional reference inquiries are conducted covering at least the past two years. Personal references are also checked.
- Previous employment is verified.
- Original transcripts are required sent to RRHS directly by the school; no copies are accepted, to verify education.
- All credentials are verified through the Florida Certification Board.
- An affidavit of good moral character is obtained.
- Local law enforcement checks are conducted.
- Those employees who transport clients or operate a motor vehicle in conjunction with carrying out the duties of their job description undergo a review of their driving record.

2. Prior to employment, each applicant will submit to drug and alcohol testing by the contractor to ensure the absence of any illegal substance or alcohol: River Region Human Services has met the qualifications to be recognized as a "Drug Free Workplace." Every candidate for employment submits to drug testing to ensure the absence of any illegal substance. Any candidate who tests positive for a non-prescribed drug will not be hired. In addition, employees of the organization are randomly tested for drug use and can be required to submit to urinalysis if evidence of impairment is observed. Any employee who tests positive for a non-prescribed drug will be terminated.

3. In all matters relating to institutional operations, safety, and security, employees will comply with directions and instructions of institutional corrections personnel: Corrections Pro-gram policies and procedures require RRHS staff to comply with the directions and instructions of institutional corrections personnel. In matters not specifically covered by the policies and procedures, employees are required to ask for clarification and/or approval from the administrative Lieutenant or the Correctional Program Manager before taking any action. RRHS employees are never allowed to give to, or receive from any client, any item, or to extend any favor or special consideration to any client. These issues are discussed from the time of the first interview and re-emphasized continuously. River Region views itself as a respectful guest of the Jacksonville Sheriff's Office and the City of Jacksonville, and we continually reinforce this with all our staff.

4. Employees will, at all times while in any JSO facility, be subject to physical search of their persons and possessions by correctional staff to prevent the introduction of contraband into any JSO Department of Corrections facility: RRHS staff employed in the Corrections Program are informed that they are subject to physical search of their persons and possessions including purses and briefcases by correctional staff. Staff are trained so that they readily understand corrections contraband requirements and work with corrections staff in preventing the introduction of all contraband into the jail system.

5. Employees will be allowed institutional or inmate access only during authorized working hours unless otherwise approved by the on-duty institutional watch commander or higher authority: RRHS Corrections Program employees are only allowed institutional or inmate access during official program hours of operation and designated work periods. Exceptions to this practice require supervisory and JSO watch command or higher authority approval. It is frequently necessary for the Aftercare Case Managers to have after-hours access to pick up TC clients that are being released from incarceration. However, this activity never occurs without the consent and/or prior authorization of appropriate security personnel. RRHS is well aware of the inherent dangers of in-mate contact.

6. At all times while within the confines of any JSO Department of Corrections facility, employees will wear identification badges issued by the Jacksonville Sheriff's Office: RRHS employees assigned to the Corrections Program are required to wear JSO identification badges at all times while on duty inside of an institution. Employees are also required to dress and conduct themselves in a professional and business-like manner at all times. Personal hygiene and grooming are maintained at all times. Those employees who are not dressed appropriately or do not possess appropriate identification are sent home.

7. Each employee will receive a copy of, read, and remain familiar with the Rules of the Florida Model Jail Standards: Each employee assigned to work in the Corrections Program has provided verification that they have received a copy of, read, and agreed to remain familiar with the "Rules of the Florida Model Jail" Standard. Each staff member has agreed to fully conform to, and comply with, all of the provisions set forth within that document while paying special attention to Chapter 3 governing Employee Regulations. Additionally, each RRHS Corrections Program employee has also provided verification that they have received a copy of, read, and agreed to remain familiar with and comply with Jacksonville Sheriff's Office Order 440, which presents regulations governing dress and personal appearance. Employees who are hired to work under this contract in the future will also provide the same or equivalent verification.

8. The JSO Director of Corrections or any institutional Chief/Assistant Chief may deny any employee access, with or without cause, to any correctional institution when it is determined by the Office of the Sheriff and/or the Social Services Division that said denial of access is in the best interest of the Office of the Sheriff or the Social Services Division: Each Corrections Program employee has been informed that the JSO Director of Jails and Prisons, or any institutional Chief or Assistant Chief can deny

him or her access to any correctional institution. Said denial may be made with, or without cause when it has been determined by the Office of the Sheriff and/or the Human Services Division of the City of Jacksonville that such action is in the best interest of the above parties. River Region has and continues to agree to hold the City of Jacksonville and its entities harmless in this matter.

9. Schedule staffing at CTC to provide treatment, education groups, and other necessary activities: River Region Human Services currently provides, and will continue to offer, intensive and innovative substance abuse treatment including individual and group therapy, education classes, meetings, assemblies and other activities for a minimum of 13 hours between 7:00 a.m. until 8:00 p.m., Monday through Friday. On weekends, a staff member must be present on site from 8:00 a.m. to 12:00 p.m. Saturday and Sunday. Family group sessions are held on Monday nights at the TC.

The Corrections Services Director and Vice President of Corrections and Housing are, and will continue to be, available by cellular phone 24 hours per day, seven days per week. Advance written notice is provided to JSO supervisory personnel upon any occasion of the TC Manager's absence. When the Director is absent, the Vice President of Corrections and Housing serves in that capacity and is also available by cellular phone and on site if needed. All program managers have a cellular phone.

10. Develop and coordinate cross-training of all project staff and correctional personnel: Cross-training of Jacksonville Sheriff's Office personnel and River Region Human Services Corrections Program staff is accomplished through a variety of mechanisms. RRHS has developed and will continue to offer and coordinate cross-training of all program staff and corrections personnel. Differences in approaches to inmates are discussed and resolved as a part of this process and events are proposed and developed in conjunction with JSO supervisory personnel and the Program Manager. Cross-training is of vital importance to the continued successful operation of the program and is a "value added" item provided by River Region at no extra expense to the contract. JSO officers attend and participate in RRHS staff meetings, and JSO supervisory staff and RRHS management and supervisory personnel meet monthly to address programmatic and individual treatment issues, problems, and needs. Cross-training also occurs during the process of the screening committee reviews of inmate applications for admission into the TC and throughout the treatment process. Additionally, this training is conducted during new employee interviews.

RRHS Corrections Program staff has conducted "roll call" training on several occasions for JSO employees and RRHS has also provided immersion training for all officers at the CTC. Another joint JSO/TC immersion training is scheduled to occur by the end of 2022. All RRHS Corrections Program employees are required to complete JSO orientation and participate in monthly cross-training. Other training is developed and conducted as needs are identified with JSO and/or River Region personnel.

TC training and orientation have been provided by River Region Human Services Corrections Program personnel with JSO Officers. The Officers are then eligible to participate in appropriate workshops to expand their knowledge and skill base as necessary and appropriate. JSO officers qualify to attend RRHS training events free of charge when there are no associated costs to the organization.

In addition, on a regular basis, various court officers visit the TC and receive information/education regarding the program as well as having any questions answered. This is seen as critically important because it is vital to have this program integrated within all components of the criminal justice system. This is also the reason that countless presentations have been made to judges and attorneys to increase awareness of the program.

11. Provide the specified number of hours of annual training and staff development: All River Region Human Services personnel receive annual training and participate in staff development events that meet or exceed the requirements of Florida Administrative Code (F.A.C.) 65D-30. RRHS employs a Vice President of Human Resources who is responsible for managing employee competency for the organization. Trainings are planned and conducted year-round based upon individual and agency need, and the specific requirements of employee positions. In addition, many RRHS program staff are allowed to attend professional training and education events outside of the organization such as the annual Florida School of Addictions Studies and the annual Florida Alcohol and Drug Abuse Conference.

12. Be responsible for the following in the education/information component at each correctional facility:

a. Recruit inmates: Substance Use Prevention Specialists recruit inmates in the general population for admission to the classes provided as a part of the Corrections Program contract and for admission to the TC. Clients can be sentenced or un-sentenced offenders and frequently include those who are awaiting placement into treatment. Classes are conducted according to a schedule approved by JSO supervisory personnel, as space is available at the jail, the CTC and Montgomery Correctional Center. Security issues affect the number of classes held and RRHS staff has learned to adapt to the needs of the institutions. These employees provide classes 5 days per week between 7:00am and 8:00pm, Monday through Friday. This enables the program to consistently meet contract requirements of maintaining the 135 bed Therapeutic Community (TC) occupancy.

Classes taught by the Substance Use Prevention Specialists provide information concerning self-help and community resources. Lesson plans will continue to be reviewed annually to ascertain their continued relevance and to ensure that they are producing the desired outcomes. Lesson plans include such topics as:

- i. Abuse and Violence
- ii. Addiction and Recovery
- iii. Alcohol and Alcoholism
- iv. An Overview of Substance Abuse and Dependency Treatment
- v. Assertiveness, Denial and Anger
- vi. Pharmacology
- vii. Co-Dependency

- viii. **Communications**
- ix. **Healthy Family Systems**
- x. **Feelings**
- xi. **Healthy Lifestyles**
- xii. **HIV and AIDS**
- xiii. **Relapse and Preventing Relapse**
- xiv. **Self-Help Groups**
- xv. **Spirituality**
- xvi. **The Process for Change**
- xvii. **The Twelve Steps of Recovery**
- xviii. **An Overview of Mental Illness**
- xix. **Fentanyl: Dangers of Use**
- xx. **Overdose Prevention**

b. **Provide treatment resource information, self-help, and other community resource information:** One of the keys to the success of the Education component is how widespread the knowledge of the program is in each of the three institutions. Prior to COVID restrictions, the Substance Use Prevention Specialists averaged approximately 2,000 monthly contacts with inmates. With these contacts, Substance Abuse Prevention Specialists provide treatment resource information, self-help, and other community resource information to the general population of inmates.

c. **Coordinate with Court Services (TASC) and other agencies:** Utilizing its intimate knowledge and strong relationships with all components of the Duval County Criminal Justice System, River Region created the Court Liaison position to act as the key coordinator between the courts, attorneys, State Attorneys and JSO. This position ensures that the courts will incorporate a requirement for addiction treatment into the final disposition of cases where the offender has been clearly identified as being substance dependent.

13. **Develop a comprehensive, innovative, effective, and evidenced base multi-model approach to treatment:**

Establish criteria for selection of treatment program participants in coordination with Chief/Assistant Chief, the CTC or designee, and the Program Manager, Social Services Division.

The admission criteria used to select treatment program clients has been approved in coordination with the Chief, Assistant Chief, CTC, or designee, and the Program Manager, Social Services Division. Inmate screening is designed to cover three distinct areas of concern:

- Is the applicant substance dependent according to DSM 5 criteria?
- Will the offender be able to function adequately in the TC?
- Is the individual appropriate for confinement in a minimum-security corrections facility?

The RRHS Admissions Specialist prepares the files daily and presents them to the Corrections Services Director for clinical review. Those cases that are found to meet all of the admission criteria for the program are then passed to the Administrative Lieutenant and then to the JSO Programs Director for review and approval. The Assistant Chief of the CTC performs the final review and approval for those individuals who have been determined to be clinically appropriate for admission into the TC.

Court-ordered inmates can be rejected, but only after the judge who issued the order is informed of the reason(s). Additionally, any applicant who is not accepted into the program is informed of the reason(s) for their rejection and referral information is provided to assist him or her in obtaining the assistance needed and/or desired.

The steps for treatment selection are as follows:

A. Potential Client Identification. Inmates enter the screening process through self-referral; court order; or referral from the Jacksonville Sheriff's Office, the courts, other organizations or agencies; or from their families. Self-referrals are accomplished through four mechanisms:

- a. By verbal request to the Court Liaison via their attorney or public defender
- b. By verbal request to an RRHS Substance Use Prevention Specialist
- c. By verbal request to any Corrections Officer
- d. By written request via an "Inmate Request Form"

B. Potential Client Screening. The Court Liaison logs each referral, and a folder is created. The Specialist then requests a criminal history check, and a Substance Use Prevention Specialist is assigned by the Senior Substance Use Prevention Specialist to complete the screening within 24 hours. The Substance Use Prevention Specialists then meets with the applicant and completes a "Client Data Form (CDF)"; treatment agreements and consents; a program application form; and the necessary consent for release of information forms. The GAIN Short Screener (SS) is an evidence-based screening tool that serves as a short screen for general populations to quickly and accurately identify clients who have one or more behavioral health disorders (e.g., internalizing or externalizing psychiatric disorders, substance use disorders, or crime/violence problems), and would benefit from further assessment or referral for these issues. It also rules out those who would not be identified as having behavioral health disorders. Completed forms are then delivered to the Court Liaison within 24 hours of the appointment.

Next, the Admission Specialist obtains a copy of the institutional file which includes sentencing documents, records of administrative confinements, incident re-ports, disciplinary reports, and any other documents evidencing institutional adjustment capabilities. These documents are placed in a screening folder along with the RRHS forms completed by the Substance Use Prevention Specialist.

C. Review by the Screening Committee Members.

The Inmate Screening Committee determines admission to the Therapeutic Community (TC) and is composed of the following:

- a. The Assistant Chief of the CTC
- b. The JSO Programs Supervisor
- c. The CTC Administrative Lieutenant
- d. The Corrections Services Director

The members of the committee review each applicant's screening folder and note on the screening cover sheet whether the inmate should be accepted or rejected. If the applicant is rejected, an additional note is made as to the reason for the rejection and the individual and the referring individual or group is formally notified.

Admission Criteria for the TC are as follows:

- a) Male or female 18 years of age or older.
- b) Resident of Duval County.
- c) Primary diagnosis of alcohol and for other drug dependence.
- d) Stabilized on medications (if in need of medication).
- e) If taking prescribed medications, the medication must not prevent the cognitive or physical ability to participate in the program.
- f) The applicant must have the mental capacity to grasp the concepts of the program.
- g) The applicant must be appropriate for housing at the CTC.

Priority for admission to the program is determined by the following criteria:

- 1. Intravenous Drug Users and Pregnant/Postpartum Females
- 2. Drug Court Referrals
- 3. Court-Ordered Clients with probation following incarceration

4. Habitual Misdemeanant Offenders (HMO)
5. Court-Ordered Clients without probation following incarceration
6. Volunteers
7. Readmissions (Clients not removed from the program for disciplinary reasons during their first treatment episode)
8. Readmissions (Clients removed from the program for disciplinary reasons during their first treatment episode)

If, during the screening process, it is determined that the applicant has received mental health or drug treatment within the preceding year, a release of information form is completed to allow RRHS to contact the previous provider. A formal request for copies of the prior treatment record or a treatment summary is then mailed to that organization. Recent treatment records from any River Region program are also used as a part of this process. Once accepted for admission, transfer into the program is arranged through JSO personnel. When the new admission arrives, the counselor completes the bio-psychosocial assessment (example located under Tab 5/sub-tab 10 of this proposal) and schedules the new admission for orientation to the program.

Provide comprehensive, instrument-based screening and clinical assessment ,The contractor shall develop and implement an internal program of process evaluation...All data produced by the internal evaluation system shall be recorded by the contractor in a computerized electronic database.

River Region uses the GAIN Short Screener (GAIN-SS) (example located under Tab 5/sub-tab 10 of this proposal) as our evidence-based screening tool. The five-minute GAIN Short Screen-er (GAIN-SS) is designed primarily to accomplish three purposes: It serves as a short screen for general populations to quickly and accurately identify clients who have one or more behavioral health disorders (e.g., internalizing or externalizing psychiatric disorders, substance use disorders, or crime/violence problems), and would benefit from further assessment or referral for these issues. It also rules out those who would not be identified as having behavioral health disorders. It also serves as an easy-to-use quality assurance tool across diverse field-assessment systems for staff with minimal training or direct supervision.

The GAIN-SS is a short and accurate assessment that can be used with minimal training, is easy to score and covers a wide range of behavioral health problems. The latter is important because at the screening level, referrals are often "general," mental health issues are increasingly common, and typically people present with multiple problems. Another desired outcome is that screening should ideally be sufficient not only to identify those who need more detailed assessment/treatment, but also a

sub-clinical or lower severity group for whom a brief intervention might be appropriate. In addition to positively impacting the host behavioral health system, introducing such a short, accurate, easy-to-score, wide-ranging screening system also improves the number and appropriateness of people who are being referred to treatment.

ASAM PPC-2R - In an ongoing effort to establish national standards for defining (1) a continuum of substance abuse prevention, treatment, and rehabilitative services; and (2) a set of admission, continuing care, and discharge criteria for each level of service intensity, ASAM, with nationwide input from treatment professionals and others, has been developing Patient Placement Criteria for the Treatment of Substance-Related Disorders.

The ASAM Patient Placement Criteria for the Treatment of Substance-Related Disorders, (Second Edition - Revised): (ASAM PPC-2R) was released in April 2001. The ASAM PPC-2R provides two sets of guidelines, one for adults and one for adolescents, and five broad levels of care for each group. The levels of care are: Level 0.5, Early Intervention; Level I, Outpatient Treatment; Level II, Intensive Outpatient/Partial Hospitalization; Level III, Residential/Inpatient Treatment; and Level IV, Medically-Managed Intensive Inpatient Treatment. Within these broad levels of service is a range of specific levels of care.

For each level of care, a brief overview of the services available for particular severities of addiction and related problems is presented; as is a structured description of the settings, staff and services, and admission criteria for the following six dimensions: acute intoxication/withdrawal potential; biomedical conditions and complications; emotional, behavioral or cognitive conditions and complications; readiness to change; relapse, continued use or continued problem potential; and recovery environment.

The diagnostic terminology used in the ASAM PPC-2R is consistent with the most recent language of the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders DSM 5. The "unbundling" of clinical services is addressed, recognizing that these services can be and often are provided separately from environmental supports. With unbundling, the type and intensity of treatment is based on the patient's needs and not on limitations imposed by the treatment setting. Criteria are also included which attempt to match a patient's severity of illness along Dimension 1 (Acute Intoxication and/or Withdrawal Potential) with five intensities of detoxification service.

The RRHS Corrections Program completes an ASAM PPC-2R for each person admitted into the TC. An ASAM PPC-2R is also completed for each new admission into the Aftercare- Case Management component of the program. River Region uses Credible as the project electronic health record system, and it contains a complete and comprehensive biopsychosocial assessment that is completed during a face-to-face structured interview, which is used to identify goals and objective for individualized treatment and to determine ASAM level of treatment need. River Region and JSO have developed a robust system to monitor treatment and compliance. Treatment plans are re-viewed every 30 days, and staff make weekly progress notes in the Electronic Medical Record. There are weekly staffing of client status, with notes taken and shared. JSO has an open invitation to attend staff meetings.

This comprehensive biopsychosocial assessment includes all the following:

- a) Presenting problem/primary complaint
- b) Reason seeking evaluation
- c) Family/ Social/ Peer History (including trauma history)
- d) School/Work/Military History
- e) Medical History
- f) Alcohol/Drug History and Summary
 - 1. Frequency and amount
 - 2. Drug and alcohol of choice
 - 3. History of all substance use/misuse/abuse
 - 4. Use patterns
 - 5. Consequences of use (physiological, interpersonal, familial, vocational, etc.)
 - 6. Periods of abstinence/when and why
 - 7. Tolerance level
 - 8. Withdrawal history and potential
 - 9. Influence of living situation on use
 - 10. Addictive behaviors (e.g., gambling)
 - 11. IV drug use
 - 12. Prior SA evaluations and findings
 - 13. Prior SA treatment
 - 14. Client's family chemical use history
- g) Legal History
 - 1. Criminal history and other information
 - 2. Drug testing results
- h) Psychiatric/Behavioral History
 - 1. Previous mental health diagnoses
 - 2. Prior mental health treatment
- i) Clinical Impression
 - 1. Summary of evaluation
 - a. Behavior during evaluation (agitated, mood, cooperation)

- b. Discrepancies of information provided
2. Diagnostic impression (including justification) in accordance with DSM 5 criteria for substance use and other behavioral health disorders.
3. Strengths of client and family identified.

This instrument meets all clinical, CARF and State of Florida requirements.

Formulate clearly stated program rules, guidelines, and sanctions to govern client/inmate behavior
Program rights, rules, guidelines, expectations, and sanctions were developed in concert with the Contract Manager and JSO supervisory personnel. Each participant in the program is provided with a copy of the Therapeutic Community Member Handbook which is theirs' to keep throughout and after completion of the TC portion of the program. There are 3 categories of rules: Cardinal, Major and General.

Cardinal Rules:

RRHS Staff and JSO must be immediately made aware of any violation of Cardinal Rules. Violators will result in dismissal from the Matrix House Program with no consideration for possible return.

1. Sex – no sex, sexual contact, or actual sex acts between a TC member and any other person regardless of gender combination.
2. Drugs –no distribution of drugs, alcohol, tobacco or mood-altering chemicals.
3. Violence – no acts of actual violence or aggressive physical contact.

TC clients are informed that breaking of any of these rules can result in immediate discharge from treatment, and knowledge of any rule being violated is just as serious as violating the rule itself unless it is reported immediately. Only prescribed and approved medication will be used or possessed by any individual while in the treatment program at any time.

Major Rules:

Violation of any Major Rule will result in a counselor referral. JSO must be informed of all actual threats. RRHS Staff must be made aware of any violation of a major rule unless otherwise specified. The following behaviors will not be allowed:

1. Use or possession of tobacco products (including chew, dip, snuff, butts, etc.), alcohol, drugs or misuse of medications will result in a staffing and may result in removal from the program.
2. No inappropriate physical contact: rubbing back, arms, neck, leg, etc.

3. No suggestive sexual language or language about having sex here: talk of planning, implying or propositioning for sex to take place while incarcerated.
4. No direct threats of violence, actual threat (e.g., 'I am going to get you.')-> must be reported to JSO and RRHS staff immediately.
5. No behavior to provoke violence, talk or action (e.g., fist hitting hand gesture, 'let's take this outside,' 'I'll handle you later,' 'I'll see you on the streets,' etc.)
6. No rough housing / horse play (e.g., consensual jokingly pushing around, stepping on heels of shoes, etc.) where possible personal injury could occur.
7. No racial slurs – talk or action that would imply racial prejudice or sexual orientation harassment or bias.
8. Do disrespect to JSO or RRHS staff, including lying to staff.
9. No inappropriate contact (fraternization) between males and females (or same gender) TC members and/or non-TC residents (unauthorized verbal, nonverbal, or written communication)

Cardinal and Major Rules are serious offenses and must be addressed accordingly. Having unreported 'knowledge of' or withholding information are serious offenses and will be addressed accordingly. The community will recommend consequences based on the flow chart with staff approval and guidance.

The general rules and additional guidelines are included in the Member Handbook.

Incorporate the following essential concepts into the proposed design and operation of the Therapeutic Community treatment unit:

The Corrections Therapeutic Community (TC) provided by River Region Human Services at CTC is an intensive and highly structured residential drug treatment program for chronic, habitual alcohol and other drug dependent individuals who have usually failed in other levels of care and who have experienced multiple arrests and convictions due to their drug and alcohol use. These core elements include, but are not limited to:

- Community Activities • Use of Open Communication
- Peers as Community Members • Use of Relationships
- Staff as Community Members • Use of Language
- A Structured Day • Community Separateness
- Phase Format • Community Environment

- Work as Therapy and Education • Use of Client Roles
- TC Concepts • Use of Collective Formats for Guiding Individual Change
- Peer Encounter Groups • Use of Client Roles
- Awareness Training • Use of Membership Feedback
- Emotional Growth Training • Use of Members as Role Models
- Planned Duration of Treatment • Use of Shared Norms and Values
- Continuance of Recovery • Use of Structure and Systems

The length of stay in the TC has been directly correlated to successful treatment outcomes with clients who remain in treatment longer than 12 months evidencing the greatest likelihood of remaining substance free. Therefore, the design of the Corrections TC is maximized at four months followed by one year of intensive Aftercare-Case Management services, offering a 16-month continuum of care to each client.

The TC views drug use as a symptom of profound problems of personality; criminal thinking; social maladjustments; inadequate interpersonal skills; deficient educational skills; and few (if any) marketable job skills. The TC attempts to provide a supportive environment that serves to raise the clients' awareness of the role that their problems play in contributing to their drug and alcohol abuse and other maladaptive behaviors. The various elements of the TC (e.g., community meetings, group and individual therapy, rule setting and enforcement, rewards, and work) allow the member to develop (often for the first time) healthy thinking patterns, and to acquire sound interpersonal, educational, and vocational skills. The TC also provides the opportunity for the in-dividual to develop psychological, moral, and social strengths that are fundamental to living a drug and crime-free life.

TC's originated as a "pure" self-help modality developed by recovering addicts and over time it has become widely accepted as an effective treatment approach, especially within correctional institutions. The TC atmosphere is informal and communal while being thorough, highly structured and comprehensive in nature. Originally, TC staffs were comprised of primarily recovering addicts. As time progressed, most TC's began to include more professionals as a part of the treatment team. Recovering individuals that have completed the River Region TC remain an essential and core element of the program. Many of the River Region TC graduates are active members of the Alumni Association and active as positive role models for present clients. Over the past five years approximately twenty percent of River Region TC staff has been comprised of TC graduates. Additionally, JSO Officers assigned to the program are included as an integral and essential element of the TC and are involved in all aspects of the community.

Staff and resident roles in these programs are hierarchical in structure, with an explicit chain-of-command. New clients of the community are assigned to work teams and are responsible for specific tasks. As residents demonstrate increased competency and growth, they move up the hierarchy, earning positions with improved status and privileges. These rewards are designed to be reinforcing to the recovery process. It demonstrates to TC clients that they can improve their life situation by their own

efforts. Incentives have been clearly demonstrated to have the most significant impact in changing behavior. A tiered or phase system that allows for promotional movement through the hierarchy of the TC is provided to enhance this process for all clients.

Applicants admitted to the program receive a complete orientation including a handbook to guide them through the treatment process and each client progresses through a phase system. The TC program phases include Phase I – Orange, Phase II – Light Blue, Phase III – Gray and Phase IV – Dark Blue.

Phase advancement occurs during the weekly clinical staffing with community participation. Counselors recommend movement based upon completion of specific criteria for each program level and after the TC member has obtained approval to apply for movement from his or her peers. Responsibilities and privileges increase as the individual progresses in the community.

Structured Activities. A series of structured activities are provided throughout the course of treatment which includes:

- a) **Community Meetings:** These are the first meetings of the day and present the daily schedule, resident appointments, assigned learning experiences, and general announcements. A morning meditation and reading from the "24 Hours a Day" book also occurs, as does the reciting of the community pledge and creed.
- b) **Seminars:** These special learning sessions are presented by staff or other TC clients and cover a broad range of relevant topics that are important to the community and the recovery process.
- c) **Individual Counseling:** Individual Counseling occurs with the assigned primary counselor at least once each week. The purpose of this session is to determine the progress made in meeting the individualized goals and objectives that have been developed with the TC member's input and included in the individualized treatment plan.
- d) **Group Therapy:** Group Therapy occurs daily and allows the residents of the program to work together on problem resolution, attitude examination, and developing and understanding the relationship between thinking, beliefs, feelings and emotions that contributes to positive and healthy living. Group sizes are limited to a maximum of ten clients to maximize member participation.
- e) **Family Contacts:** These events are designed to assist families in understanding the issues involved in alcohol and other drug dependency and recovery. Topics covered include family dynamics, enabling behavior, denial, and personal growth. The goal of family services provided during and after the TC experience is to promote successful family reintegration.
- f) **Peer Encounter Groups –** Another new addition to the program, Encounter Groups, are experiential in nature to meet specific needs of the clients. These groups are educational and positive while engaging clients in non-standard techniques. The groups include music, art, conflict resolution, anxiety-stress management and more. These are unique because of the emphasis on role playing which forces the clients to take an honest look at their attitudes and behaviors.

g) **Continuance of Recovery (Step Group):** These events familiarize the program member with the 12 Steps of recovery and the role of self-help groups such as Alcoholics Anonymous and Narcotics Anonymous in continuing recovery.

h) **AA/NA Meetings:** These meetings provide support, encouragement and fellowship to clients. They also serve to form a link or bridge to the community that should extend beyond treatment. Weekly meetings are provided within the TC and community-based meetings are provided for those clients who have achieved Re-Entry phase status. A major innovation over the past few years is to develop temporary sponsors who take their "sponsee" to a meeting. The temporary sponsor must clear all JSO security measures.

i) **Work Detail (work as therapy):** These daily job assignments help to ensure order and cleanliness of the facilities. Each member of the community participates in cleanup and completes tasks assigned by the TC staff. In addition, it's an introduction to structured work which many clients never experienced before.

j) **TC Structure:** These 'official' positions within the community provide the community chain-of-command and offer TC clients learning experiences in structured daily living, responsibility and accountability. The community with TC staff member participation and approval elects community 'officials'.

14. **Utilize a group treatment format to allow for the support and confrontation necessary in the recovery process.** River Region adheres to Florida Statue 65D-30 guidelines that require Day/Night counselor caseloads not to exceed 15 clients. Therefore, RRHS operates with at least 9 counselors since the program increased to 135 clients which is a 15:1 ratio. River Region will continue to ensure that the 15:1 ratio is not exceeded. The Therapeutic Community (TC) utilizes a group therapy treatment format to allow for support and confrontation as ap-proprate during the treatment episode. Group Therapy occurs daily and allows the residents of the program to work together on problem resolution, attitude examination, and developing an understanding the relationship between thinking, beliefs, feelings and emotions that contributes to positive and healthy living. Group sizes are limited to 15 clients. A wide variety of groups are meeting the specific needs of the program clients.

15. **Develop a highly structured schedule of activities five days a week.** River Region has al-ways been able to adapt its schedule according to security or contractual changes. River Region's present schedule meets all contractual obligations. This schedule ensures that River Region exceeds this RFP's requirements. It has already been approved by all who need to do so. It should be noted that River Region also includes the external organizations that we work closely with in this schedule. This is a very structured schedule that consists of activities, seven days a week, to include assigned duties within the TC and the male and female dorms, recreational activities, educational classes, films, workshops, seminars, outside support groups and guest speakers, relapse prevention, domestic violence, AIDS education, self-help groups (NA, AA), etc. The schedule incorporates mandatory correctional activities including out-side/inside community service work by program clients, daily recreation, on-site self-help groups, etc.

FORM 1A - PROGRAM COST DETAIL

Substance Abuse Education/Information, Treatment, Case Management and Aftercare Program for Adult Inmates within the Duval County Correctional System

2. RFP #: P-30-22

1. NAME OF CONSULTANT: River Region Human Services, Inc.

SALARIES (from Form 1) FRINGE BENEFITS			ESTIMATED	TOTALS
	RATE (%)	COST	\$	
Personnel (35 Positions)		\$ 1,314,417.50		
Fringe Benefits		\$ 341,748.55		
Total Fringe			\$ 341,748.55	
Sub Total Direct Labor			\$ 1,314,417.50	\$ 1,656,166.04
Indirect Cost	1.14%		\$ 18,880.29	\$ 18,880.29
EQUIPMENT, MATERIALS, SUPPLIES				
General Operations Equipment, Materials, Supplies			\$	
			\$	
Advertising		\$ 2,060.00		
Computers, Software, & Supplies		\$ 3,607.16		
Office Supplies		\$ 8,490.39		
Phones & Pagers		\$ 4,243.60	\$	
Sub Total - General Operations			\$ 18,401.15	
Aftercare Equipment, Materials, Supplies				
Alumni Functions		\$ 1,545.00	\$	
Client & Family Educational Materials		\$ 1,545.00	\$	
Commencement Supplies		\$ 8,755.00	\$	
Urinalysis		\$ 4,944.00	\$	
Sub Total - Aftercare Equipment, Materials, Supplies			\$ 16,789.00	
Total - Equipment, Materials, Supplies				\$ 35,190.15
Aftercare Client Assistance (To include but not limited to)				
Food Assistance		\$ 2,060.00		
Furniture, work clothing & tools/supplies		\$ 2,060.00		
Assistance		\$ 2,060.00		
Household Operations Assistance		\$ 2,060.00		
Personal Care Supplies Assistance		\$ 2,060.00		
Prescription Medications Assistance		\$ 2,060.00		
Shelter, Room & Board Assistance		\$ 2,060.00		
Stipend Assistance		\$ 2,060.00		
Transportation Assistance		\$ 2,060.00		
Sub Total			\$ 16,480.00	\$ 16,480.00
Transitional Living - Halfway House			\$ 100,000.00	\$ 100,000.00
Subcontracts/Special Services				
Hubbard House - Domestic Violence		\$ 4,000.00	\$	
Special Services		\$ 4,120.00	\$	
Sub Total - Subcontracts			\$ 8,120.00	\$ 8,120.00
Other Service Costs				
Staff Training		\$ 15,450.00		
Travel/Mileage		\$ 15,000.00		
Sub Total - Other			\$ 30,450.00	\$ 30,450.00
GRAND TOTAL				\$ 1,865,286.49
PROJECTED TOTAL for Fiscal Year 2022-2023				\$ 1,865,286.49
PROJECTED TOTAL for Fiscal Year 2023-2024				\$ 1,921,245.08
PROJECTED TOTAL for Fiscal Year 2024-2025				\$ 1,978,882.44
PROJECTED TOTAL for Fiscal Year 2025-2026				\$ 2,038,248.91
PROJECTED TOTAL for Fiscal Year 2026-2027				\$ 2,099,396.35
GRAND TOTAL FOR ALL 5 YEARS OF THE CONTRACT				\$ 9,903,059.27



ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE October 27, 2022

TO: Dustin Freeman, Chairman
Professional Services Evaluation Committee

FROM: Carol Brock, Executive Director
Duval County Tourist Development Council

Brett Nolan, Tourist Development Council Administrator
Duval County Tourist Development Council

Subject: Certification Letter for RFP # - P-51-22 Tourist Development Council Strategic Research & Analysis

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: **To provide current, quality data to guide TDC strategic planning efforts.**
3. The estimated period of time needed for the service or study: **Initial study not to exceed one year and has option for up to two additional one-year renewals.**
(How long for the contract)
4. The estimated cost of the service or study: (What is the budget?) **\$100,000**
5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: **No current contract for these services.**

6. List of current contracts or prior services or studies which are related to the proposed study or service: **STR, Longwoods, DestinationMAP, Zartico**
7. A statement as to why the service/study cannot be done by department or agency staff:
The Department does not have the equipment or staff with the expertise for performing regional industry assessment.
8. The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members: **Carol Brock, Executive Director for TDC and Brett Nolan, Administrator for TDC**
9. A project funding account number: **10301-231002-549006-000000-00000946-00000-00000000**
10. The names and Email addresses of specific consultants the using agency wishes to be included in the solicitation process:
 - **Tyler Othen**
tothen@cslintl.com
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 April 2022

Carol Brock

Executive Director, Duval County
Tourist Development Council

TITLE:

Brett Nolan

Administrator, Duval County
Tourist Development Council

TITLE:



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

October 20, 2022

TO: Dustin Freeman, Chairman
Professional Services Evaluation Committee

THRU: Steven D. Long, Jr, P.E.
Acting Director

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

Nikita Reed, P.E.
Public Works Project Manager

SUBJECT: P-60-17 Professional Design Services for Armsdale Road Sidewalk and Roadway Improvements
Contract 10479/ PO 600440-20-021 Amendment 3

Supplemental services related to post design are needed during the construction phase of the project. Negotiations have resulted in the attached Scope of Services, Exhibit G and Contract Fee Schedule, Exhibit H. In addition, Peters & Yaffe, Inc. has requested a rate increase for themselves as well as their subconsultants. They are committed to meeting the 20% JSEB Participation Percentage Plan for this contract.

Accordingly, this is to recommend that Contract 10479, originally executed October 4, 2018, between the City and Peters and Yaffee, Inc. for Professional Design Services for Armsdale Road Sidewalk and Roadway Improvements be amended to incorporate the attached Scope of Services, Exhibit G and Fee Schedule, Exhibit H, to increase the lump sum amount for Design Services by \$11,716.79 to a new lump sum amount of \$352,657.02 and to increase the not to exceed limit for Lighting & Structures Design by \$5,039.41 to a new limit of \$82,024.79, thereby increasing the maximum indebtedness by \$16,756.20 to a new maximum of \$578,511.13. All other terms and conditions are as provided in the RFP and the City's standard contract language.

Funding for this project should be as follows:

ACCOUNTS:	TOTAL
10804.105302.565050.001350.00000000.00000.00000000	
001350	
EDCP JIA Area Redev CRA Capital Projects - Industry Development	
565050	
1	
10804-381910	
	\$16,756.20

RGS/lw

Attachment: Exhibits G & H

cc: David D. Hahn, P.E., Project Manager, Engineering & Construction Management
Lori West, Engineering & Construction Management

**SCOPE OF SERVICES
SUPPLEMENTAL AGREEMENT NO. 3
October 12, 2022**

**PROFESSIONAL DESIGN SERVICES FOR
ARMSDALE ROAD SIDEWALK AND ROADWAY IMPROVEMENTS
CONTRACT NO. 10479
CITY OF JACKSONVILLE, FLORIDA**

A. BACKGROUND

The Consultant (Peters and Yaffee, Inc.) was originally retained by the City of Jacksonville (COJ) under Contract No. 10479 for the Engineering Design Phase for Armsdale Road Sidewalk and Roadway Improvements. The Notice to Proceed was dated October 9, 2018.

B. PURPOSE

The purpose of this Scope of Services (Supplemental Agreement No. 3) is to provide authorization for supplemental services to the above described Contract related to post-design services during the construction of the Armsdale Road/Duval Road intersection improvements.

C. SUPPLEMENTAL SERVICES TO BE PERFORMED

The services under this agreement are intended to provide supplemental services in addition to the services included in the original Scope of Services dated July 5, 2018 and the most recent contract amendment dated April 13, 2020. The supplemental services are:

1. Project General Tasks

The Consultant will provide contract maintenance tasks, invoicing and scheduling at regular intervals during the construction of the project. Preparing and delivering digital files as required during construction of the project is also included.

2. Shop Drawing Reviews

The Consultant will review applicable shop drawings for conformance with COJ Standards and Specifications.

3. Request for Information (RFI) Reviews and Responses

The Consultant will review RFIs from the field and provide timely responses.

4. Plan Revision Preparation

The Consultant will prepare and submit any necessary revised plan sheets.

D. CONSULTANT RESPONSIBILITIES

All services and requirements as outlined in the original Contract No. 10479, including any Supplemental Amendments, shall remain in full force and effect.

E. CITY OF JACKSONVILLE'S RESPONSIBILITIES

The COJ's responsibilities shall remain the same as in the original Contract No. 10479, including any Supplemental Amendments.

F. NOTICE TO PROCEED

No work on this project will be performed until a fully executed Contract Amendment and Notice to Proceed has been issued by COJ authorizing Consultant to initiate execution of this Supplemental Agreement No. 3.

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

PART I - GENERAL

1. Project Armsdale Road Sidewalk Contract Amendment No. 3 for Reimbursable Post Design Services	2. Proposal No. / Contract No. P-60-17 / 10479
3. Name of Consultant Peters and Yaffee, Inc.	4. Date of Proposal 10/12/22

PART II - LABOR RELATED COSTS

5. Reimbursable Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$ 82.89	12	\$ 994.68	
Project Manager	\$ 75.37	20	\$ 1,507.40	
Senior Engineer	\$ 70.69	12	\$ 848.28	
Design Engineer	\$ 45.90	8	\$ 367.20	
Designer (Non-Reg.)	\$ 28.36	0	\$ 0.00	
Engineering Intern	\$ 32.62	0	\$ 0.00	
Drafter/CADD	\$ 25.96	6	\$ 155.76	
Clerical	\$ 25.13		\$ 0.00	
TOTAL REIMBURSABLE LABOR	\$66.78	58		\$ 3,873.32
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	175 % x Total Direct Labor			\$ 6,778.31
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 10,651.63
8. PROFIT: Labor Related Costs (Item 7) x 10%				\$ 1,065.16

PART III - OTHER COSTS

9. Miscellaneous Direct Costs				
Transportation & Shipping			\$ 0.00	
Original Reproducibles			\$ 0.00	
Reproduction			\$ 0.00	
Other			\$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ -
10. SUBCONTRACTS (Lump Sum)				
			\$	
			\$	
SUB-CONTRACT SUB-TOTAL				\$ -
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$ 11,716.79
11. REIMBURSABLE SUBCONTRACTS & COSTS (Limiting Amount)				
Lighting & Structures Post Design Services (STV)			\$ 5,039.41	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
SUB-TOTAL REIMBURSABLES				\$ 5,039.41

PART IV - SUMMARY

12. TOTAL AMOUNT AMENDMENT NO. 3 (Reimbursable/Not to Exceed) (Items 5, 6, 8, 9, 10 and 11)	\$ 16,756.20
13. CURRENT CONTRACT AMOUNT	\$ 561,754.93
14. AMENDED CONTRACT AMOUNT	\$ 578,511.13

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

PART I - GENERAL				
1. Project Armsdale Road Sidewalk - STV Post Design Amendment SCOPE: Review of Shop Drawings, Respond to RFIs, Field Reviews, Plan Revisions			2. Proposal Number COJ P-60-17	
3. Name of Consultant STV Incorporated			4. Date of Proposal 10/10/2022	
PART II - LABOR RELATED COSTS				
5. Reimbursable Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Project Manager	\$69.15	0	\$0.00	
Principal	\$106.14	4	\$424.56	
Chief Engineer	\$84.71	6	\$508.26	
Senior Engineer	\$63.01	6	\$378.06	
Design Engineer	\$44.74	4	\$178.96	
Designer	\$44.02	4	\$176.08	
CADD/Computer Tech	\$29.15	0	\$0.00	
Engineering Intern	\$31.93	0	\$0.00	
Clerical	\$22.14	0	\$0.00	
TOTAL REIMBURSABLE LABOR		24	Hours	\$1,665.92
6. Overhead (Combined Fringe Benefit & Administrative)			175%	\$2,915.36
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$4,581.28
8. PROFIT: Labor Related Costs (Item 7)			x 10%	\$458.13
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs			\$	
			\$	
			\$	
			\$	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$0.00
10. SUBCONTRACTS (Lump Sum)			\$	
			\$	
SUB-CONTRACT SUB-TOTAL				\$0.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$0.00
11. REIMBURSABLE COSTS (Limiting Amount)				\$5,039.41
SUB-TOTAL REIMBURSABLES				\$5,039.41
PART IV - SUMMARY				
TOTAL AMOUNT OF AMENDMENT				\$5,039.41
12. PRIOR CONTRACT AMOUNT				
AMENDED AMOUNT OF CONTRACT				

RATE ADJUSTMENT CALCULATION FORM

Consultant Name:	Peters & Yaffee
Project Name	Armsdale Road Sidewalk and Roadway Improvements
RFP#	P-60-17
Contract #	10479
Amendment #	3

Rate Request Worksheet:

Consumer Price Index for All Urban Consumers, All Items in U.S. City Average (CPIAUCNS) | FRED | St. Louis Fed (stlouisfed.org)

	Month	Year	CPI Value
Current CPI =	Aug.	2022	296.171
Date of contract or last contract amendment =	Aug.	2021	273.567
			22.604

Formula: Current CPI value minus Previous CPI Value divided by Last CPI Value equals % increase for new rates = 8.26%

	Old Rates	Percent Increase	New Hrly Rate	New Loaded Rate (3.025 Multiplier)
Peters & Yaffee				
Principal	\$ 76.57	8.26%	\$ 82.89	\$ 250.756
Project Manager	\$ 69.62	8.26%	\$ 75.37	\$ 227.996
Senior Engineer	\$ 65.30	8.26%	\$ 70.69	\$ 213.849
Design Engineer	\$ 42.40	8.26%	\$ 45.90	\$ 138.854
Designer (Non-Reg.)	\$ 26.20	8.26%	\$ 28.36	\$ 85.801
Engineering Intern	\$ 30.13	8.26%	\$ 32.62	\$ 98.672
Drafter/CADD	\$ 23.98	8.26%	\$ 25.96	\$ 78.531
Clerical	\$ 23.21	8.26%	\$ 25.13	\$ 76.010

		% Increase		
STV				
Project Manager	\$ 63.87	8.26%	\$ 69.15	\$ 209.166
Principal	\$ 98.04	8.26%	\$ 106.14	\$ 321.068
Chief Engineer	\$ 78.25	8.26%	\$ 84.71	\$ 256.258
Senior Engineer	\$ 58.20	8.26%	\$ 63.01	\$ 190.597
Design Engineer	\$ 41.33	8.26%	\$ 44.74	\$ 135.350
Designer	\$ 40.66	8.26%	\$ 44.02	\$ 133.156
CADD/Computer Tech	\$ 26.93	8.26%	\$ 29.15	\$ 88.192
Engineering Intern	\$ 29.49	8.26%	\$ 31.93	\$ 96.576
Clerical	\$ 20.45	8.26%	\$ 22.14	\$ 66.971



ONE CITY. ONE JACKSONVILLE

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

TO: Dustin Freeman, Chairperson
Professional Services Evaluation Committee

THRU Steven D. Long, Jr., P. E.
Acting Director of Public Works

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

Nikita Reed, Project Manager
Engineering and Construction Management Division

DATE: October 25, 2022

**RE: REQUEST FOR PROPOSALS ~ RFP NO. P-50-22
PROFESSIONAL ENGINEERING SERVICES FOR
FOREST TRAIL ROAD DRAINAGE IMPROVEMENTS**

10/27/22 09:20:58
Procurement Division

Please take appropriate action to issue the attached Request for Proposals (RFP) for subject professional services.

The following information is furnished as required by the Ordinance Code and Procurement Department Regulations:

1. The general purpose of these services is stated in the accompanying RFP.
2. The objective of this request is to make available professional services as stated in the RFP.
3. The services shall be performed in accordance with negotiated time schedules.
4. The cost for these services is estimated at approximately \$1,000,000.
5. These services will not duplicate prior or existing work.
6. There are no current or prior services directly related to this request.
7. Coordination has been completed between the pertinent Divisions of the Department of Public Works for proper utilization of these services.
8. The Department of Public Works does not have the in-house capabilities to provide these services.

9. A subcommittee composed of Robin Smith, P. E., Chief, Engineering and Construction Management Division, 255-8710; and Nikita Reed, Project Manager, Engineering and Construction Management Division, 255-8702, is assigned to review submittals for this RFP.
10. Internal Services administrative costs should be charged to Account No. PWEN011AD.
11. Funding will be identified at the time purchase orders are issued for these services.
12. All firms who have expressed an interest in furnishing Professional Engineering Services as detailed in the RFP should be mailed a notice of this RFP.
13. The subcommittee members assigned to this RFP have read and understand the Procurement Administrative Code dated April 2022.
14. Four (4) weeks is believed to be sufficient time for interested parties to respond to this RFP.

We certify the contents of this memorandum are correct and true to the best of our knowledge.

Attachment: Request for Proposals
Risk Management Approval (sent by e-mail)
EBO Approval (sent by e-mail)

cc: Lori West, Contract Specialist, Engineering Division



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

October 11, 2022

TO: Dustin Freeman, Chairman
Professional Services Evaluation Committee

THRU: Steven D. Long, Jr., P.E.
Acting Director *Steven D. Long, Jr.*

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

Jill Enz
Chief, Natural and Marine Resources *Jill Enz*

Nikita Reed, P.E. *Nikita Reed*
Public Works Project Manager

RE: P-05-22 Architectural & Engineering Services for Parks Projects (South) Annual Contract

The Engineering and Construction Management division has negotiated with the consultant selected for Architectural & Engineering Services for Parks Projects (South) Annual Contract, resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B. JSEB firms to be utilized to meet the 25% Participation Percentage Plan for this contract are detailed on a separate attachment.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Prosser, Inc. for Architectural & Engineering Services for Parks Projects (South) Annual Contract that includes the attached Scope of Services identified as Exhibit "A" and Fee Schedule identified as Exhibit "B". Each project performed under this agreement shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto. The maximum indebtedness of the City pursuant to this agreement is \$2,000,000.00. The initial Period of Service will be for a two (2) year period with the option to extend such contract for two (2) additional two (2) year periods upon satisfactory performance by the Consultant. All other terms and conditions of the Contract shall be as provided in the Request for Proposals and the City's Standard contract language.

RGS/lw

Attachments: Exhibits A & B
JSEB Participation

SCOPE OF SERVICES

This is a Request for Proposals (RFP) from Contractors to provide professional engineering, architecture, landscape architecture, planning, environmental assessment, geotechnical, surveying, environmental permitting, and all other services as may be needed by the City for miscellaneous improvements in existing or new parks located within the City of Jacksonville and South and East of the St. Johns River.

Typical improvements include, but are not limited to, general site improvements, restrooms, playscapes, lighting, landscaping, signage, sidewalks, multi-use paths and trails, basketball courts, fencing, sports fields, parking lots, new buildings and building improvements including mechanical systems and security systems. A detailed scope of services and fee therefore will be negotiated for each project on which the City requests services. Services may consist of a study, conceptual design, final design and/or post design services after design. Services for each project will be authorized by the issuance of separate Purchase Orders clearly stating the maximum fee for such services.

The exact number of projects anticipated to require services under this contract is not known at this time, but it is generally expected to be in the range of five (5) to ten (10) over the two (2) year initial term of this contract. However, the City does not guarantee this level of service and, in fact, may not need any services at all; or, conversely, may need much more services during the term of the contract.

It is anticipated that services will generally be performed in accordance with the following:

A. The design/renovation of new or existing parks or recreational facilities is usually performed by a Contractor selected specifically for each project. However, numerous small projects are anticipated in this RFP to improve various existing parks and facilities, and their designs can best be provided by a single Contractor under a continuing contract.

B. Work by the Contractor selected under this RFP may include, but not necessarily be limited to, the planning and design of improvements to recreational facilities such as both passive and active parks, playgrounds, ball fields, tennis courts, multi-use paths and trails, bleachers/stadiums, and other facilities usually associated with leisure or athletic activities. Such work may require planning, surveying, architecture, engineering (including civil, structural, mechanical, electrical, fire protection and others), recreational consulting, landscape architecture, site or drainage design, and/or other professional services primarily related to exterior improvements. Work may also include professional services related to buildings or structures or interior improvements.

C. Design services under this contract, although primarily related to park improvement projects, may also include other Agency projects where the City may need architectural or engineering services.

D. It is intended that Contractor's services will result in all drawings, specifications, and other documents needed for the City to acquire any necessary land or easements, adjust utilities and make connections thereto, seek bids, obtain permits, and contract for construction of each project. The Contractor may be required to prepare presentation materials illustrating concepts, participate in public meetings to obtain citizen input, and modify each design accordingly.

E. Contractor's services on each project may be in several phases: Study/Conceptual Design (including master planning), Final Design, and Professional Services During Construction (PSDC), with

separate negotiations and fees for each phase. At the City's option upon completion of each phase, Contractor's services may be extended to include the next phase after negotiation of mutually satisfactory terms. Additionally, the City retains the option of having the Consultant prepare a Design Criteria Package for the City to use to complete a project under a separate Design-Build Contract.

F. Services for each project including required completion dates for the various phases will be authorized by a separate purchase order, which establishes itemized services and fees therefore. In general, each project will be independent of other or previous projects and shall constitute a separate negotiated agreement. The City reserves the right to perform some of the work on any project and to specify the extent of work needed for each project.

G. No assurance is given as to distribution of work required for the various design disciplines, and prospective Contractors are alerted that substantial work by a single design discipline may be needed on a specific project, or there may be many projects requiring the services of a single or few design disciplines. Furthermore, there may be no work required at all in some of the design disciplines included in this RFP.

CONTRACT FEE SUMMARY FOR ENGINEERING DIVISION
CITY OF JACKSONVILLE, FLORIDA

PART I - GENERAL							
1 Project Architectural and Engineering Services for Miscellaneous Park Improvement Projects (South)				2 Proposal Number P-05-22			
3 Name of Consultant Prosser, Inc				4 Date of Proposal 9/20/2022			
PART II - LABOR RELATED COSTS							
5 Direct Labor	Hourly Rate	Overhead Rate	Overhead	Labor + Overhead	Profit Rate	Profit	Total Hourly Rate
Prosser, Inc							
Principal	\$83.27	157.26%	\$130.95	\$214.22	10.00%	\$21.42	\$236.00
Project Manager	\$62.00	157.26%	\$97.50	\$159.50	10.00%	\$15.95	\$175.00
Senior Landscape Architect	\$58.50	157.26%	\$92.00	\$150.50	10.00%	\$15.05	\$166.00
Landscape Architect	\$49.70	157.26%	\$78.16	\$127.86	10.00%	\$12.79	\$141.00
Senior Planner	\$58.50	157.26%	\$92.00	\$150.50	10.00%	\$15.05	\$166.00
Senior Engineer	\$60.25	157.26%	\$94.75	\$155.00	10.00%	\$15.50	\$170.00
Engineer	\$49.70	157.26%	\$78.16	\$127.86	10.00%	\$12.79	\$141.00
Senior Designer	\$49.70	157.26%	\$78.16	\$127.86	10.00%	\$12.79	\$141.00
Designer	\$39.00	157.26%	\$61.33	\$100.33	10.00%	\$10.03	\$110.00
Construction Project Manager	\$53.00	157.26%	\$83.35	\$136.35	10.00%	\$13.63	\$150.00
Subconsultants							
Aerostar - SES (Environmental Engineering)							
Principal (Aerostar-SES)	\$63.06	175.00%	\$110.36	\$173.42	10.00%	\$17.34	\$190.76
Registered Engineer PE (Aerostar-SES)	\$57.42	175.00%	\$100.49	\$157.91	10.00%	\$15.79	\$173.70
Registered Geologist PG (Aerostar-SES)	\$44.84	175.00%	\$78.47	\$123.31	10.00%	\$12.33	\$135.64
Engineer (Aerostar-SES)	\$28.26	175.00%	\$49.46	\$77.72	10.00%	\$7.77	\$85.49
Geologist (Aerostar-SES)	\$37.14	175.00%	\$65.00	\$102.14	10.00%	\$10.21	\$112.35
Sr Scientist (Aerostar-SES)	\$35.87	175.00%	\$62.77	\$98.64	10.00%	\$9.86	\$108.51
Project Scientist (Aerostar-SES)	\$27.70	175.00%	\$48.48	\$76.18	10.00%	\$7.62	\$83.79
Sr Industrial Hygienist LAC,CSP (Aerostar-SES)	\$53.34	175.00%	\$93.35	\$146.69	10.00%	\$14.67	\$161.35
Senior Field Technician (Aerostar-SES)	\$31.88	175.00%	\$55.79	\$87.67	10.00%	\$8.77	\$96.44
Field Technician (Aerostar-SES)	\$28.62	175.00%	\$50.09	\$78.71	10.00%	\$7.87	\$86.58
Staff Scientist (Aerostar-SES)	\$24.07	175.00%	\$42.12	\$66.19	10.00%	\$6.62	\$72.81
Industrial Hygienist (Aerostar-SES)	\$30.60	175.00%	\$53.55	\$84.15	10.00%	\$8.42	\$92.57
CADD Operator (Aerostar-SES)	\$22.00	175.00%	\$38.50	\$60.50	10.00%	\$6.05	\$66.55
Clerical (Aerostar-SES)	\$22.13	175.00%	\$38.73	\$60.86	10.00%	\$6.09	\$66.94
ARC Surveying & Mapping							
Survey Project Manager (Arc Surveying & Mapping)	\$62.50	200.00%	\$125.00	\$187.50	10.00%	\$18.75	\$206.25
Survey Party Chief (Arc Surveying & Mapping)	\$41.69	200.00%	\$83.38	\$125.07	10.00%	\$12.51	\$137.58
Survey Technician (Arc Surveying & Mapping)	\$19.00	200.00%	\$38.00	\$57.00	10.00%	\$5.70	\$62.70
Survey CAD Tech (Arc Surveying & Mapping)	\$42.00	200.00%	\$84.00	\$126.00	10.00%	\$12.60	\$138.60
Clerical (Arc Surveying & Mapping)	\$23.50	200.00%	\$47.00	\$70.50	10.00%	\$7.05	\$77.55
Two Man Survey Crew (Arc Surveying & Mapping)	\$188.14	0.00%	\$0.00	\$188.14	0.00%	\$0.00	\$188.14
Three Man Survey Crew (Arc Surveying & Mapping)	\$247.04	0.00%	\$0.00	\$247.04	0.00%	\$0.00	\$247.04
Four Man Survey Crew (Arc Surveying & Mapping)	\$305.94	0.00%	\$0.00	\$305.94	0.00%	\$0.00	\$305.94
ATM (Marine Engineering)							
Senior Principal (ATM)	\$87.76	200.00%	\$175.52	\$263.28	10.00%	\$26.33	\$289.61
Principal (ATM)	\$69.91	200.00%	\$139.82	\$209.73	10.00%	\$20.97	\$230.70
Sr Professional (ATM)	\$59.07	200.00%	\$118.14	\$177.21	10.00%	\$17.72	\$194.93
Project Professional (ATM)	\$48.68	200.00%	\$97.36	\$146.04	10.00%	\$14.60	\$160.64
Professional (ATM)	\$41.51	200.00%	\$83.02	\$124.53	10.00%	\$12.45	\$136.98
Sr Staff Professional (ATM)	\$35.21	200.00%	\$70.42	\$105.63	10.00%	\$10.56	\$116.19
Staff Professional (ATM)	\$30.31	200.00%	\$60.62	\$90.93	10.00%	\$9.09	\$100.02
Designer (ATM)	\$33.64	200.00%	\$67.28	\$100.92	10.00%	\$10.09	\$111.01
Sr CADD Operator (ATM)	\$31.14	200.00%	\$62.28	\$93.42	10.00%	\$9.34	\$102.76
Technical Editor (ATM)	\$36.54	200.00%	\$73.08	\$109.62	10.00%	\$10.96	\$120.58
Clerical - Administrative (ATM)	\$31.25	200.00%	\$62.50	\$93.75	10.00%	\$9.38	\$103.13
ERS-SES Energy Services (Environmental Services)							
Principal (ERS-SES Energy Services)	\$89.91	167.97%	\$151.02	\$240.93	10.00%	\$24.09	\$265.03
Project Manager (ERS-SES Energy Services)	\$89.91	167.97%	\$151.02	\$240.93	10.00%	\$24.09	\$265.03
Chief Env Scientist (ERS-SES Energy Services)	\$65.00	167.97%	\$109.18	\$174.18	10.00%	\$17.42	\$191.60
Sr Env Specialist I (ERS-SES Energy Services)	\$49.92	167.97%	\$83.85	\$133.77	10.00%	\$13.38	\$147.15
Sr Env Specialist II (ERS-SES Energy Services)	\$49.33	167.97%	\$82.86	\$132.19	10.00%	\$13.22	\$145.41
Sr Env Specialist III (ERS-SES Energy Services)	\$47.46	167.97%	\$79.72	\$127.18	10.00%	\$12.72	\$139.90
Sr Env Scientist (ERS-SES Energy Services)	\$41.76	167.97%	\$70.14	\$111.90	10.00%	\$11.19	\$123.09
Env Scientist I (ERS-SES Energy Services)	\$36.21	167.97%	\$60.82	\$97.03	10.00%	\$9.70	\$106.74
Env Scientist II (ERS-SES Energy Services)	\$28.88	167.97%	\$48.51	\$77.39	10.00%	\$7.74	\$85.13
GIS Specialist (ERS-SES Energy Services)	\$33.53	167.97%	\$56.32	\$89.85	10.00%	\$8.99	\$98.84
Sr CADD Operator (ERS-SES Energy Services)	\$31.77	167.97%	\$53.36	\$85.13	10.00%	\$8.51	\$93.65
KW Structural Engineering							
Principal (KW Str Eng)	\$100.00	162.00%	\$162.00	\$262.00	10.00%	\$26.20	\$288.20
Project Manager PE (KW Str Eng)	\$70.00	162.00%	\$113.40	\$183.40	10.00%	\$18.34	\$201.74
Sr Structural Engineer PL (KW Str Eng)	\$57.50	162.00%	\$93.15	\$150.65	10.00%	\$15.07	\$165.72
Structural Engineer (KW Str Eng)	\$53.00	162.00%	\$85.86	\$138.86	10.00%	\$13.89	\$152.75
Structural Designer (KW Str Eng)	\$17.50	162.00%	\$29.13	\$46.63	10.00%	\$4.66	\$51.29
Clerical (KW Str Eng)	\$30.00	162.00%	\$48.60	\$78.60	10.00%	\$7.86	\$86.46

Meskel & Associates (Geotechnical Engineering)							
Principal (Meskel & Assoc.)	\$70.30	200.00%	\$140.60	\$210.90	10.00%	\$21.09	\$231.99
Project Manager PE (Meskel & Assoc.)	\$64.89	200.00%	\$129.78	\$194.67	10.00%	\$19.47	\$214.14
Sr. Civil Engineer (Meskel & Assoc.)	\$60.58	200.00%	\$121.16	\$181.74	10.00%	\$18.17	\$199.91
Sr. Designer (Meskel & Assoc.)	\$38.75	200.00%	\$77.50	\$116.25	10.00%	\$11.63	\$127.88
CADD Operator (Meskel & Assoc.)	\$28.00	200.00%	\$56.00	\$84.00	10.00%	\$8.40	\$92.40
Clerical (Meskel & Assoc.)	\$25.75	200.00%	\$51.50	\$77.25	10.00%	\$7.73	\$84.98
Laboratory Technician (Meskel & Assoc.)	\$22.35	200.00%	\$44.70	\$67.05	10.00%	\$6.71	\$73.76
Sr. Field Technician (Meskel & Assoc.)	\$28.58	200.00%	\$57.16	\$85.74	10.00%	\$8.57	\$94.31
Ohmega Electrical Engineering							
Principal Electrical Engineer (Ohmega)	\$114.02	175.00%	\$199.54	\$313.56	10.00%	\$31.36	\$344.91
Project Manager PE (Ohmega)	\$66.87	175.00%	\$117.02	\$183.89	10.00%	\$18.39	\$202.28
Senior Electrical Engineer (Ohmega)	\$55.72	175.00%	\$97.51	\$153.23	10.00%	\$15.32	\$168.55
Design Electrical Engineer (Ohmega)	\$44.57	175.00%	\$78.00	\$122.57	10.00%	\$12.26	\$134.82
Senior Design Technician (Ohmega)	\$31.89	175.00%	\$55.81	\$87.70	10.00%	\$8.77	\$96.47
CADD Operator/Drafter (Ohmega)	\$22.94	175.00%	\$40.15	\$63.09	10.00%	\$6.31	\$69.39
Office Manager (Ohmega)	\$27.51	175.00%	\$48.14	\$75.65	10.00%	\$7.57	\$83.22
Perez Planning + Design (Park Planning and Landscape Architecture)							
Project Manager PLA (Perez Planning + Design)	\$50.00	127.27%	\$63.64	\$113.64	10.00%	\$11.36	\$125.00
Sr. Landscape Architect PLA (Perez Planning + Design)	\$60.00	127.27%	\$76.36	\$136.36	10.00%	\$13.64	\$150.00
Landscape Architect PLA (Perez Planning + Design)	\$40.00	127.27%	\$50.91	\$90.91	10.00%	\$9.09	\$100.00
Designer (Perez Planning + Design)	\$30.00	127.27%	\$38.18	\$68.18	10.00%	\$6.82	\$75.00
Clerical (Perez Planning + Design)	\$25.00	127.27%	\$31.82	\$56.82	10.00%	\$5.68	\$62.50
PQH Group (Architecture)							
Principal (PQH Group)	\$81.25	150.00%	\$121.88	\$203.13	10.00%	\$20.31	\$223.44
Project Manager Registered (PQH Group)	\$55.39	150.00%	\$83.09	\$138.48	10.00%	\$13.85	\$152.32
Senior Architect Registered (PQH Group)	\$44.60	150.00%	\$66.90	\$111.50	10.00%	\$11.15	\$122.65
Design Architect Registered (PQH Group)	\$37.80	150.00%	\$56.70	\$94.50	10.00%	\$9.45	\$103.95
Designer (PQH Group)	\$33.45	150.00%	\$50.18	\$83.63	10.00%	\$8.36	\$91.99
CADD Operator (PQH Group)	\$28.20	150.00%	\$42.30	\$70.50	10.00%	\$7.05	\$77.55
Clerical (PQH Group)	\$26.10	150.00%	\$39.15	\$65.25	10.00%	\$6.53	\$71.78
Construction Administrator (PQH Group)	\$44.60	150.00%	\$66.90	\$111.50	10.00%	\$11.15	\$122.65
Simes & Rosch (MEP Engineering)							
Principal (Simes & Rosch)	\$81.25	140.00%	\$113.75	\$195.00	10.00%	\$19.50	\$214.50
Project Manager PE (Simes & Rosch)	\$75.00	140.00%	\$105.00	\$180.00	10.00%	\$18.00	\$198.00
Sr. Engineer PE (Simes & Rosch)	\$60.41	140.00%	\$84.57	\$144.98	10.00%	\$14.50	\$159.48
Design Engineer (Simes & Rosch)	\$37.50	140.00%	\$52.50	\$90.00	10.00%	\$9.00	\$99.00
Clerical (Simes & Rosch)	\$33.33	140.00%	\$46.66	\$79.99	10.00%	\$8.00	\$87.99
TOTAL DIRECT LABOR			hours				
6 Overhead (Combined Fringe Benefit & Administrative)							\$0.00
7 SUBTOTAL Labor + Overhead (Items 5 & 6)							\$0.00
8 PROFIT Labor Related Costs (Item 7) x 10%							\$0.00
PART III - OTHER COSTS							
9 Miscellaneous Direct Costs							
MISCELLANEOUS DIRECT COSTS SUB-TOTAL (REIMBURSABLE)							\$0.00
10 SUBCONTRACTS (T&M)							
SUB-CONTRACT SUB-TOTAL							
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)							
11 REIMBURSABLE COSTS (Limiting Amount)							
	Unit	\$/Unit	Quantity	Cost			
Black/White Plot	sq ft	\$0.15	0	\$0.00			
Full Color Plot (Standard Finish)	sq ft	\$7.48	0	\$0.00			
11 X 17 Black/White Copy	ea	\$0.58	0	\$0.00			
11 X 17 Full Color Copy	ea	\$2.53	0	\$0.00			
8 5" x 11" Black/White Copy	ea	\$0.29	0	\$0.00			
8 5" x 11" Full Color Copy	ea	\$1.27	0	\$0.00			
Travel - Mileage	mile	\$0.67	0	\$0.00			
Courier - Same Day	ea	\$27.60	0	\$0.00			
Standard Envelope Postage	ea	\$0.67	0	\$0.00			
Oversize Envelope Postage	ea	\$0.90	0	\$0.00			
SUB-TOTAL REIMBURSABLES							\$0.00
PART IV - SUMMARY							
TOTAL AMOUNT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)							\$0.00
12 PRIOR CONTRACT AMOUNT							\$0.00
TOTAL AMOUNT OF CONTRACT							\$0.00

**CITY OF JACKSONVILLE
EQUAL BUSINESS OPPORTUNITY PROGRAM
CONSULTANT AND CONTRACTOR'S MONTHLY REPORT**

Prime Contractor Name Prosser, Inc Project Title Architectural & Engineering for Park Improvement
 Purchase Order No _____ - OR - City Bid No P-05-22
 Current Contract Total Amt _____ City Contract No _____

INVOICE INFORMATION	
Invoice No _____	Current Invoice _____
For Period Ending Date _____	Cumulative Invoiced _____ Contract % Complete _____

CONTRACT GOAL TRACKING	
JSEB/MBE GOAL <u>\$0.00</u>	SDBE/SBE GOAL % <u>25.0%</u>
<i>Prior Month</i> Cumulative JSEB/MBE \$ <u>\$0.00</u>	<i>Formula for Cumulative Month % =</i> <i>Cumulative \$ / Cumulative \$ Invoiced</i>
<i>Prior Month</i> Cumulative NON-JSEB/MBE \$ <u>\$0.00</u>	
Cumulative JSEB/MBE \$ <u>\$0.00</u>	Cumulative JSEB/MBE % <u>#DIV/0!</u>
Cumulative NON-JSEB/MBE \$ <u>\$0.00</u>	Cumulative NON-JSEB/MBE <u>#DIV/0!</u>

JSEB/MBE SUBCONTRACTORS TO BE PAID FROM THIS INVOICE

Company Name	Federal ID No.	Zip Code	SDBE Type	Type of Work	\$ This Payment
Meskel & Associates	26-2014749	32256	JSEB	Geotechnical	\$0.00
ARC Surveying & Mapping	59-3125280	32210	SB	Surveying	\$0.00
Ohmega Group, L.L.C	20-0813618	32206	DB/MO	Electrical Engineering	\$0.00
PQH Group	59-2228220	32216	JSEB	Architecture	\$0.00
Simes & Rosch, L.L.C	59-3541165	32256	JSEB	MEP Engineering	TOTAL

NON-JSEB/MBE SUBCONTRACTORS TO BE PAID FROM THIS INVOICE

Company Name	Federal ID No.	Zip Code	Type of Work	\$ This Payment
Applied Technology	59-2413268	32605	Marine Engineering	\$0.00
SES Energy Services, LLC	47-4020086	37830	Environmental Resource	\$0.00
Keister Webb	85-3080028	32211	Structural Engineering	\$0.00
Perez Planning & Design	46-5212000	30309	Planning/Landscape Architect	\$0.00
			TOTAL	\$0.00

1 JSEB (Small Disadvantaged Business Enterprise) / MBE (Small Business Enterprise) TYPES
 AA African American WBE Woman HANA Hispanic,Asian,Native American OTHER Economically or Socially, MBE Small Business
 2 Type of Work Examples Catering, Clerical, Consulting, Engineering, Hauling, Janitorial, Masonry, Site Clearing, Technical Support

FOR CITY OF JACKSONVILLE USE ONLY			
DATE PROCESSED	DOCUMENT NO.	INDEX CODE - SUBOBJECT-PROJECT NO. - DETAIL	\$ This Payment

Notes
 1 THIS MONTHLY FORM MUST BE COMPLETED AND SUBMITTED WITH ALL REQUESTS FOR PAYMENT AND FINAL PAYMENT
 2 Contractor shall attach to this form a typewritten explanation of any differences in JSEB/MBE participation from original contract commitment