

PUBLIC NOTICE
AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, November 2, 2017, 10:00 a.m.
Eighth Floor, Conference Room 851
Jacksonville, FL 32202

Committee Members: Gregory Pease, Chairman
Patrick Greive, Member, Treasury
Jeff Close, Member, OGC

| Subcommittee Members | ITEM # | TITLE & ACRON | MOTION | CONTR EXP | OUTCOME |
|--------------------------------|---------|--|---|-----------|---------|
| Robert Parr Mary DiPerna | P-42-15 | Contract Amendment No. 2 COBRA Administration Employee Services Department | That Contract No. 10195 between the City of Jacksonville and Total Administrative Services Corporation (TASC) for COBRA Administration is amended to: (i) exercise the second of four renewal options extending the period of service from January 1, 2018 through December 31, 2018 with two (2) options remaining; and (ii) increase the maximum indebtedness by \$50,000 for the services to a new not-to-exceed total maximum of \$100,000. All other terms and conditions 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. | 12/31/17 | |
| Tom Fallin Melissa Long | P-36-16 | Contract Amendment No. 1 NPDES Engineering and Permit Administration Services Annual Contract Department of Public Works | That Contract No. 6398-23 originally executed November 26, 2016 between the City of Jacksonville and England Thims & Miller, Inc., for NPDES Engineering and Permit Administration Services - Annual Contract is amended to (i) incorporate the attached Scope of Services identified as Exhibit 'C' and Fee Summary identified as Exhibit 'D'; (ii) increase the lump-sum amount for NPDES Engineering and Permit Administration Services by \$865,900.25 to a new limit of \$1,731,712.95; (iii) increase the not-to-exceed limits for: PWD Special Project Requests by \$10,000 to a new limit of \$20,000; EOD Special Project Requests by \$10,000 to a new limit of \$20,000 and M&LM Division Special Project Requests by \$25,000 to a new limit of \$50,000; thereby (iii) increasing the maximum indebtedness to the City by \$910,900.25 to a new maximum indebtedness of \$1,821,712.95. All other terms and conditions 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. | 12/31/19 | |
| Aundra Wallace Robert Carle | P-47-17 | Fee & Contract Negotiations (Deferred 10/19/17) Downtown Jacksonville Public Parking Strategy and Implementation Plan Downtown Investment Authority (DIA) | That the Downtown Investment Authority of the City of Jacksonville enter into a contract with Tim Hoahs for the provision of the Downtown Jacksonville Public Parking Strategy and Implementation Plan that; (i) incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee Summary identified as Exhibit 'B'; (ii) provide a contract period from date of execution of the contract through September 30, 2018, with one six-month option to renew at the discretion of the DIA Chief Executive Officer; (iii) provide a not-to-exceed total maximum indebtedness of \$195,765.00. All other terms and conditions are per the RFP and the city's standard contract language. | | |

MEETING ADJOURNED:

CC: Council Auditor
Subcommittee Members



City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: Greg Pease, Chairperson
Professional Services Evaluation Committee

FROM: Bob Parr, Division Chief, Compensation and Benefits
Mary DiPerna, Manager, Compensation and Benefits

SUBJECT: P42-15 COBRA Administration
Amendment #2

DATE: October 24, 2017

This is to recommend that the City approve the second amendment to the contract with TASC for COBRA administration. The contract shall be for a one-year period effective January 1, 2018 through December 31, 2018; rates will remain the same and the total indebtedness for CY 2018 shall not exceed \$50,000; the maximum indebtedness shall not exceed \$100,00 .

All other terms and conditions shall remain the same as proposed. Nothing contained herein shall be amended, modified, or otherwise revised, without prior approval from the PSEC and the Mayor.

Thanks.

Attachment: Letter of Renewal 2018



October 17, 2017

Robert E. Parr, Chief of Compensation and Benefits
City of Jacksonville
117 West Duval Street, Suite 150
Jacksonville, FL 32202

Dear Robert,

In consideration that TASC (the CONSULTANT) and City of Jacksonville (the CITY) wish to memorialize the term and fees for the renewal of the Agreement and First Amendment under which CONSULTANT provides COBRA administration for the CITY:

WHEREAS, Parties agree to renewing the current agreement at the current rates with no change in administrative services.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto hereby agree as follows:

- Term of Agreement.** This Renewal Letter extends the Agreement (# 10195) for a new term of 1 year, January 1, 1018 through December 31, 2018.
- Pricing.** The fees listed below for COBRA and HIPAA Services defined in the Agreement are Guaranteed for a one-year renewal period identified above, January 1, 1018 through December 31, 2018:

| | |
|--|-------------------------------------|
| TASC COBRA Administrative Services Per health-enrolled employee on the Employer's health plan(s) per month | \$0.45 / \$500 minimum per month |
| TASC HIPAA Compliance Services | \$100 annual renewal fee |

- All other terms and considerations of the Agreement #10195 and First Amendment remain as written.

We hereby confirm our acceptance of the renewal terms as indicated above:

City of Jacksonville

By: _____ Date: _____

TASC (Consultant) - Nisha Weyker, EVP

By: _____ Date: October 17, 2017

Sincerely,

Steven E Syrkin, Vice President, TASC



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 25, 2017

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

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

FROM: Tom Fallin, P. E. *Tom Fallin*
Chief, Engineering and Construction Management Division

Melissa M. Long, P.E. *Melissa M. Long*
Chief, Environmental Quality Division

SUBJECT: P-36-16 NPDES Engineering and Permit Administration Services- Annual Contract
Consultant Services Account Nos.: PWGM461SW-03109 \$810,761.25
PWML011-03109 \$25,000.00
PWEN1F1NPDES-03109-PWS027-03 \$75,139.00
Internal Services Account No.: PWEN011AD

The Engineering Division has negotiated with the consultant selected for NPDES Engineering and Permit Administration Services- Annual Contract for year 2 of the initial contract and permit cycle resulting in the attached Scope of Services, Exhibit C and Contract Fee Schedule, Exhibit D, attached. MBE firms to be utilized to meet the 15% Participation Percentage Plan for this contract are detailed on a separate attachment. The current expiration is December 25, 2018 with 2 additional 2 years renewals available.

Accordingly, this is to recommend that Contract No. 6398-23, originally executed November 26, 2016, between the City and England-Thims & Miller, Inc., for NPDES Engineering and Permit Administration Services- Annual Contract be amended to incorporate the attached Scope of Services, Exhibit C and Fee Summary Exhibit D to increase the lump sum amount for NPDES Engineering and Permit Administration Services by \$865,900.25 to a new limit of \$1,731,712.95 and to increase the not to exceed limits for: PWD Special Project Requests by \$10,000 to a new limit of \$20,000; EQD Special Project Requests by \$10,000 to a new limit of \$20,000.00 and M&LM Division Special Project Requests by \$25,000.00 to a new limit of \$50,000.00; thereby increasing the maximum indebtedness to the city by \$910,900.25 to a new maximum indebtedness of \$1,821,712.95; with all other terms and conditions of the agreement remaining unchanged.

TF/lw

Attachments: Exhibits C & D
MBE Participation

cc: Lori A. West, Engineering Contract Specialist



www.etminc.com

tel 904-642-8990 • fax 904-646-9485

14775 Old St. Augustine Road • Jacksonville, Florida 32258

October 5, 2017

Mr. Tom Fallin, PE
Chief, Engineering & Construction Management
City of Jacksonville
214 N. Hogan St., 10th Floor
Jacksonville, FL 32202

**RE: NPDES Engineering and Permit Administration
Year 2 Negotiated Scope and Fee
COJ Contract No.: 6398-23
ETM No.: 16-075**

Dear Mr. Fallin:

Attached is the final version of the NPDES Engineering and Permit Administration Year 2 Scope and Fee based on our recent negotiations. This scope and fee represents a reduction in England Thims & Miller's scope as originally presented based on scope items the City has agreed to perform with ETM support during Year 2 of the Permit cycle.

This scope and fee is consistent with the original RFP scope and ETM proposal and does not include any hourly rate or personnel changes.

Based on our discussions the next step is to submit this scope and fee for Contract Amendment approval through the PSEC process. We look forward to continuing to support the City on this important work related to improved water quality for the citizens of Jacksonville.

Sincerely,
England-Thims & Miller, Inc.

Robert Kermitz
Vice President

England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS

Jacksonville • Lake Mary • Palm Coast

CA-00002584 LC-0000316

**SCOPE OF SERVICES
AMENDMENT 01
CITY OF JACKSONVILLE CONTRACT 6398-23
NPDES ENGINEERING and PERMIT ADMINISTRATION SERVICES
SEPTEMBER 28, 2017**

INTRODUCTION

The City's Stormwater Utility is responsible for the operation and maintenance of the MS4. The following City departments and divisions actively support the Utility's Stormwater Management Program.

- Public Works Department (PWD)
 - Engineering and Construction Management Division
 - Right of way and Stormwater Maintenance (RWSM) Division
 - Mowing & Landscape Maintenance (M&LM) Division
 - Solid Waste Division
- Neighborhoods Department
 - Environmental Quality Division (EQD) Water Branch
- Planning & Development Department
 - Development Services Division

The Amendment 01 Scope of Services defines England, Thims, & Miller, Inc.'s (ETM's) NPDES Cycle 4 Permit Year 2 work. The objective of this Scope of Services is to assist the City with the update and ongoing implementation of its Stormwater Management Program (SWMP) as required by the NPDES Cycle 4 MS4 Permit include the following.

- Implementation of RWSM Maintenance Investigation and work order assignment Standard Operating Procedures (SOPs) in accordance with the SOP as approved by RWSM during Year 5 of the Cycle 3 Permit.
- Update, and technical support of inspection, analysis and reporting tools and related databases in accordance with the City's SWMP and related SOPs and plans as updated by the City and, if required, approved by FDEP.
- MAXIMO (TIVOLI) work order data analysis to enable the reporting of stormwater infrastructure maintenance and inspection activities in accordance with NPDES Cycle 4 Permit and Tributaries I & II BMAP requirements.
- Preparation of the City's NPDES Cycle 4 Permit Year 1 Annual Report.
- Preparation of the City's Tributaries I & II BMAP Annual Report for the June 2016 thru September 2017 reporting period.
- Assist EQD and PWD with implementation of its FDEP approved SWMP Effectiveness Assessment Program.
- Provide NPDES related special project services as requested and authorized.

SCOPE OF SERVICES

The following is a per task description of ETM's scope of services for Year 2 of this Contract.

TASK 1 - MS4 INVENTORY UPDATE AND MAINTENANCE (Permit Part II)

The permit requires that the City maintain a current map based inventory of its MS4 infrastructure to support MS4 operations, maintenance and inspection activities and the reporting of these activities in its Annual Report.

Task 1.A MS4 Update

ETM will, in accordance with MS4 Permit requirements, maintain an up to date inventory of the MS4 infrastructure owned and maintained by the City of Jacksonville (City) and FDOT District 2. FDOT District 2 MS4 infrastructure located within Jacksonville Beach, Neptune Beach, and Atlantic Beach are not included within ETM's scope of work.

- All MS4 update work will be posted to the NPDES GIS database and hosted web site maintained by ETM. A copy of the updated MS4 inventory will be forwarded in ESRI geodatabase format to the City's Information Technology Division (ITD), GIS Section at completion of work for posting by ITD to the City's intranet site.
- The MS4 database maintained on the ETM hosted web site will serve as the MS4 infrastructure dataset accessed and used by the City to support MS4 structural control inspections, proactive and reactive Illicit Discharge Detection & Elimination (IDDE) investigations and other stormwater management plans and activities as required by the Permit.
- Positional accuracy of information will be relative to the City's parcel layer which serves as the NPDES GIS base map.

Information as depicted on the as-built drawing will be used to facilitate entry of the following MS4 infrastructure information (attributes) into the NPDES GIS database:

- Manhole, inlet and control structure rim & bottom invert elevations
- Control structure weir elevations
- Manhole, inlet and control structure type
- Open & closed conveyance segment lengths
- Open & closed conveyance upstream & downstream invert/bottom elevations
- Open & closed conveyance material & year constructed
- Closed conveyance (pipe) dimensions & shape
- Owner (City or FDOT)

ETM will, during the first 2 months of the Permit year coordinate with the City's CIP Manager and NPDES Coordinator the forward of approved as-built drawings by City departments and agencies to ETM. City of Jacksonville as-built drawings forwarded will include the following.

- Public Works Engineering - Roadway and Drainage Capital improvement and DSR projects
- JTA Roadway and Drainage improvement projects
- Private Development Redevelopment projects for which the roadways and MS4 infrastructure has been transferred to the City
- Code 70 minor drainage addition and repair projects

All City provided as-built drawings will be forwarded as CAD drawing files unless not submitted as such by the project design consultant or contractor.

Drainage as-built drawings for FDOT District 2 MS4 infrastructure within the City will be forwarded to ETM by the FDOT District 2 NPDES Administrator or made available by the NPDES Administrator for download by ETM from the FDOT District 2 INFONET Site.

ETM's MS4 update scope of work also includes the following:

- Update parcel information via a download of Duval County Property Appraisers Office parcel map during the 4th quarter of Permit Year 2.
- Update of roadway centerlines and related attributes during the 4th quarter of Year 2. Information required for update will be forwarded to ETM by the City's Planning and Development Department.
 - Private, FDOT District 2, and City-owned and maintained roadways will be depicted via line style and/or color.
 - MS4 infrastructure located in roadways transferred from FDOT to the City will be reviewed with the City Surveyor and added to the City's MS4 inventory, as appropriate.

Task 1.B M&LM Division Database Update

The M&LM Division is responsible for routine maintenance (mowing, litter removal, and vegetation management/spraying) of roadside and off-road ditches, conveyance swales and MS4 Ponds. To support effective maintenance of the MS4, ETM will:

- Add roadside and outfall ditches cleaned/re-graded by SWAT crews to the M&LM Division's Inspection Module database not already maintained by M&LM Division for routine maintenance and vegetation management purposes.
- Update and add to the Division's database City ponds posted to the NPDES GIS database (Task 1.A) and/or transferred to the M&LM Division for routine maintenance.
- Update all M&LM Division contractor maintenance schedules for Fiscal Year 2017/18 within 30 business days of receipt.

TASK 2 - STORMWATER MANAGEMENT PLAN (SWMP) UPDATE

The NPDES Cycle 4 Permit requires that the SWMP be updated as needed to reflect changes in City standard operating procedures and/or resource allocation.

Task 2.A - SWMP Update

ETM will during this task update the SWMP "Smart Book" prepared during the Cycle 3 Permit. The focus of the update will be to replace references to the Cycle 4 Permit with the appropriate Cycle 4 Permit references and relink all SOPs, plans, and reports included in the Cycle 3 Permit SWMP. ETM will also insert new plans and reports submitted to FDEP and City updated and new SOP's implemented by the City during years 1 and 2 of the Cycle 4 Permit

ETM will also, during this task work with RWSM to complete the following.

- Implementation of the RWSM Maintenance Investigation SOP as approved by RWSM during year 5 of the Cycle 3 Permit. Implementation includes the training of RWSM personnel in the use of the NPDES Master web site.
- Develop proactive closed conveyance program SOPs, including temporary storage and record keeping.

Task 2.B - NPDES Year 1 Annual Report Preparation Support

ETM will assist the City's NPDES Coordinator with the collection and analysis of data maintained by various departments. ETM will work with the City's NPDES Coordinator to collect, analyze, and format data and draft supporting text for the following NPDES Annual Report Sections:

- Section II Major Outfall Inventory including submittal of map(s) illustrating location of all COJ Major outfalls
- Section IV Fiscal Analysis

- Section VII Stormwater Management Program (SWMP)
 - Part III.A.1 Structural Controls and Stormwater Systems Operations
 - Part III.A.3 Roadways - Street Sweeping, and nutrient reduction calculation
 - Part III.A.4 Flood Control Projects
 - Part III A.7.c Illicit Discharges and Improper Disposal
 - Part III A.7.g Limitation of Sanitary Sewer Seepage
- ETM will also assist EQD with assessing the effectiveness of its SOPs and plans associated with SWMP components.

In addition to the above, ETM will assist the City's NPDES Coordinator with preparation of the annual report as follows:

- Review and compilation of public education and outreach activity information provided by others to report the following:
 - Part III.A.6 Florida Friendly Yards & Neighborhoods Pesticides, Herbicides, and Fertilizer Application
 - Part III.A.7.e Illicit Discharges and Improper Disposal – Public Reporting
 - Part III.A.7.f Illicit Discharges and Improper Disposal – Oils, Toxics, and Household Hazardous Waste Control
 - Prepare draft activity related narrative text for inclusion by EQD in the status report.
- Preparation of an updated FDOT District 2 MS4 Structure inventory count and a breakout of illicit discharge detection and elimination investigations completed by the City on behalf of FDOT District 2.

On completing the NPDES Annual Report, ETM will work with the City's NPDES Coordinator to prepare a reference manual to assist the City's NPDES Coordinator with the preparation of future NPDES Annual Reports.

Task 2.C – Tributaries I & II BMAP Annual Report Preparation Support

The City is required, by March 31, 2018, to submit its annual report for each Tributaries BMAP. ETM will assist the City in preparing the 2017 Annual Report as follows:

- Summarize proactive, CARE driven and SWAT initiative maintenance activities and associated costs as recorded in MAXIMO (TIVOLI).
- List each stormwater Capital and R&R project underway and completed along with costs incurred to date
- Summarize the number of proactive and reactive Illicit Discharge Detection & Elimination inspections; EQD CARE response water quality investigations; private lift station inspections and the number septic tanks phased out.

It is ETM's understanding that project and activity reporting requirements for the 2017 annual reports are unchanged from those required for the 2016 Annual Reports

TASK 3 – SWMP EFFECTIVENESS ASSESSMENT PROGRAM IMPLEMENTATION

The City will have submitted an updated Water Quality Monitoring Plan and Annual SWMP Effectiveness Assessment Program Plan with its Year 1 NPDES annual report. During Year 2, ETM will in coordination with City staff implement the FDEP approved SWMP Effectiveness Assessment Program Plan and assist in the preparation of the City's NPDES Year 2 SWMP Effectiveness Assessment report.

Task 3.A – Event Mean Concentration Table Update

The Cycle 4 Permit requires the City to submit an Annual Water Quality Trend Analysis Summary as part of its Annual SWMP Effectiveness Assessment report. The Permit also requires the City submit an updated Event Mean Concentration (EMC) pollutant loading calculation with its NPDES Year 3 Annual Report.

ETM will during Cycle 4 Permit Year 2, update the existing EMC Table to serve as benchmark pollutant load calculations for each Permit required Annual SWMP Effectiveness Assessment Report. The updated EMC Table will serve as the base for the COJ and FDOT EMC Table submitted with the City's Cycle 4 Permit Year 3 Annual Report. The updated EMC Table will:

- utilize major watersheds as defined by the SJRWMD, current WBID polygons, City of Jacksonville Land Use GIS data, the City's and FDOT stormwater pond and major outfall inventory, and local rainfall data.
- Private stormwater ponds and acreage treated by same will, per FDEP guidance, not be included in the updated EMC Table.
- Detention time for all COJ and FDOT wet detention BMPs will be 21 days
- Detention time for baffle boxes and other BMPs will be based on information contained in As-built drawings provided by COJ PWD Engineering Division and FDOT.

Task 3.B – SWMP Effectiveness Assessment Report Preparation Support

The City submitted its SWMP Assessment Program Plan to FDEP with its Cycle 4 NPDES Annual Report. At the end of Cycle 4 Year 2 ETM will assist the City's NPDES and Water Quality Monitoring Program Coordinators with the preparation of its Year 2 SWMP Effectiveness Assessment report as follows.

- Describe current Water Quality Monitoring Program
 - Number of samples taken
 - Change in frequency or location of samples taken to support overall Assessment Program objectives and conduct exceedance follow up and/or identify pollutant sources.
 - Summarize Water Quality trends at WBID level and compare to calculated EMC Table
- Summarize Pollutant load reductions achieved.
 - During current reporting year
 - Since adoption Main Stem and Tributaries BMAPs and Ribault River BPCP
 - Describe projects and activities completed during reporting period and their impact on water quality.

TASK 4 - PERMIT ADMINISTRATION TOOLKIT DEVELOPMENT AND SUPPORT

The purpose of this task is to continue integration of inspection modules MAXIMO scripts developed during the Cycle 3 Permit within the City's stormwater operations/ maintenance activities and support St. Johns River Main Stem BMAP and Tributaries I & II BMAP obligations. This Task also includes technical support and Module maintenance during the Permit year.

Task 4.A MAXIMO Extract Refinement

During Cycle 3 Permit Years 4 and 5 ETM and PWD MAXIMO (TIVOLI) support staff defined repeatable standard extract scripts. ETM will on a quarterly basis and with the support PWD MAXIMO (TIVOLI) support staff extract drainage related work orders. The quarterly extracts will enable ETM to perform the following activities and provide COJ staff data analysis for operational efficiency and reporting:

- Summarize and update SWAT accomplishments.

- Consolidate work order data for NPDES, Ribault River BPCP, Strawberry Creek BPCP, Tributaries I & II BMAP, and SWMP Annual Effectiveness Assessment annual reporting purposes.
- Analyze and format extracted MAXIMO data to support PWD special project presentation needs and routine reporting for the following:
 - Analyze SWAT effectiveness through the analysis and roll up of pre and post SWAT CARE requests;
 - Compile and analyze the number and type of work orders for Annual SWMP Effectiveness Assessment reporting purposes.
 - Analyze RWSM performance metrics as related to completion of maintenance investigations and work orders as documented in the RWSM Maintenance Procedure Manual
- In conjunction with RWSM, review historical data to assist RWSM in planning proactive maintenance activities.

All MAXIMO (TIVOLI) programming and related documentation will be completed by City support staff.

Task 4.B - Technical Support & Systems Administration

ETM will host and maintain the NPDES web site and the modules developed or updated under during the Cycle 3 Permit period or as part the scope of services described in this document.

ETM will provide initial user training and support for 30 calendar days following initial release of each module updated during the scope of services period. The City's function group manager or supervisor is responsible for responding to user questions regarding proper usage of each released or updated module and maintaining the integrity of all data entered and the database associated with each module after the 30-day user training and support period described above.

All technical support requests will be forwarded to ETM by the appropriate City functional group manager or supervisor via email. The email forwarded will include a description of the issue; related screen shots of the problem encountered; and the module generated error notification.

ETM will respond to all technical support requests within 24 hours of receipt. ETM will resolve technical issues in a timely manner but cannot commit to completing all technical support requests within 24 hours. ETM will also inform the City function group manager or supervisor when the application will be taken off line to test and post a "fix" to the module.

ETM is not responsible for resolving connectivity or performance caused by City or FDOT District 2 owned or maintained desktop and notebook PCs, local area networks, routers, air cards, or web site access restrictions.

User account creation, deactivation and general administration for each of each inspection module is the responsibility of City staff designated as administrator(s) for each module.

TASK 5 - PROJECT MANAGEMENT

ETM is responsible for the preparation and distribution of monthly status reports to all project stakeholders. The status report will summarize the status of all work in progress, describe work completed and planned as well as any outstanding issues that may impact timely completion of all

work authorized under this and/or prior amendments. Other project management responsibilities include the following.

- The general day to day coordination and supervision of ETM and sub-Consultant project team.
- Preparing for and attending executive briefings as requested and scheduled by the City Engineer, the City's NPDES Coordinator or their authorized representative.
- Meeting with RWSM, EQD, M&LM, and PWD Engineering Division Chiefs to review work in progress and resolve issues that may impede the completion of the work as described in this scope of services.

Task 6 - REIMBURSABLE SERVICES

The purpose of the Reimbursable Services scope of work is to enable the City's Project Manager and NPDES Coordinator to authorize ETM to provide NPDES Permit special project services on an as needed basis. Reimbursable services authorized may include but not limited to the following.

Task 6.A - PWD NPDES Permit Special Project Requests

- Maps and related structure excel files to support SWAT crew field activities
- SWAT accomplishment mapping and reports
- Creation of City Council, public meeting, and other special purpose reports or presentation maps
- Special purpose MAXIMO (TIVOLI) work order history/trend reports and maps

Task 6.B - EQD NPDES Permit Special Project Requests

- Funding of certification level training courses led by FSA or other state certified trainer.
- Batch close of MS4 structural control inspections for roadside and outfall ditches, and connected culverts cleaned or repaired and replaced by SWAT crews.

Task 6.C - M&LM Division NPDES Permit Special Project Requests

- Update of existing or development of new M&LM Inspection Module functions
- Creation of City Council, public meeting, and other special purpose reports or presentation maps

Budget amounts allocated to each reimbursable service can be redistributed as deemed necessary by the City's NPDES Coordinator or authorized representative.

ETM will prepare and submit to the requesting department/division's authorized representative and the City's NPDES Coordinator a statement of work and cost estimate for each special project request requiring more than 40 hours of labor to complete.

For requests that require less than 40 hours of labor to complete, email correspondence between ETM and the COJ authorized representative will be used to authorize and document the work to be performed.

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

| PART I - GENERAL | | | | |
|--|-------------|-----------------|--|-----------------|
| 1. Project NPDES Engineering & Permit Administration Amendment 01 | | | 2. Proposal Number P-36-16 | |
| 3. Name of Consultant England-Thims & Miller, Inc. | | | 4 Date of Proposal 9/28/2017 | |
| PART II - LABOR RELATED COSTS | | | | |
| 5. Direct Labor | Hourly Rate | Estimated Hours | Estimated Cost | TOTAL |
| Principal-in-Charge | \$ 80.00 | 60 | \$ 4,800.00 | |
| Client Manager | \$ 61.55 | 136 | \$ 8,370.80 | |
| Project Manager | \$ 54.80 | 836 | \$ 45,812.80 | |
| Senior Engineer | \$ 48.14 | 1288 | \$ 62,004.32 | |
| Senior Scientist | \$ 41.64 | 0 | \$ 0.00 | |
| Senior Programmer | \$ 39.96 | 930 | \$ 37,162.80 | |
| GIS Programmer | \$ 36.64 | 1042 | \$ 38,178.88 | |
| GIS Analyst | \$ 31.43 | 1894 | \$ 59,528.42 | |
| GIS Technician | \$ 18.73 | 1276 | \$ 23,899.48 | |
| Clerical | \$ 23.91 | 140 | \$ 3,347.40 | |
| TOTAL DIRECT LABOR | | 7602 | | \$ 283,104.90 |
| 6. Overhead (Combined Fringe Benefit & Administrative) | | | | |
| Overhead Rate | | | 164.42 % x Total Direct Labor | \$ 465,481.08 |
| 7. SUBTOTAL: Labor + Overhead (Items 5 & 6) | | | | \$ 748,585.98 |
| 8. PROFIT: Labor Related Costs (Item 7) | | | x 10% | \$ 74,858.60 |
| PART III - OTHER COSTS | | | | |
| 9. Miscellaneous Direct Costs | | | | |
| Transportation | | | \$ 1,275.68 | |
| Web Site Hosting | | | \$ 31,800.00 | |
| Reproduction | | | \$ 8,300.00 | |
| Shipping | | | \$ 80.00 | |
| Provide Data Extracts and Maps to Other Agencies | | | \$ 1,000.00 | |
| SUB-TOTAL MISCELLANEOUS DIRECT COSTS | | | \$ | \$ 42,455.68 |
| 10. CREDITS | | | | |
| | | | \$ 0.00 | |
| CREDITS SUB-TOTAL | | | \$ 0.00 | \$ - |
| TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10) | | | | \$ 865,900.25 |
| 11. Reimbursable Service Costs - Limiting Amount | | | | |
| A - PWD NPDES Special Project Requests | | | \$ 10,000.00 | |
| B - EQD NPDES Special Project Requests | | | \$ 10,000.00 | |
| C - M&LM Division NPDES Special Project Requests | | | \$ 25,000.00 | |
| SUB-TOTAL REIMBURSABLE SERVICES | | | \$ | \$ 45,000.00 |
| PART IV - SUMMARY | | | | |
| TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11) | | | | \$ 910,900.25 |
| 12. PRIOR CONTRACT AMOUNT | | | | \$ 910,812.70 |
| AMENDED AMOUNT OF CONTRACT | | | | \$ 1,821,712.95 |

**ESTIMATE OF WORK EFFORT AND FEE FOR
NPDES ENGINEERING and PERMIT ADMINISTRATION SERVICES**

| CONSULTANT: RFP NO: | | England-Thims & Miller, Inc. P-36-16 | | | | NAME OF PROJECT: | | NPDES Engineering & Permit Administration Amendment 01 | | | | | | | | | |
|---|--|---|-------------------|-----------------------------------|-------------------|------------------------------------|--------------------|--|--------------------|-------------------------------------|-------------|--------------------------------------|------------------|--------------------------------|------------------|--|--|
| ESTIMATOR NAME DATE: Errol Bos - September 28, 2017 | | | | | | | | | | | | | | | | | |
| TASK | ACTIVITY | PRINCIPAL-in-CHARGE RATE = \$ 80.00 | | CLIENT MANAGER RATE = \$ 61.55 | | PROJECT MANAGER RATE = \$ 54.80 | | SENIOR ENGINEER RATE = \$ 48.14 | | SENIOR SCIENTIST RATE = \$ 41.64 | | SENIOR PROGRAMMER RATE = \$ 39.96 | | GIS PROGRAMMER RATE = 36.64 | | | |
| | | MAN HOURS | LABOR COST | MAN HOURS | LABOR COST | MAN HOURS | LABOR COST | MAN HOURS | LABOR COST | MAN HOURS | LABOR COST | MAN HOURS | LABOR COST | MAN HOURS | LABOR COST | | |
| 1 | MS4 Inventory Update | 0 | \$0.00 | 0 | \$0.00 | 136 | \$7,452.80 | 340 | \$16,367.60 | 0 | 0.00 | 160 | 6,393.60 | 310 | 11,358.40 | | |
| 2 | Stormwater Management Plan (SWMP) Update | 0 | \$0.00 | 20 | \$1,231.00 | 180 | \$9,864.00 | 268 | \$12,901.52 | 0 | 0.00 | 0 | 0.00 | 16 | 586.24 | | |
| 3 | SWMP Effectiveness Assessment Program Implementation | 0 | \$0.00 | 16 | \$984.80 | 48 | \$2,630.40 | 160 | \$7,702.40 | 0 | 0.00 | 8 | 319.68 | 32 | 1,172.48 | | |
| 4 | Permit Administration Toolkit Development & Support | 0 | \$0.00 | 0 | \$0.00 | 92 | \$5,041.60 | 200 | \$9,628.00 | 0 | 0.00 | 512 | 20,459.52 | 624 | 22,863.36 | | |
| 5 | Project Management | 60 | \$4,800.00 | 100 | \$6,155.00 | 380 | \$20,824.00 | 320 | \$15,404.80 | 0 | 0.00 | 250 | 9,990.00 | 60 | 2,198.40 | | |
| TOTAL | | 60 | \$4,800.00 | 136 | \$8,370.80 | 836 | \$45,812.80 | 1288 | \$62,004.32 | 0 | 0.00 | 930 | 37,162.80 | 1042 | 38,178.88 | | |

| TASK | ACTIVITY | GIS ANALYST RATE = \$ 31.43 | | GIS TECHNICIAN RATE = \$ 18.73 | | CLERICAL RATE = \$ 23.91 | | MAN HOURS BY ACTIVITY | SALARY COST BY ACTIVITY | AVG. HOURLY COST | SALARY COST DIST. % |
|--------------|--|--------------------------------|--------------------|-----------------------------------|--------------------|-----------------------------|-------------------|-----------------------|-------------------------|------------------|---------------------|
| | | MAN HOURS | LABOR COST | MAN HOURS | LABOR COST | MAN HOURS | LABOR COST | | | | |
| 1 | MS4 Inventory Update | 1200 | \$37,716.00 | 1260 | \$23,599.80 | 40 | \$956.40 | 3446 | \$103,844.60 | \$30.13 | 36.7 |
| 2 | TMDL Self Implementation | 92 | \$2,891.56 | 0 | \$0.00 | 28 | \$669.48 | 604 | \$28,143.80 | \$46.60 | 9.9 |
| 3 | SWMP Effectiveness Assessment Program Implementation | 192 | \$6,034.56 | 16 | \$299.68 | 16 | \$382.56 | 488 | \$19,526.56 | \$40.01 | 6.9 |
| 4 | Permit Administration Toolkit Development & Support | 330 | \$10,371.90 | 0 | \$0.00 | 8 | \$191.28 | 1766 | \$68,555.66 | \$38.82 | 24.2 |
| 5 | Project Management | 80 | \$2,514.40 | 0 | \$0.00 | 48 | \$1,147.68 | 1298 | \$63,034.28 | \$48.56 | 22.3 |
| TOTAL | | 1894 | \$59,528.42 | 1276 | \$23,899.48 | 140 | \$3,347.40 | 7602 | \$283,104.90 | \$37.24 | 100.0 |

SUMMARY OF MANHOUR REQUIREMENTS

CONSULTANT: England Thims & Miller, Inc

NAME OF PROJECT: NPDES Engineering & Permit Administration Amendment 01

RFP NO. P-36-16

Prepared: 28-Sep-17

| TASK | ITEM | TOTAL MAN HOURS | COMMENTS |
|------|--|--------------------|----------|
| 1 | MS4 Inventory Update | 3446.0 | |
| 2 | TMDL Self Implementation | 604.0 | |
| 3 | SWMP Effectiveness Assessment Program Implementation | 488.0 | |
| 4 | Permit Administration Toolkit Development & Support | 1766.0 | |
| 5 | Project Management | 1298.0 | |
| | | | |
| | | | |
| | | | |
| | TOTAL | 7602.0 | |

| DESIGN SURVEY PARTIES | SIZE OF PARTY | PARTY DAYS | COMMENTS |
|-----------------------|----------------------------|---------------|----------|
| | 3-Man | 0.0 | |
| | 4-Man | 0.0 | |
| | | | |
| | | | |
| | TOTAL NUMBER OF PARTY DAYS | 0.0 | |

MISCELLANEOUS DIRECT COSTS

CONSULTANT: England-Thims & Miller, Inc. **NAME OF PROJECT:** NPDES Engineering & Permit Administration Amendment 01
RFP NO. P-36-16
Prepared: 28-Sep-17

| ITEM DESCRIPTION | | | | | ITEM TOTAL | COMMENTS |
|---|---------------------------------|-------------------|--------------------|--------------------|---------------------|--------------------|
| Drafting Medium: (Mylar Original Reproducibles) | | | | | \$ - | |
| 0 Sheets @ \$12.00 Per Sheet = | | | | | \$ - | |
| Reproduction (Blue Line & Sepias) | | | | | | |
| | <u>B&W Plots</u> | <u>8.5" x 11"</u> | <u>Color Plots</u> | | | |
| Monthly Reports | 0 | 1,000 | 0 | | | |
| As-Built Black & White Plots | 500 | | 0 | 6 square feet/plot | | |
| Special Request Color Plots | | | 400 | 6 square feet/plot | | |
| | Total Sheets | 100 | 1,000 | 400 = | 1500 | |
| Cost: | B&W Plots | 100 | Sheets @ | \$ 9.00 = | \$ 900.00 | |
| | 8.5"x 11" | 1,000 | Sheets @ | \$ 0.20 = | \$ 200.00 | |
| | Color Plots | 200 | Sheets @ | \$ 36.00 = | \$ 7,200.00 | \$ 8,300.00 |
| Travel From: ETM Office - 14775 St. Augustine Rd | | | | | | |
| To Project: | # Trips | | | | | |
| Transport. | 10 x | 55 | miles x | \$0.560 per mile* | \$ 308.00 | |
| To City Hall: | # Trips | | | | | |
| Transport. | 30 x | 32 | miles x | \$0.560 per mile* | \$ 537.60 | |
| To Other Agency: | # Trips | | | | | |
| Transport. | 24 x | 32 | miles x | \$0.560 per mile* | \$ 430.08 | \$ 1,275.68 |
| Other (Specify) | | | | | | |
| Shipping | (2 Deliveries @ \$40.00 Each) | | | | \$ 80.00 | |
| Level 3 Secure Web Site Hosting and Database Administration | (12 months @ \$2,650 per month) | | | | \$ 31,800.00 | |
| Provide Database Extracts and Maps to Other Agencies | (2 @ \$500 Each) | | | | \$ 1,000.00 | |
| TOTAL COST | | | | | \$ 42,455.68 | |

SURVEY SERVICES

CONSULTANT: England Thims & Miller, Inc.
 SUBCONSULTANT: Robert M. Angas & Associates
 RFP NO.: P-36-16

NAME OF PROJECT NPDES Engineering & Permit Administration Amendment 01

SURVEY PARTY HOURLY RATES: 2-MAN RATE= \$130.00 3-MAN RATE= \$150.56

| ITEM | 3-MAN DAYS | 4-MAN DAYS | 3-MAN COST | 4-MAN COST | TOTAL COST | COMMENTS |
|---|---------------|-------------------------|-------------------------|---------------------------|-----------------------|-----------------------------------|
| Design Survey | | | | | | |
| Baseline Control | | | \$0.00 | \$0.00 | \$0.00 | Not included in Scope of Services |
| Alignment | | | \$0.00 | \$0.00 | \$0.00 | |
| Target Placement | | | \$0.00 | \$0.00 | \$0.00 | |
| Reference Points | | | \$0.00 | \$0.00 | \$0.00 | |
| Section Line Ties | | | \$0.00 | \$0.00 | \$0.00 | |
| Property / Subdivision Ties | | | \$0.00 | \$0.00 | \$0.00 | |
| Side Street Intersections | | | \$0.00 | \$0.00 | \$0.00 | |
| Topography | | | \$0.00 | \$0.00 | \$0.00 | |
| Bench Levels | | | \$0.00 | \$0.00 | \$0.00 | |
| Roadway Cross-Sections | | | \$0.00 | \$0.00 | \$0.00 | |
| Underground Utilities | | | \$0.00 | \$0.00 | \$0.00 | |
| Bridge Data Survey | | | \$0.00 | \$0.00 | \$0.00 | |
| Mitigation Site Surveys | | | \$0.00 | \$0.00 | \$0.00 | |
| Tree Mitigation Surveys | | | \$0.00 | \$0.00 | \$0.00 | |
| SURVEY PARTY DAY TOTALS | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | |
| OFFICE SUPPORT | UNIT | NO. OF UNITS | COST/ UNIT | COST | TOTAL COST | |
| Principal | Hour | 0 | | \$0.00 | | |
| Surveyor | Hour | 0 | | \$0.00 | | |
| Technician | Hour | 0 | | \$0.00 | | |
| TOTAL | | | | | \$0.00 | |
| ITEM | UNIT | NO. OF UNITS | M/H PER UNIT | TOTAL MANHOURS | TOTAL COST | |
| RIGHTS-OF-WAY | | | | | | |
| Right-of-Way Maps | Sheet | 0 | 0 | 0 | | |
| Add'l Legal Descriptions | Each | | | 0 | | |
| Title Searches | LS | 0 | 0 | 0 | \$0.00 | |
| RIGHTS-OF-WAY TOTALS | | | | 0 | \$0.00 | |
| TOTAL SURVEYS, PHOTOGRAPHY & RIGHTS-OF-WAY | | | | Prepared : 10/5/2017 | \$0.00 | |

TASK 1 - MS4 INVENTORY UPDATE

CONSULTANT: England Thims & Miller, Inc.

NAME OF PROJECT: NPDES Engineering & Permit Administration Amendment 01

RFP NO.: P-36-16

Prepared: 28-Sep-17

| ITEM | UNIT | NO. OF Projects | M-H PER UNIT | TOTAL MANHOURS | COMMENTS |
|--|----------|--------------------|-----------------|-------------------|----------|
| | | | | | |
| | | | | | |
| | | | | | |
| Task 1.A MS4 Update | Lump Sum | 1 | 3010.0 | 3010.0 | |
| Task 1.B M&LM Division Database Update | Lump Sum | 1 | 436.0 | 436.0 | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL MS4 INVENTORY UPDATE | | | | 3446.0 | |

TASK 2 -STORMWATER MANAGEMENT PLAN (SWMP) UPDATE

CONSULTANT: England Thims & Miller, Inc.

NAME OF PROJECT: NPDES Engineering & Permit Administration Amendment 01

RFP NO.: P-21-91

P-36-16

Prepared:

28-Sep-17

| | ITEM | UNIT | NO. OF UNITS | M-H PER UNIT | TOTAL MANHOURS | COMMENTS |
|--|--|----------|--------------|--------------|----------------|----------|
| Task 2.A | SWMP UPDATE | Lump Sum | 1 | 308.0 | 308.0 | |
| Task 2.B | NPDES Year I Annual Report Preparation Support | Lump Sum | 1 | 256.0 | 256.0 | |
| Task 2.C | Tributaries I & II Annual Report Preparation Support | Lump Sum | 1 | 40.0 | 40.0 | |
| TOTAL STORMWATER MANAGEMENT PLAN UPDATE | | | | | 604.0 | |

TMDL SELF IMPLEMENTATION

CONSULTANT: England Thims & Miller, Inc.

NAME OF PROJECT: NPDES Engineering & Permit Administration Amendment 01

RFP NO.: P-2 P-36-16

Prepared: 28-Sep-17

| ITEM | UNIT | NO. OF UNITS | M-H PER UNIT | TOTAL MANHOURS | COMMENTS |
|---------------------------------------|------|--------------|--------------|----------------|----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| NOT IN SCOPE OF SERVICES | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL TMDL SELF IMPLEMENTATION | | | | 0.0 | |

TASK 3 - SWMP EFFECTIVENESS ASSESSMENT PROGRAM IMPLEMENTATION

CONSULTANT: England Thims & Miller, Inc.

NAME OF PROJECT: NPDES Engineering & Permit Administration Amendment 01

RFP NO.: P-36-16

Prepared: 28-Sep-17

| ITEM | UNIT | NO. OF UNITS | M-H PER UNIT | TOTAL MANHOURS | COMMENTS |
|--|--|--------------|--------------|----------------|----------|
| | | | | | |
| Task 3.A | Event Mean Concentration Table Update | Lump Sum | 1 | 344.0 | 344.0 |
| Task 3.B | SWMP Effectiveness Annual Report Preparation Support | Lump Sum | 1 | 144.0 | 144.0 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL WATER QUALITY MONITORING & ASSESSMENT PROGRAM | | | | 488.0 | |

TASK 4 - PERMIT ADMINISTRATION TOOLKIT DEVELOPMENT & SUPPORT

CONSULTANT: England Thims & Miller, Inc

NAME OF PROJECT: NPDES Engineering & Permit Administration Amendment 01

RFP NO.: P - 36 - 16

Prepared: 28-Sep-17

| ITEM | | UNIT | NO. OF UNITS | M-H PER UNIT | TOTAL MANHOURS | COMMENTS |
|--|--|----------|--------------|--------------|----------------|----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Task 4.A | MAXIMO Extract Enhancement | Lump Sum | 1 | 272.0 | 272.0 | |
| Task 4.B | Technical Support & Systems Administration | Lump Sum | 1 | 1494.0 | 1494.0 | |
| | | | | | | |
| | | | | | | |
| TOTAL PERMIT ADMINISTRATION TOOLKIT DEVELOPMENT & SUPPORT | | | | | 1766.0 | |

TASK 5 - PROJECT MANAGEMENT

CONSULTANT: England Thims & Miller, Inc.

NAME OF PROJECT: NPDES Engineering & Permit Administration Amendment 01

RFP NO.: P-36 -16

Prepared: 28-Sep-17

| ITEM | UNIT | NO. OF UNITS | M-H PER UNIT | TOTAL MANHOURS | COMMENT |
|---------------------------------|--------------------|--------------|--------------|----------------|---------|
| | | | | | |
| Task 5 | Project Management | Lump Sum | 1 | 1298.0 | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL PROJECT MANAGEMENT | | | | 1298.0 | |

DEPARTMENT OF PUBLIC WORKS



MINORITY PARTICIPATION
Attachment to Fee & Contract Negotiations
or Contract Amendment

Title: NPDES ENGINEERING & PERMIT ADMINISTRATION
AMENDMENT 1 FOR YEAR 2 SCOPE

Project No.: P-36-16 - CONTRACT #6398-23

Date: October 13, 2017

| | Company's Name (Minority Subconsultant) | Classification (Minority Status) | Type of Work (Scope of Services) | Dollar Value |
|-----|--|-------------------------------------|-------------------------------------|---------------|
| 1.) | Four Waters Engineering | WBE | GIS/ENG Sup. | \$ 136,635.00 |
| 2.) | | | | \$ |
| 3.) | | | | \$ |
| 4.) | | | | \$ |
| 5.) | | | | \$ |
| 6.) | | | | \$ |
| 7.) | | | | \$ |
| 8.) | | | | \$ |

Check one:

This is: Original Fee Negotiation _____

This is: Contract Amendment No.: 1

Date of this Document: October 13, 2017

DEPARTMENT OF EMPLOYEE SERVICES



MEMORANDUM

DATE: October 05, 2017

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Aundra Wallace, Chief Executive Officer
Downtown Investment Authority (DIA) *Aundra L. Wallace*

SUBJECT: P-47-17 Downtown Jacksonville Public Parking Strategy and Implementation
Plan Scope of Services

The Downtown Investment Authority has negotiated the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B, with the highest ranked respondent.

Accordingly, this is to recommend that the Downtown Investment Authority/City of Jacksonville enter into a contract with Tim Haahs that incorporates the attached Scope of Services, Exhibit A and Fee Schedule, Exhibit B. The contract period will be for fiscal year 2017-2018, from date of execution of contract to September 30, 2018, with a six-month renewal at the option of the DIA's Chief Executive Officer. The total maximum indebtedness is a not-to-exceed amount of \$195,765.00. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposal (RFP).

Attachments: Exhibit A Scope of Services
Exhibit B Fee Summary

CC: Alex Baker, PSEC Specialist

EXHIBIT A
SCOPE OF SERVICES

Phase I. Downtown Jacksonville Public Parking Strategy and Implementation Plan Scope of Services

Consultant may analyze Downtown in terms of subareas based on geography, development patterns, Zoning Overlay Districts, etc. If subareas are proposed, the following tasks will be and reflect those subareas.

Tasks

1. Inventory and record hourly, daily, and monthly parking facilities by subarea (if applicable), which is to include on-street parking, publicly and privately owned or managed surface and structured parking. Inventory is to include capacity (i.e. number of spaces), utilization rates, occupancy/turnover, pricing, ownership/management, and time restrictions.
2. Catalog buildings with known or reported parking deficiencies based, in part, on building square footage, occupancy rates, and dedicated on- or off-site parking supply. Identify if and how those deficiencies are being met.
3. Obtain and review existing public parking incentive agreements, which is to include, at a minimum, duration, value, number of spaces, etc.
4. Perform parking counts for weekday, weekend and at least one special or sporting event. Consultant will propose frequency of the parking counts in their response; however, for non-special or non-sporting event days, at a minimum counts shall include work week daily and evening counts, daily and evening weekend counts.
5. Identify future, proposed or ongoing development plans by land use, location, size (square footage, residential units, etc.), and completion horizon (e.g. 1-2 years, 3-5 years, etc.); inventory and analyze current building vacancies and how their absorption affects parking demand.
6. Obtain and review existing reports, studies, statistical data, Zoning requirements, etc. relating to transportation, transit, public parking, current and proposed land uses, and off-street parking requirements, and other information as may be deemed necessary by the DIA and Office of Public Parking during contract negotiations.
7. Compare hourly, daily and monthly pricing for both publicly and privately-managed on-street and off-street parking other Downtowns of similar character.
8. Conduct a sample survey of the on-street and off-street (i.e. surface lot, parking garage) utilization by trip type (e.g., business, residential, etc.)

EXHIBIT A
SCOPE OF SERVICES

9. Stakeholder and subject matter expert interviews: Consultants should include an outline of their proposed stakeholder and subject matter expert outreach within their response. At a minimum, the outline should identify potential stakeholders, subject matter experts, and any meetings, public or otherwise, to be included as part of this task.

10. Based, in part, on Phase I Tasks 1 through 9, calculate and compare current parking demand with the current parking supply, identifying surpluses and deficiencies. Include recommendations on addressing deficiencies and maximizing parking inventory. Recommendations should include, at a minimum:
 - Include short-term and long-term recommendations;
 - Coordination with current and future transit facilities;
 - Funding strategies and opportunities;
 - Alternative parking solutions and technologies; and
 - Revenue maximization and a cost benefit analysis.

11. Based, in part, on Phase I Tasks 1 through 9, calculate and compare future parking demand with the current parking supply, identifying surpluses and deficiencies by completion horizon (e.g. 1-2 years, 3-5 years, etc.). Include recommendations on addressing deficiencies and maximizing parking inventory. Recommendations should include, at a minimum:
 - Include short-term and long-term recommendations;
 - Recommendations on effective or improved parking signage;
 - Coordination with current and future transit facilities;
 - Funding strategies and opportunities;
 - Alternative parking solutions and technologies (e.g. valet services); and
 - Revenue maximization and a cost benefit analysis.

12. Conduct a review of the existing ordinances governing parking and regulations, recommend changes, to meet the City's objectives for future downtown redevelopment development and economic development.

13. Coordinate the development of a parking signage plan with other wayfinding signage efforts undertaken as part of the Riverfront Design Guidelines and Riverfront Investment Strategy.

EXHIBIT A
SCOPE OF SERVICES

Phase II. Residential On-Street Parking Program

Consultant will recommend where and how Residential On- Street Parking Program(s) may be applied in the Springfield, Riverside, Avondale, San Marco, and Downtown neighborhoods.

1. In conjunction with the Office of Public Parking, DIA and City, recommend where and how Residential On-Street Parking Program(s) may be applied within the Springfield, Riverside, Avondale, San Marco, and Downtown.
2. Hold meeting(s) with relevant neighborhood groups within the Springfield, Riverside, Avondale, San Marco, and Downtown neighborhoods.
3. For those neighborhoods determined by the Consultant as benefiting from a Residential On-Street Parking Program, in conjunction with the Office of Public Parking, DIA, the City's Public Works Department, and the City's Planning and Development Department, develop a Residential On-Street Parking Program(s). Initial and annual cost of program implementation should be included as part of this Phase II Task 3.

Reporting

- A. **Periodic Reporting:** It is anticipated that a working committee comprised of one member from the Downtown Investment Authority ("DIA"), one member of the Downtown Development Review Board ("DDRB"), a private parking facility owner/management representative, Jacksonville Transportation Authority, Office of Public Parking, DIA and City staff will be developed. Periodic reporting and submittal of draft documents, maps, data, etc. will be required, the specifics of which will be determined during contract negotiations.
- B. **Draft Reports:** The based on review and comment by the working committee, the Consultant will present a draft report at a special meeting of the DIA.
- C. **Final Report:** Based on review and comment by the DIA, the Consultant will present a final report at a special meeting of the DIA.

**EXHIBIT A
SCOPE OF SERVICES**

Deliverables

All draft reports, final reports and interim memorandums will be provided in electronic pdf format. Printed copies of reports or interim memorandums will be provided upon request by the purchasing agency (Downtown Investment Authority) in accordance with the below rates. Printed materials will be mailed via the USPS, Fed Ex, UPS, or similar parcel service at cost.

| | |
|--------------------|---|
| Color Prints | \$1.25 per page (page size up to and including 11" x 17") |
| Black/White Prints | \$0.25 per page (page size up to and including 11" x 17") |
| Bound reports: | Additional \$5.00 |

Raw data will be provided digitally in an industry standard format (e.g., jpg, shp, CADD, MOV, mp4). Processed data such as tables, text, etc. will be provided in Microsoft compatible formats (e.g. Excel, Word).

| Task | Project Hours | | | | Labor Fee | | | | Expenses | | | | Labor + Expenses | | | |
|---|-----------------|-----------------|------------|------------------|------------------|------------------|-----------------|------------------|-----------------|-----------------|-----------------|------------------|------------------|-----------------|-----------------|------------------|
| | TH - PM (\$100) | TH - PM (\$250) | SP+ | NTA - PM (\$250) | TH - PM (\$100) | TH - PM (\$250) | SP+ | NTA - PM (\$250) | TH - PM (\$100) | TH - PM (\$250) | SP+ | NTA - PM (\$250) | TH - PM (\$100) | TH - PM (\$250) | SP+ | NTA - PM (\$250) |
| Phase 1: Public Parking Strategy and Implementation Plan | | | | | | | | | | | | | | | | |
| Task 1 - Parking Inventory | 40 | 16 | 0 | 0 | \$1,200 | \$1,200 | 50 | \$1,200 | \$1,200 | 50 | \$1,200 | \$1,200 | \$1,200 | 50 | \$1,200 | \$1,200 |
| Task 2 - Calling Buildings | 24 | 0 | 0 | 0 | \$4,500 | \$4,500 | 50 | \$4,500 | \$4,500 | 50 | \$4,500 | \$4,500 | \$4,500 | 50 | \$4,500 | \$4,500 |
| Task 3 - Obtain/Review Agreements | 8 | 0 | 0 | 0 | \$1,500 | \$1,500 | 50 | \$1,500 | \$1,500 | 50 | \$1,500 | \$1,500 | \$1,500 | 50 | \$1,500 | \$1,500 |
| Task 4 - Parking Occupancy Counts | 200 | 0 | 780 | 0 | \$18,000 | \$18,000 | 50 | \$18,000 | \$18,000 | 50 | \$18,000 | \$18,000 | \$18,000 | 50 | \$18,000 | \$18,000 |
| Task 5 - Identify Future Development & Vicinity Growth | 24 | 0 | 0 | 0 | \$4,500 | \$4,500 | 50 | \$4,500 | \$4,500 | 50 | \$4,500 | \$4,500 | \$4,500 | 50 | \$4,500 | \$4,500 |
| Task 6 - Identify Future Development & Vicinity Growth | 18 | 0 | 0 | 0 | \$4,500 | \$4,500 | 50 | \$4,500 | \$4,500 | 50 | \$4,500 | \$4,500 | \$4,500 | 50 | \$4,500 | \$4,500 |
| Task 7 - Inventory Parking Sites, Assets | 12 | 0 | 0 | 0 | \$3,000 | \$3,000 | 50 | \$3,000 | \$3,000 | 50 | \$3,000 | \$3,000 | \$3,000 | 50 | \$3,000 | \$3,000 |
| Task 8 - Survey of Stakeholders by Trip Type | 12 | 0 | 77 | 0 | \$2,700 | \$2,700 | 50 | \$2,700 | \$2,700 | 50 | \$2,700 | \$2,700 | \$2,700 | 50 | \$2,700 | \$2,700 |
| Task 9 - Stakeholder Interviews/Meetings | 16 | 0 | 0 | 0 | \$5,500 | \$5,500 | 50 | \$5,500 | \$5,500 | 50 | \$5,500 | \$5,500 | \$5,500 | 50 | \$5,500 | \$5,500 |
| Task 10 - Quantify Current Adequacy/Recommendations | 16 | 0 | 0 | 0 | \$3,000 | \$3,000 | 50 | \$3,000 | \$3,000 | 50 | \$3,000 | \$3,000 | \$3,000 | 50 | \$3,000 | \$3,000 |
| Task 11 - Quantify Future Adequacy/Recommendations | 16 | 0 | 0 | 0 | \$3,000 | \$3,000 | 50 | \$3,000 | \$3,000 | 50 | \$3,000 | \$3,000 | \$3,000 | 50 | \$3,000 | \$3,000 |
| Task 12 - Review Ordinance vs. City Ordinances | 16 | 0 | 0 | 0 | \$3,000 | \$3,000 | 50 | \$3,000 | \$3,000 | 50 | \$3,000 | \$3,000 | \$3,000 | 50 | \$3,000 | \$3,000 |
| Task 13 - Coordinate Parking Signage/Marking | 16 | 0 | 0 | 0 | \$5,500 | \$5,500 | 50 | \$5,500 | \$5,500 | 50 | \$5,500 | \$5,500 | \$5,500 | 50 | \$5,500 | \$5,500 |
| Phase 2: Implementing City-Operated Parking Program | | | | | | | | | | | | | | | | |
| Task 1 - Recommended RFP Locations | 7 | 0 | 0 | 0 | \$300 | \$300 | 50 | \$300 | \$300 | 50 | \$300 | \$300 | \$300 | 50 | \$300 | \$300 |
| Task 2 - Neighborhood Meetings (2 consecutive days) | 38 | 0 | 0 | 0 | \$3,000 | \$3,000 | 50 | \$3,000 | \$3,000 | 50 | \$3,000 | \$3,000 | \$3,000 | 50 | \$3,000 | \$3,000 |
| Task 3 - Develop an RFP Program & Costs | 20 | 0 | 0 | 0 | \$1,800 | \$1,800 | 50 | \$1,800 | \$1,800 | 50 | \$1,800 | \$1,800 | \$1,800 | 50 | \$1,800 | \$1,800 |
| Phase 3: Outreach/Outlets | | | | | | | | | | | | | | | | |
| Workshop Planning | 24 | 0 | 0 | 0 | \$7,500 | \$7,500 | 50 | \$7,500 | \$7,500 | 50 | \$7,500 | \$7,500 | \$7,500 | 50 | \$7,500 | \$7,500 |
| Workshop Coordination/Meetings/Updates | 40 | 0 | 0 | 0 | \$8,000 | \$8,000 | 50 | \$8,000 | \$8,000 | 50 | \$8,000 | \$8,000 | \$8,000 | 50 | \$8,000 | \$8,000 |
| Draft Report | 24 | 0 | 0 | 0 | \$6,000 | \$6,000 | 50 | \$6,000 | \$6,000 | 50 | \$6,000 | \$6,000 | \$6,000 | 50 | \$6,000 | \$6,000 |
| Final Report Presentation | 40 | 0 | 0 | 0 | \$8,000 | \$8,000 | 50 | \$8,000 | \$8,000 | 50 | \$8,000 | \$8,000 | \$8,000 | 50 | \$8,000 | \$8,000 |
| Final Report Presentation | 24 | 0 | 0 | 0 | \$6,000 | \$6,000 | 50 | \$6,000 | \$6,000 | 50 | \$6,000 | \$6,000 | \$6,000 | 50 | \$6,000 | \$6,000 |
| PROJECT TOTAL | 508 | 69 | 853 | 41 | \$122,900 | \$122,900 | \$18,640 | \$18,640 | \$23,400 | \$23,400 | \$23,400 | \$23,400 | \$23,400 | \$23,400 | \$23,400 | \$23,400 |

Exhibit B

P-47-17 Jacksonville Downtown Public Parking Strategy Implementation Plan
Fee Schedule

TIM HAAHS

| Phase I - Public Parking Strategy and Implementation Plan |
|--|
| Task 1 - Parking Inventory |
| Task 2 - Catalog Buildings |
| Task 3 - Obtain/Review Agreements |
| Task 4 - Parking Occupancy Counts |
| Task 5 - Identify Future Development & Vacancy Growth |
| Task 6 - Obtain/Review Reports, Data, Zoning Requirements |
| Task 7 - Benchmark Parking Rate Analysis |
| Task 8 - Survey of Utilization by Trip Type |
| Task 9 - Stakeholder Interviews/Meetings |
| Task 10 - Quantify Current Adequacy/Recommendations |
| Task 11 - Quantify Future Adequacy/Recommendations |
| Task 12 - Review Ordinances vs. City Objectives |
| Task 13 - Coordinate Parking Signage/Wayfinding |

| Direct Labor | Overhead | Profit | Total Direct, Overhead & Profit | Expenses | Total |
|--------------|----------|----------|---------------------------------|----------|----------|
| \$18,400 | \$30,246 | \$21,434 | \$70,080 | \$11,225 | \$81,305 |
| \$3,200 | \$5,260 | \$3,780 | \$12,240 | \$3,150 | \$15,390 |
| \$1,200 | \$1,973 | \$1,387 | \$4,560 | \$0 | \$4,560 |
| \$400 | \$658 | \$462 | \$1,520 | \$0 | \$1,520 |
| \$5,000 | \$8,219 | \$5,781 | \$19,000 | \$5,750 | \$24,750 |
| \$1,200 | \$1,973 | \$1,387 | \$4,560 | \$0 | \$4,560 |
| \$800 | \$1,315 | \$925 | \$3,040 | \$0 | \$3,040 |
| \$800 | \$1,315 | \$925 | \$3,040 | \$0 | \$3,040 |
| \$600 | \$986 | \$694 | \$2,280 | \$0 | \$2,280 |
| \$1,400 | \$2,301 | \$1,659 | \$5,360 | \$1,075 | \$6,435 |
| \$800 | \$1,315 | \$925 | \$3,040 | \$0 | \$3,040 |
| \$800 | \$1,315 | \$925 | \$3,040 | \$0 | \$3,040 |
| \$800 | \$1,315 | \$925 | \$3,040 | \$0 | \$3,040 |
| \$1,400 | \$2,301 | \$1,659 | \$5,360 | \$1,250 | \$6,610 |

| Phase II - Residential On-Street Parking Program |
|---|
| Task 1 - Recommend RPP Locations |
| Task 2 - Neighborhood Meetings (2 consecutive days) |
| Task 3 - Develop an RPP Program & Costs |

| | | | | | |
|---------|---------|---------|---------|---------|---------|
| \$1,900 | \$3,123 | \$2,197 | \$7,220 | \$1,750 | \$8,970 |
| \$100 | \$164 | \$116 | \$380 | \$0 | \$380 |
| \$800 | \$1,315 | \$925 | \$3,040 | \$1,750 | \$4,790 |
| \$1,000 | \$1,644 | \$1,156 | \$3,800 | \$0 | \$3,800 |

| Reporting/Meetings |
|--|
| Kick-Off Meeting |
| Working Committee Coordination/Monthly Updates |
| Draft Report |
| Draft Report Presentation |
| Final Report |
| Final Report Presentation |

| | | | | | |
|----------|----------|----------|----------|---------|----------|
| \$11,700 | \$19,233 | \$13,667 | \$44,600 | \$5,700 | \$50,300 |
| \$1,800 | \$2,959 | \$2,121 | \$6,880 | \$1,200 | \$8,080 |
| \$2,000 | \$3,288 | \$2,312 | \$7,600 | \$0 | \$7,600 |
| \$2,150 | \$3,534 | \$2,496 | \$8,180 | \$0 | \$8,180 |
| \$1,800 | \$2,959 | \$2,121 | \$6,880 | \$2,250 | \$9,130 |
| \$2,150 | \$3,534 | \$2,496 | \$8,180 | \$0 | \$8,180 |
| \$1,800 | \$2,959 | \$2,121 | \$6,880 | \$2,250 | \$9,130 |

| |
|----------------------|
| PROJECT TOTAL |
|----------------------|

| | | | | | |
|----------|----------|----------|-----------|----------|-----------|
| \$32,000 | \$52,602 | \$37,298 | \$121,900 | \$18,675 | \$140,575 |
|----------|----------|----------|-----------|----------|-----------|

Overhead Average 164% of direct labor

Profit Average 117% of direct labor

TIM HAAHS

| | Direct Labor | Overhead | Profit | Total |
|----------------|--------------|----------|---------|----------|
| Project Manger | \$50.00 | \$82.00 | \$58.00 | \$190.00 |
| Principal | \$75.00 | \$125.00 | \$90.00 | \$290.00 |

Exhibit B