

PUBLIC NOTICE
Revised PSEC AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, November 18, 2021, 10:00 a.m.
Eighth Floor, Conference Room 851
Ed Ball Building, 214 N. Hogan Street
Jacksonville, FL 32202

Join Teams Meeting
[Teams Meeting](#)

Committee Members: Gregory Pease, Chairman
 Paul Barrett, Treasury
 Harry Wilson, OGC

<i>Subcommittee Members</i>	<i>ITEM #</i>	<i>TITLE & ACTION</i>	<i>MOTION</i>	<i>CONTRA EXP</i>	<i>OUTCOME</i>
Kendra Mervin Lary Finkelstein	P-32-21	Introduce & Review Scope Health Literacy Campaign Consulting Services Office of Grants and Contract Compliance	That the committee approves 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 to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable state and federal laws.		
Gail McCormick Tom Fonger	P-35-21	Introduce & Review Scope Physical Therapist for JFRD Jacksonville Fire & Rescue Department	That the committee approves 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 to clarify the intent of the using agency and to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable state and federal laws.		
Wanda Verdejo Michelle Monford	P-43-18	Contract Amendment No. 13 Casualty Insurance Broker Services - Special Event Veterans Day Parade Risk Management Division	That Contract No. 9269-08 between the City of Jacksonville and Brown & Brown of Florida, Inc., for Contract Casualty Insurance Broker Services, for the placement, binding, and ratification of the purchase of various casualty insurance policies for the City of Jacksonville, be amended to: increase the maximum indebtedness by \$10,156.09 to a new not-to-exceed total maximum of \$9,973,308.09. 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.	09/30/22	
Wanda Verdejo Michelle Monford	P-47-15	Contract Amendment No. 8 Aircraft Liability & Physical Damage Coverage Risk Management Division	That Contract No. 8518-04 between the City of Jacksonville and Arthur J. Gallagher Risk Management Services, Inc., for Aviation Insurance Broker Services be amended to: increase the maximum indebtedness by \$152,694.00 to a new not-to-exceed total maximum indebtedness of \$857,430.00. 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.		

<p>William Joyce Steven Long</p>	<p>P-21-21</p>	<p>Fee & Contract Negotiations Countywide Program Management Services for Resurfacing and Sidewalk Construction Department of Public Works/Right of Way & Stormwater Maintenance Division</p>	<p>That the City of Jacksonville enter into a contract with Eisman & Russo, Inc., for Countywide Program Management Services for Resurfacing and New Sidewalk Construction by incorporating the attached Scope of Services identified as Exhibit 'A' and Contract Fee Summary identified as Exhibit 'B'; provide a not-to-exceed limit for Program Management Services in the amount of \$1,726,364.01 for the initial year with the maximum indebtedness to the City in the amount of \$1,726,364.01; the period of service will be from execution of the contract to September 30, 2023, with two (2) two-year renewal options available at terms mutually agreeable. All other terms and conditions are as provided in the RFP and the City's standard contract language.</p>		
<p>William Joyce Robin Smith</p>	<p>P-34-19</p>	<p>Contract Amendment No. 2 Professional Engineering Services for Storm Resiliency and Hardening Department of Public Works Engineering & Construction Management Division</p>	<p>That Contract No. 6354-17 originally executed February 13, 2020, between the City of Jacksonville and CDM Smith, Inc., for Professional Engineering Services for Storm Resiliency and Hardening, be amended to increase the maximum indebtedness by \$500,000.00 to a new maximum indebtedness of \$1,200,000.00; each project performed under this agreement shall be authorized by a not-to-exceed cost applicable thereto. All other terms and conditions shall remain the same.</p>		
<p>William Joyce Tim Rogers</p>	<p>P-46-19</p>	<p>Contract Amendment No. 1 Professional Services for 21st Century Urban Branch Library Study Department of Public Works Engineering & Construction Management Division</p>	<p>That Contract 70961-21, originally executed April 14, 2021, between the City of Jacksonville and Aaron Cohen Associates, LTD for Professional Services for 21st Century Urban Branch Library Study - Re-solicitation be amended to incorporate the attached Scope of Services identified as Exhibit 'C' and Fee Summary identified as Exhibit 'D' to decrease the lump-sum amount for Study Conceptual Services for the Subconsultant's lump sum amount to Acuity by \$5,170.00, from the original amount of \$130,350.00 to \$125,180.00 and Haskell by \$5,709.93 from the original amount of \$109,593.67 to \$103,883.74 for a total decrease to the subconsultants in the amount of \$10,879.93 and to decrease the not to exceed limit for Site Visits by \$3,000.00 to a new amount of \$0.00 and to increase the lump sum amount for Study Conceptual Services for Aaron Cohen Associates, LTD by \$13,879.93 to a new lump-sum amount of \$333,812.47 with the maximum indebtedness to the City remaining at \$335,012.47. All other terms and conditions shall remain the same.</p>	<p><i>To Project Completion</i></p>	
<p>Patrick Greive Randall Barnes</p>	<p>N/A</p>	<p>Informational Update Corporate Trust Service Change Finance and Administration Department/Treasury</p>	<p>The City has recently been notified that its previous provider of corporate trust services, Wells Fargo, has sold this portion of its business to Computershare Trust Company, N.A. In accordance with Section 126.313 of the Purchasing Code along with the related Treasury and Pension Procurement Procedures, and after careful consideration and advice from Bond Counsel, the City's Treasury Division hereby notifies PSEC that Computershare will now be the provider of these services as is permitted in the City's various bond agreements.</p>		
<p>Meeting Adjourned: _____</p>					

"The next PSEC meeting is scheduled to be held on Thursday, December 2, 2021."



ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

November 3, 2021

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Kendra Mervin, Grants Administrator
Office of Grants and Compliance

Larry Finkelstein, Grants Writer
Office of Grants and Compliance

Subject: Certification Letter for P-32-21 Health Literacy Campaign Consulting Services
Office of Grants and Compliance

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.

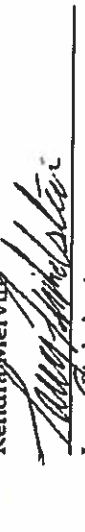
1. The general purpose of the service or study: See attached RFP
2. The Objective of the study or services: To make available professional services as stated in the RFP.
3. The estimated period of time needed for the service or study: Per the attached RFP, all work must be completed, and final payments made, prior to June 30, 2023.
4. The estimated cost of the service or study: \$500,000

4. Whether the proposed study or service will not duplicate a prior or existing work. This service will not duplicate existing work.
5. List of current contracts or prior services or studies which are related to the proposed study or service: This service is part of Advancing Health Literacy to Enhance Equitable Responses to COVID-19 in Jacksonville's Health Zone 1, a federal grant awarded by the US Department of Health and Human Services. The Contractor will be required to work with designees from the City of Jacksonville, Public Affairs Department, the Health Planning Council of Northeast Florida, the Center for Prevention of Health Disparities at Edward Waters University, and project partner, The Eighth & Whitner Group, LLC.
6. A statement as to why the service/study cannot be done by department or agency staff: Neither the City of Jacksonville, Public Affairs Department nor the City of Jacksonville, Office of Grants and Contract Compliance has the knowledge, ability, or capacity to deliver the services outlined in the RFP.
7. The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members:

Kendra Mervin – (904) 255-5026
Larry Finkelstein – (904) 255-8239
8. A project funding account number: Funding will be identified at the time purchase orders are issued for these services: The account number for contractual services is 534100 and the project number for this award is 010356. The complete accounting string, if needed is as follows:
11406.111002.534100.010356.000000000.000000.00000000
9. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process:

Acuity Design Group
Cantrece Jones, President
cjones@adgmark.com
3109 Spring Glen Road #302
Jacksonville, FL 32207
P: 904-236-4106 | M: 904-710-0301
www.ADGmark.com
10. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated May, 2018


Kendra Mervin
Grants Administrator
TITLE


Larry Finkelstein
Grants Writer
TITLE

FIRE AND RESCUE DEPARTMENT



November 8, 2021

TO: Gregory Pease, Chief of Procurement
FROM: Keith Powers, Director/Fire Chief *Rich*
RE: *1-25-21* PSEC CERTIFICATION LETTER FOR RFP: PHYSICAL THERAPIST

The Jacksonville Fire & Rescue Department respectfully requests approval to utilize the Professional Services Evaluation Committee process, in accordance with Chapter 126.302, to select and contract for Physical Therapist Services for the Jacksonville Fire & Rescue Department.

- (i) The general purpose of this RFP is to provide an added value service to employees to support JFRD's Wellness Program and fitness initiatives as described in the RFP.
- (ii) The objectives of this service to select a supplier to provide an Industrial Performance Program (IPP), by licensed Physical Therapist, for certified athletic trainers (ATCs) to perform onsite at specified JFRD locations as well as management of current injuries, prevention of future injuries and recovery.
- (iii) The estimated period needed for the service will be two years from date of contract.
- (iv) The estimated cost of the service or study will be \$185,000.00
- (v) The proposed service would not duplicate any prior or existing service.
- (vi) JFRD is unaware of any prior services related to services described in the RFP.

The two representatives from this using agency designated to serve on the evaluation committee as sub-committee members will be:

Gail McCormick, JFRD Chief of Training
Tom Fonger, JFRD Fitness and Wellness Coordinator

Funding Source: 11409.122003.531090.010428.000000000.000000.000000000

If you have any questions, please contact Dan Pearson at (904) 255-3265.

KP/dp

Jacksonville
Where Florida Begins.



City of Jacksonville, Florida

Lenny Curry, Mayor

Division of Insurance and Risk Management
117 West Duval Street
Suite 335
Jacksonville, FL 32202
(904) 255-5310
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

Date: November 9, 2021

To: Greg Pease, Chairperson and Professional Services Evaluation Committee
Copy: Alex Baker, PSEC Specialist

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

Re: Brown & Brown Insurance Broker Services – P-43-18 contract 9269-08 Request for Amendment
12 Casualty Insurance -Special Event –Veteran's Day Parade FY 2021

The Current contract with Brown & Brown (No. 9269-08) for Casualty Insurance Special Event Veteran's Day Parade Broker Services allow for Brown & Brown to Place casualty insurance coverage for a term of November 9, 2021 to November 12,2021.

The current contract will be amended to place a variety of new Special Event Veteran's Day Parade insurance policies for the City. See Attachment A. The premium adjustment form the current maximum indebtedness of \$9,963,152.00 by an additional \$10,156.09 for a new total maximum indebtedness of \$9,973,308.09

It is respectfully requested that City Contract No. 9269-08 with Brown & Brown be amended for the placement, binding, and ratification of the purchase of the Casualty Insurance Special Event Veteran's Day Parade coverage for the City of Jacksonville effective November 9, 2021 to November 12,2021.

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.)

Attachment Brown & Brown Invoice for Special Event Veteran's Day Parade

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



Brown & Brown INSURANCE

INVOICE #119211

City of Jacksonville, Florida
117 West Duval St Ste 335
Jacksonville, FL 32202

Account Number:	Invoice Date:
00223982	November 9, 2021

Policy: Veteran's Day Parade
Company: Northfield Insurance Company
Effective: 11/9/2021

Due Date	Trm	Description	Amount
11/9/2021		Veteran's Day Parade	\$ 10,156.09

**This is an estimated premium and is subject to change upon policy issuance.*

Make checks payable to:
Brown & Brown of Florida, Inc.
P.O. Box 745897
Atlanta, GA 30374-5897

Overnight Payment to:
Brown & Brown of Florida, Inc.
Lockbox 745897
6000 Feldwood Road
College Park, GA 30349

Please include your account number on your check.

Pay by Credit card or Echeck:
<https://bbjax.epaypolicy.com>

Wire Transfer Instructions:
Bank of America
ABA# 026009593
Account# 898102753412

Thank you for your business!

Phone: 904-565-1952
Fax: 904-565-2440



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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: Greg Pease, Chairperson, and Professional Services Evaluation Committee

COPY: Alex Baker, PSEC Specialist

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

DATE: November 4, 2021

RE: Arthur J. Gallagher Insurance Broker Services - Aviation Contract 8518-04 P-47-15 Request for Amendment 8 to add two Bell Helicopters

The current contract with Arthur J. Gallagher (AJG) (No. 8518-04) for Aviation--Bell Helicopters Insurance Broker Services allows for Arthur J. Gallagher to place Aviation insurance coverages for a term of October 19,2021 to October 1,2022.

The current contract will be amended to place an Aviation insurance policy for the City. See attachment A. The premium adjustment from the current maximum indebtedness of 704,736.00 by an additional **\$152,694.00** for a new total maximum indebtedness of \$857,430.00

It is respectfully requested that City Contract No. 8518-04, with Arthur J. Gallagher be amended for the placement, binding, and ratification of the purchase of the Aviation- two Bell Helicopters insurance coverages for the City of Jacksonville effective October 19,2021 to October 1,2022.

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).

Exhibits for your review:

Attachment A – Aviation invoice for two Bell Helicopters

Thank you for your consideration.

Arthur J. Gallagher Risk Management Services, Inc.
2255 Glades Road, Suite #240W
Boca Raton, FL 33431

SHASC1

Phone: (561)995-6706 Fax: (561)995-6708

Invoice #	4049313	1 of 1
ACCOUNT NUMBER	JACKSON-03	DATE
BALANCE DUE ON	11/4/2021	AMOUNT DUE
11/4/2021		\$152,694.00

City of Jacksonville
117 West Duval Street
Suite #335
Jacksonville, FL 32202-3381



Gallagher

Insurance | Risk Management | Consulting

Aviation	Policy Number: 100000507	Company: CBE Insurance Corporation	Effective: 10/1/2021 to 10/1/2022		
Item #	Trans Eff Date	Due Date	Trans	Description	Amount
25493731	10/19/2021	11/4/2021	ENDT	AP -End #001 add 2 Helos (N92JP; N103JP)	\$152,694.00
Total Invoice Balance:					\$152,694.00



Please return this portion with your payment. Include your invoice number on your remittance to expedite processing.

City of Jacksonville
117 West Duval Street
Suite #335
Jacksonville, FL 32202-3381

SHASC1

Invoice #	4049313
ACCOUNT NUMBER	JACKSON-03
BALANCE DUE ON	11/4/2021
11/4/2021	
AMOUNT PAID	\$152,694.00

Please send your remittance to:

Arthur J. Gallagher Risk Management Services, Inc.
PO Box 532143
Atlanta, GA 30353

*** SAVE TIME AND MONEY! PAY THIS INVOICE ONLINE AT WWW.AJG.COM/EZPAY. ***



Gallagher

Insurance | Risk Management | Consulting



City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Right of Way & Stormwater Maintenance Division
609 St. Johns Bluff Road
Jacksonville, FL 32225
(904) 472-2900
www.coj.net

ONE CITY. ONE JACKSONVILLE.


MEMORANDUM

DATE: November 3, 2021

TO: Gregory Pease
Director of Procurement
Intra-Governmental Services Department

THRU: John P. Pappas, P.E., Director
Department of Public Works

FROM: William J. Joyce, Jr. P.E., Operations Director
Department of Public Works

Steven D. Long, Jr., P.E., Chief
Right of Way and Stormwater Maintenance Division 

RE: RFP-21-21 Countywide Program Management Services for Resurfacing and Sidewalk Construction

The Right of Way and Stormwater Maintenance Division has negotiated with the consultant selected for Countywide Program Management Services for Resurfacing and Sidewalk Construction, resulting in the Scope of Services, Exhibit A and Contract Fee Summary, Exhibit B, attached.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Eisman & Russo, Inc., for Countywide Program Management Services for Resurfacing and New Sidewalk Construction, including the attached Scope of Services, identified as Exhibit "A", and Contract Fee Summary, identified as Exhibit "B", to provide a Not to Exceed Limit for Program Management Services in the amount of \$1,726,364.01 in the initial year with the maximum indebtedness to the City in the amount of \$1,726,364.01 and with an expiration date of September 30, 2023. The contract will have (2) two, (2) two-year renewal options. All other terms and conditions as provided in the Public Works Department Prototype Agreement for Professional Services shall apply.

SLJ/t

Attachments: Exhibit A – Scope of Work
Exhibit B – Contract Fee Summary
JSEB Participation

cc: Joel Troupe, Contract Construction Manager
Tammy Duggan, Contract Administration Coordinator



*Countywide Program Management Services
For Resurfacing and Sidewalk Construction*

September 23, 2021

Mr. Steve Long, P.E., Chief of
Right of Way and Stormwater Maintenance Division
City of Jacksonville
609 St. Johns Bluff Road North
Jacksonville, FL 32225

Re: Engineering Services for Countywide Program Management Services
For Resurfacing and Sidewalk Construction
RFP # P-21-21; Fee Proposal 2021-2022

Dear Mr. Long:

EISMAN & RUSSO is pleased to submit the attached proposal to provide Program Management Services under City of Jacksonville RFP #P-21-21 for the period of contract date of execution through 9/30/2023. We propose to maintain the same scope of services defined in the original RFP for both resurfacing and sidewalk construction.

Attached for your consideration is the proposed Contract Fee Summary (Exhibit A) to provide Program Management Services for the period from January 1, 2022 through September 30, 2022. This document summarizes our cost and manpower requirements necessary to provide services for a nine (9) month period. This manpower is based on providing Engineering Services for any street resurfacing and sidewalk construction projects requested by the City's Right of Way and Stormwater Maintenance Division for the Countywide Program Management Services for Resurfacing and Sidewalk Construction.

If the foregoing meets with your approval, we would appreciate your initiating the contract process through the City's Professional Services Evaluation Committee.

Please feel free to contact me with any questions.

Sincerely,
EISMAN & RUSSO, INC.

Antonio J. Mahfoud, P.E.
President

Attachment

**Eisman
&RUSSO**
CONSULTING ENGINEERS

"EXHIBIT A"

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

PART I - GENERAL

1. Project	3. Contract Number
Countywide Program Mgmt., Resurfacing & Sidewalk Const.	REF # P-21-21
2. Name of Consultant	4. Proposal Date
Eisman & Russo, Inc.	09/23/21

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	Contract Amount
Program Manager	\$72.00	150.0	\$10,800.00	
Engineer - Registered	\$67.00	300.0	\$20,100.00	
Engineer - Non-Registered	\$30.00	300.0	\$9,000.00	
Document Control Manager	\$35.00	1,485.0	\$51,975.00	
Asst. Document Control	\$20.00	743.0	\$14,860.00	
CADD Operator	\$30.00	743.0	\$22,290.00	
Supervisor	\$35.00	1,485.0	\$51,975.00	
Senior Inspector	\$29.00	2,970.0	\$86,130.00	
Inspector	\$25.50	4,455.0	\$113,602.50	
Asphalt Plant Inspector	\$25.50	0.0	\$0.00	
Clerical	\$14.00	60.0	\$840.00	
TOTAL DIRECT LABOR		12,691 Hours		\$381,572.50

6. Overhead (Combined Fringe Benefit & Administrative)				\$572,358.75
Overhead Rate	150 % x Total Direct Labor			\$953,931.25
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$953,931.25
8. PROFIT: Labor Related Costs (Item 7)	x	10%		\$95,393.13

PART III - OTHER COSTS

9. Miscellaneous Direct Costs				
Transportation	\$		35,280.00	
Phone/Communication	\$		3,150.00	
Computer Equipment/Software	\$		10,000.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$48,430.00
10. SUBCONTRACTS (Limiting Amount)				
Inspection/GIS (CSI/Geogrametrics) JSEB	\$		197,709.00	
Inspection (RDBG) JSEB	\$		109,625.63	
Inspection (VIA) JSEB			47,655.00	
Inspection (C&ES) JSEB			97,445.00	
Automated Pvmnt Rating (International Cybernetics)			176,175.00	
SUB-CONTRACT SUB-TOTAL				\$628,609.63

TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$1,726,364.01
11. REIMBURSABLE COSTS (Limiting Amount)				
SUB-TOTAL REIMBURSABLES	\$	0.00		\$0.00

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$1,726,364.01
PREVIOUS CONTRACT AMOUNT				\$0.00

"EXHIBIT A"

CONTRACT FEE SUMMARY FOR ENGINEERING DIVISION CITY OF JACKSONVILLE, FLORIDA				
PART I - GENERAL				
1. Project			3. Contract Number	
Countywide Program Mgmt., Sidewalk Only		REF # P-21-21		
2. Name of Consultant			4. Proposal Date	
Eisman & Russo, Inc.		09/23/21		
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	Contract Amount
Program Manager	\$72.00	0.0	\$0.00	
Engineer - Registered	\$67.00	0.0	\$0.00	
Engineer - Non-Registered	\$30.00	0.0	\$0.00	
Document Control Manager	\$35.00	0.0	\$0.00	
Asst. Document Control	\$20.00	0.0	\$0.00	
Supervisor	\$35.00	150.0	\$5,250.00	
Senior Inspector	\$29.00	0.0	\$0.00	
Inspector	\$25.50	1,485.0	\$37,867.50	
Asphalt Plant Inspector	\$25.50	0.0	\$0.00	
Clerical	\$14.00	0.0	\$0.00	
TOTAL DIRECT LABOR		1,635 Hours		\$43,117.50
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	150 % x Total Direct Labor			
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$64,676.25
8. PROFIT: Labor Related Costs (Item 7)				\$107,793.75
		x	10%	\$10,779.38
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation	\$		5,040.00	
Phone/Communication	\$		450.00	
Computer Equipment	\$		0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				
				\$5,490.00
10. SUBCONTRACTS (Limiting Amount)				
Inspection/GIS (CSI/Geogrametrics) JSEB	\$		0.00	
Inspection (RDBG) JSEB	\$		0.00	
SUB-CONTRACT SUB-TOTAL				
				\$0.00
11. REIMBURSABLE COSTS (Limiting Amount)				
SUB-TOTAL REIMBURSABLES	\$		0.00	
PART IV - SUMMARY				
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$124,063.13
11. REIMBURSABLE COSTS (Limiting Amount)				
SUB-TOTAL REIMBURSABLES	\$		0.00	
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)				
(Items 5, 6, 8, 9, 10 and 11)				\$124,063.13

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

PART I - GENERAL				
1. Project	3. Contract Number		Contract Amount	
Countywide Program Mgmt., Resurfacing & Sidewalk Const.	REF # P-21-21			
2. Name of Consultant	4. Proposal Date			
CSI Geo, Inc.	09/23/21			
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	Contract Amount
Program Manager	\$72.00		\$0.00	
Engineer - Registered	\$67.00		\$0.00	
Engineer - Non-Registered	\$30.00		\$0.00	
Document Control Manager	\$35.00		\$0.00	
CADD Operator	\$30.00		\$0.00	
Senior Inspector	\$29.00		\$0.00	
Inspector	\$25.50	371.0	\$9,460.50	
Asphalt Plant Inspector	\$25.50	1,485.0	\$37,867.50	
Clerical	\$14.00		\$0.00	
TOTAL DIRECT LABOR		1,856 Hours		\$47,328.00
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	150 % x Total Direct Labor			
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$70,992.00
8. PROFIT: Labor Related Costs (Item 7)	x			\$11,832.00
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation			\$ 7,560.00	
Phone/Communication			\$ 675.00	
Lap Top Computers				
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$8,235.00
10. SUBCONTRACTS				
Geogrametric			\$ 59,322.00	
SUB-CONTRACT SUB-TOTAL				\$59,322.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$197,709.00
11. REIMBURSABLE COSTS (Limiting Amount)				
SUB-TOTAL REIMBURSABLES				\$0.00
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$197,709.00

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

PART I - GENERAL				
1. Project			3. Contract Number	
Countywide Program Mgmt., Resurfacing & Sidewalk Const.		REF # P-21-21		
2. Name of Consultant			4. Proposal Date	
RDBG			09/23/21	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	Contract Amount
Program Manager	\$72.00		\$0.00	
Engineer - Registered	\$67.00		\$0.00	
Engineer - Non-Registered	\$30.00		\$0.00	
Document Control Manager	\$35.00		\$0.00	
Asst. Document Control	\$20.00		\$0.00	
CADD Operator	\$30.00		\$0.00	
Supervisor	\$35.00		\$0.00	
Senior Inspector	\$29.00		\$0.00	
Inspector	\$25.50	1,485.0	\$37,867.50	
Asphalt Plant Inspector	\$25.50		\$0.00	
Clerical	\$14.00		\$0.00	
TOTAL DIRECT LABOR		1,485 Hours		\$37,867.50
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	150 % x Total Direct Labor			
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$56,801.25
8. PROFIT: Labor Related Costs (Item 7)			x	10%
				\$9,466.88
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation			\$	5,040.00
Phone/Communication			\$	450.00
Lap Top Computers				
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$5,490.00
10. SUBCONTRACTS				
SUB-CONTRACT SUB-TOTAL				\$0.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$109,625.63
11. REIMBURSABLE COSTS (Limiting Amount)				
SUB-TOTAL REIMBURSABLES				\$0.00
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$109,625.63

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

PART I - GENERAL				
1. Project	3. Contract Number		REF # P-21-21	
Countywide Program Mgmt., Resurfacing & Sidewalk Const.				
2. Name of Consultant	4. Proposal Date			
VIA Consulting, Inc.	09/23/21			
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	Contract Amount
Program Manager	\$72.00		\$0.00	
Engineer - Registered	\$67.00		\$0.00	
Engineer - Non-Registered	\$30.00		\$0.00	
Document Control Manager	\$35.00		\$0.00	
Asst. Document Control	\$20.00		\$0.00	
CADD Operator	\$30.00		\$0.00	
Supervisor	\$35.00		\$0.00	
Senior Inspector	\$29.00		\$0.00	
Inspector	\$25.50	660.0	\$16,830.00	
Asphalt Plant Inspector	\$25.50		\$0.00	
Clerical	\$14.00		\$0.00	
TOTAL DIRECT LABOR		660	Hours	\$16,830.00
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	150 % x Total Direct Labor			
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				
8. PROFIT: Labor Related Costs (Item 7)	x	10%		\$4,207.50
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation	\$		1,260.00	
Phone/Communication	\$		112.50	
Lap Top Computers				
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$1,372.50
10. SUBCONTRACTS				
SUB-CONTRACT SUB-TOTAL	\$			\$0.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$47,655.00
11. REIMBURSABLE COSTS (Limiting Amount)				
SUB-TOTAL REIMBURSABLES	\$			\$0.00
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)				\$47,655.00
(Items 5, 6, 8, 9, 10 and 11)				

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

PART I - GENERAL				
1. Project	3. Contract Number		REF # P-21-21	
Countywide Program Mgmt., Resurfacing & Sidewalk Const.		4. Proposal Date		
2. Name of Consultant	09/23/21			
C&ES				
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	Contract Amount
Program Manager	\$72.00		\$0.00	
Engineer - Registered	\$67.00		\$0.00	
Engineer - Non-Registered	\$30.00		\$0.00	
Document Control Manager	\$35.00		\$0.00	
Asst. Document Control	\$20.00		\$0.00	
CADD Operator	\$30.00		\$0.00	
Supervisor	\$35.00		\$0.00	
Senior Inspector	\$29.00		\$0.00	
Inspector	\$25.50	1,320.0	\$33,660.00	
Asphalt Plant Inspector	\$25.50		\$0.00	
Clerical	\$14.00		\$0.00	
TOTAL DIRECT LABOR		1,320 Hours		\$33,660.00
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	150 % x Total Direct Labor			
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				
				\$50,490.00
8. PROFIT: Labor Related Costs (Item 7)	x		10%	\$84,150.00
				\$8,415.00
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation	\$		4,480.00	
Phone/Communication	\$		400.00	
Lap Top Computers				
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$4,880.00
10. SUBCONTRACTS				
SUB-CONTRACT SUB-TOTAL				\$0.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$97,445.00
11. REIMBURSABLE COSTS (Limiting Amount)				
SUB-TOTAL REIMBURSABLES	\$			\$0.00
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)				\$97,445.00
(Items 5, 6, 8, 9, 10 and 11)				

GIS System

Geogrametric - January 2022 - September 2022

Hosting	(\$1,200 per month)	\$10,800.00
System Administration	(\$1,300 per month)	\$11,700.00
Software Maintenance	(\$1,280 per month)	\$11,520.00
Project Manager	(\$1,000 per month)	\$9,000.00
Management Fee - 10%		\$4,302.00
Miscellaneous		\$12,000.00
Total		<u><u>\$59,322.00</u></u>

Better Jacksonville Plan
 Eisman & Russo, Inc
 Program Manager for Resurfacing Project

Expenses	E&R	CSI	RDBG	VIA	C&ES	Total
Vehicle	\$35,280.00	\$7,560.00	\$5,040.00	\$1,260.00	\$4,480.00	\$53,620.00
1000 miles per month						
\$0.560 per mile (2021 IRS rate)						
9 months						
11 Vehicles	7	1.5	1	0.5	1	11.0
Computer Software	\$10,000.00					\$10,000.00
Phone	\$3,150.00	\$675.00	\$450.00	\$112.50	\$400.00	\$4,787.50
\$50 per month						
9 months						
11 phones	7	1.5	1	0.5	1	11
	\$48,430.00	\$8,235.00	\$5,490.00	\$1,372.50	\$4,880.00	\$68,407.50



Project Pricing

Pricing for the project is as follows*:

Item	Unit	Unit Rate	Total Price
Project Initiation and Mobilization	1	\$2,025.00	\$2,025.00
Data Collection	1,350	\$94.75	\$127,912.50
Data Processing and Delivery	1,350	\$34.25	\$46,237.50
Per mile			\$130.50
Project Total			\$176,175.00

*Pricing for collection and delivery will be based on actual surveyed mileage.

**JSEB FORM I
CITY OF JACKSONVILLE SMALL & EMERGING BUSINESSES PROGRAM**

SCHEDULE OF JSEB SUBCONTRACTOR/SUBCONSULTANT


NAME OF BIDDER Eisman & Russo, Inc.
 PROJECT TITLE Countywide Program Management - Rusurfacing and Sidewalk
 BID NUMBER P-21-21 TOTAL BASE BID AMOUNT \$ 1,726,364.01

*Please list all JSEBs

NAME OF SUB FIRM	FEDERAL ID NO.	JSEB (Y/N)	TYPE OF WORK TO BE PERFORMED	TOTAL CONTRACT VALUE
CSI-Geo, Inc.		Y	Inspection, Lab & GIS	\$ 197,709.00
RDBG		Y	Inspection	\$ 109,625.63
VIA Consulting		Y	Inspection	\$ 47,655.00
C&ES		Y	Inspection	\$ 97,445.00
International Cybernetics		N	Pavement Rating	\$ 176,175.00

The undersigned acknowledges and agrees that, if any of the above-listed JSEBs are not, for any reason, properly certified with the City, in accordance with Ordinance 2004-602, at the time of bid opening, the same will not be counted toward meeting the participation percentage goal as defined herein.

The undersigned will enter into a formal Agreement with the JSEB Suppliers/Consultants/Subcontractors identified herein for work listed in this schedule, as well as any applicable alternates, conditioned upon execution of a contract with the City of Jacksonville. Under penalties of perjury I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs

Signature:  Title: President Date: 9/28/2021
 Print Name: Antonio Mahfoud

Attach additional list of subcontractors/sub-consultants as needed

Section 4
Description of Services and Deliverables

4.1 PURPOSE:

The Consultant shall be responsible for the Program Management Services which include: pavement evaluation, new sidewalk location evaluation, construction engineering, construction inspection, construction materials sampling and testing, contract administration, records keeping, data base management, and establishing and maintaining a web based, user friendly GIS viewing system which in the future may be added to the City of Jacksonville's web site for the Right of Way and Stormwater Maintenance Division's Road Resurfacing and New Sidewalk Construction Programs so that it will be possible to query proposed and completed resurfacing and sidewalk construction time lines. The consultant shall utilize effective control procedures which will assure that the resurfacing of roads and the construction of new sidewalks identified are performed in reasonable conformity with the City of Jacksonville specifications, the requirements of the Americans with Disability Act (ADA) and the contract provisions for such projects.

The Consultant shall provide technical and administrative personnel in appropriate numbers at the proper times to ensure that the responsibilities assigned under this Agreement are effectively carried out. All services shall be performed in accordance with the established standard procedures and practices of the City of Jacksonville. The Consultant shall maintain close coordination with the City of Jacksonville and each Contractor in order to minimize rescheduling of the Consultant's activities due to construction delays or changes in scheduling of the Contractor's activities.

4.2 DEFINITIONS:

- A. **City's Project Manager:** The employee designated by the City that is in direct control and in responsible charge of the projects covered in this Agreement.
- B. **City's Administrative Manager:** The employee designated by the City to be the administrative head of contractual services.
- C. **City Public Works Legislative Liaison.** The employee designated by the Public Works Department to communicate and inform City Council and other government entities of project status.
- D. **Consultant:** The Consultant firm retained by the City to perform the program management functions as defined in this Agreement.

4.3 ITEMS TO BE FURNISHED BY THE CITY OF JACKSONVILLE TO CONSULTANT:

- A. Database of previous work done under this program.
- B. Executed copy of construction contracts (all areas).
- C. Council District Maps with roadway/street name listing.
- D. Other pertinent data as required to accomplish project tasks.

4.4 ITEMS FURNISHED BY THE CONSULTANT:

Exhibit "B"

- A. The Consultant shall furnish and maintain a Resident/Project Engineer office dedicated to provide the technical services under this Agreement. The site of the office, size of the offices and accommodations shall be approved by the City's Project Manager. The office must be in Jacksonville, Florida.
- B. The Consultant shall also furnish such other shelter, storage and parking space, and cellular telephones mobile radios as required by the City's Project Manager to effectively carry out its responsibilities under this Agreement. The Consultant shall provide the appropriate number of vehicles to accommodate his project personnel.
- C. Routine expenses for operation of the office, such as stamps, postal costs, custodial fees, utility service, etc., will be the responsibility of the Consultant.

4.5 LIAISON:

The Consultant shall be fully responsible for carrying out all functions assigned to it by this Agreement on the construction projects. All activities and decisions of the Consultant relating to the Projects shall be subject to review by the City's Project Manager. The Consultant shall provide coordination of all activities, correspondence, reports and other communications related to its responsibilities under this Agreement necessary for the City's Project Manager to carry out his responsibilities.

The Consultant will be advised of the official notice of award of the construction contracts and shall be ready to issue work orders and assign field personnel within two weeks after notification. No personnel shall be assigned until written notification by the City of Jacksonville.

Construction, engineering, and inspection forces will be required of the Consultant at all times major work is being accomplished. If the construction contract is suspended, (Example - Vacation, Holidays) the Consultant's forces will be adjusted at the direction of the City of Jacksonville Project Manager to correspond with the type of cessation, with complete suspension or partial suspension, as agreed by both the City and the Consultant.

4.6. COOPERATION AND PERFORMANCE OF THE CONSULTANT:

During the life of the Agreement, the City of Jacksonville will review the various phases of the Consultant operation, such as pavement evaluation techniques, quantity estimating, project documentation, construction progress, inspection, materials sampling and testing and administrative activities. Reviews will be conducted in accordance with established City of Jacksonville policy on work phases to determine compliance with this Agreement effectively applied to assure that the Road Resurfacing and New Sidewalk Programs and administrative activities are performed in reasonable conformity with City of Jacksonville policies, plans, specifications and contract provisions. The Consultant shall cooperate and assist the City of Jacksonville representatives in the conduct of the reviews. When deficiencies are indicated in a review, remedial action shall be immediately implemented by the Consultant in conformance with the City of Jacksonville's recommendations. The City of Jacksonville's remedial recommendations and the Consultant's actions are to be properly documented by the Consultant's Program Manager. Where consultant CEI errors, omissions, or contractual lapses caused increased costs, delays or other damages to the City of Jacksonville, the City's Project Manager shall prepare a written evaluation of the costs, delays or damages. A copy will be sent to the Consultant. The costs shall be deducted from the monthly payment due to the Consultant. In general, remedial action shall be required commensurate with the degree and nature of the deficiencies cited. Additional compensation shall not be allowed for remedial action taken to correct deficiencies by the Consultant. Remedial actions may include any of all of, but are not necessarily limited to, the following actions:

- A. Further subdivide assigned responsibilities, reassign personnel or assign additional personnel. The Consultant will comply with this action within one week of notification.

Exhibit "B"

- B. Replace personnel whose performance has been determined by the City of Jacksonville to be inadequate. When directed by the City of Jacksonville, any person whose performance has been determined to be unsatisfactory shall be immediately removed.
- C. Increase the frequency of the job control testing immediately in the appropriate phases of work where such is the responsibility of the Consultant.
- D. Increase the scope and frequency of all training conducted by the Consultant.

In addition to these reviews, the Consultant shall be responsible for conducting an in-house QA Review every six- (6) months. This review should be conducted by an independent source (Such as: Consultant Personnel not assigned to the project). Upon completion of this review, the Consultant's Program Manager shall notify the City's Project Manager and the results will be made available for City of Jacksonville review.

4.7 REQUIREMENTS:

A. General:

It shall be the responsibility of the Consultant to provide services as necessary to administer the Road Resurfacing and New Sidewalk Programs and to assure that the construction activities are produced in reasonable conformity with the City of Jacksonville specifications, Americans with Disabilities Act (ADA) and contract provisions. These services will include the Pavement Evaluation, New Sidewalk Location Evaluation, Estimated Quantity Calculations, Issuance of Construction Purchase Orders Requests, Construction Contract Administration, Records Keeping, Database Management, and establishing and maintaining a web based, user friendly GIS viewing, system which in the future may be added to the City of Jacksonville's web site so that it will be possible to query proposed and completed resurfacing and sidewalk construction time lines. .

The consultant shall utilize an automated data collection system to perform pavement evaluations. The system shall deliver high quality automated survey information that is performed accurately and timely. The pavement evaluation system shall be able to perform with such speed that all roadways maintained by COJ shall be evaluated once every two years. All data shall be owned by the Consultant and therefore the City, not rented or a subscription service. Prior to the start of Pavement Evaluation, a Data Quality Management Plan that details how the data is to be collected accurately and timely shall be submitted and approved.

The Consultant shall advise the City's Project Manager and document any omissions, substitutions, defects, and deficiencies noted in the work of the Contractors and the corrective action taken. The work provided by the Consultant shall, in no way, relieve the Contractor of responsibility for the satisfactory performance of the construction contracts.

The Consultant shall provide a management team to provide contract administration as an agent of the City and shall establish and implement coordination and communication procedures among the Consultant, City, and Contractor.

B. Pavement and Sidewalk Construction Evaluation and Testing:

The Consultant shall take asphalt pavement cores, concrete sidewalk cores, concrete strength test cylinders, in place soil compaction tests, and asphalt compaction tests, as necessary to control and assure the quality of the work product. The use of this testing will be based on the size of the project, the quality of the Contractor's work effort and materials, and any other factors that the Consultant

Exhibit "B"

may be aware of that might affect the work. Testing and evaluation shall be coordinated with the City's Project Manager.

C. Project Inspection:

The Consultant shall provide services to monitor the Contractor's construction operations and to inspect all materials entering into the work as required to assure that the quality of workmanship and materials is such that the projects will be completed in reasonable conformity with the specifications, Americans with Disabilities Act (ADA) and other contract provisions. The Consultant will be responsible for monitoring and acceptance of all asphalt and concrete production. The Consultant shall keep detailed, accurate record of the Contractor's daily operations and significant events that affect the work. The Consultant shall, in general, perform inspection services in accordance with standard procedures and practices and other accepted practices as used and described by the City of Jacksonville and the Florida Department of Transportation as may be appropriate.

D. Cost Estimating and Sketching

The Consultant shall prepare a detailed cost estimate using the bid amounts associated with the respective construction contractors' bids. One cost estimate will be prepared for each location and will be the basis for issuance of a purchase order to the construction contractor. When field conditions warrant, a sketch will be prepared by the Consultant, on 8-1/2 inch by 11 inch paper identifying any miscellaneous construction that may be needed including, but not limited to, drainage pipe sizes, pipe lengths, grades, etc., to adequately communicate the City's intent to the construction contractor.

E. Tree Mitigation Permits

The Consultant shall identify any trees which will be displaced by the construction of the sidewalk and prepare permit requests to be submitted to the City's Building Inspection Division. Permit applications shall include sketches showing tree size, distances from a base point or benchmark and type of tree. The Consultant shall obtain the signature of the Right of Way and Stormwater Maintenance Division Chief (and notarized by a City official) and submit the application form to the City Permits Branch. Upon issuance of a permit number by the City, the Consultant will include, in the contractor's cost estimate, a cost to remove the affected trees.

F. Liaison with Duval County School Board (DCSB)

The Consultant shall establish contact with the Safety Office of the DCSB and consult that safety staff if questions arise regarding school safety sidewalks.

G. Management Engineering Services:

The Consultant shall perform all management engineering services necessary to assure that proper coordination of the activities of all parties involved in accomplishing completion of the Projects is achieved; to maintain complete, accurate records of all activities and events relating to the Projects; to properly document all significant changes to the Projects; to provide interpretations of the specifications and contract provisions; to make recommendations to the City of Jacksonville to resolve disputes which arise in relation to the construction contracts and to maintain an adequate level of surveillance of the Contractor's activities. The Consultant shall also perform any other management engineering services normally assigned to a Project Engineer that are required to fulfill its responsibilities under the Agreement. All recordation and documentation will be in accordance

Exhibit "B"

with standard City of Jacksonville procedures, formats and content. Services include, but are not limited to, the following:

1. Provide utility and other related construction activity coordination in an effort to support the fast moving resurfacing and sidewalk programs. The consultant shall coordinate with the JEA, private utility companies and other private and public agencies to ensure utility and street work coordination and to understand the effect it will have on the resurfacing and/or new sidewalk programs.
2. The Consultant shall be responsible for updating the progress of work in each council district and informing the City's Public Works Legislative Liaison on a monthly basis.
3. Assist the City by attending and participating in public/neighborhood workshops as needed and address any direct inquiries by City Council. The Consultant will provide other communication services including complaint resolution and claims as may be necessary for the resurfacing and new sidewalk programs.
4. Schedule and conduct a pre-construction conference with each selected contractor. Record significant information revealed and decisions made at this conference and distribute copies of these minutes to the appropriate parties.
5. Technical inspection, safety inspections, and testing provided by other third parties (sub consultants) shall be coordinated by the Consultant.
6. Maintain, on a daily basis, a complete and accurate record of all activities and events relating to the project(s) and a record of all work completed by the Contractor(s), including quantities of pay items. The Consultant shall immediately report apparent significant changes in quantity, time or cost as they are noted.
7. Maintain a standard Roadway and Bridge Construction Diary.
8. Maintain records of all sampling and testing accomplished and analyze such records required to ascertain acceptability of materials and completed work items, and inform the City's Project Manager of any irregularities.
9. Prepare and review the payment requests with the Contractor (s) for accuracy and determine whether the amount requested generally reflects the progress of the Contractor's work. The Consultant shall make appropriate adjustments to each payment application and shall then prepare and forward to the City, in an approved format, a pay request with applicable certification.
10. Provide to the Contractor(s) interpretations of the specifications and contract provisions. The Consultant shall consult with the City of Jacksonville Project Manager when an interpretation involves complex issues or may have an impact on the cost of performing the work.
11. Make recommendations for corrective action on non-conforming work. The Consultant shall make recommendations to the City in instances where the Consultant observes work that, in the Consultant's opinion, should be rejected as not conforming to the Contract Documents.
12. Field Problems. Generally, field problems are any types of difficulties encountered during construction through circumstance, which may or may not be under the control of the Contractor, which require some degree of engineering evaluation and decision. They might

Exhibit "B"

involve situations such as: out of tolerance work, out of specification material, structural defects, accidental damage, underground obstructions, etc. Sometimes these problems might have a significant impact upon the execution, progress or cost of the project. It is therefore of paramount importance that they be resolved expeditiously. The Consultant shall be responsible for ensuring that the solutions are pursued and implemented expeditiously.

In all cases where a difficulty, a problem, or a defect of any nature is encountered during construction; the Consultant shall be responsible for assembling all relevant information, including any proposals from the Contractor, documenting and evaluating the same in a concise and orderly manner, for reviewing all the information and circumstances and for making recommendations upon the most expeditious course of action so as to minimize delays and costs while achieving a structurally acceptable result.

In particular, the Consultant shall first utilize his own personnel and resources in order to assess the problem and its likely impacts upon the project. By utilizing his own personnel and resources, he shall also assess both the technical and contractual implications upon the project of any proposals put forward by the Contractor. In making these assessments, the Consultant shall consider all likely impacts upon the project as regards to costs, delays, potential claims, contract administration, management and justifiable financial adjustment (up or down, including penalties) to be applied to the Construction Contract, and the feasibility of the Contractor successfully and expeditiously carrying out his technical proposals. The Consultant shall make these assessments in order to formulate his recommendations. He shall then forward his assessments and recommendations to the City's Project Manager.

Upon resolution and approval of the technical solution, the Consultant shall ensure that all approved remedial measures are carried out in a technically competent and workmanlike manner. The Consultant shall also be responsible for any contract administration, payment and management normally associated with implementing the remedial measures.

The Consultant shall ensure that all proposals, reviews, assessments, studies, recommendations and decisions are executed expeditiously in order to minimize any delays and costs.

13. The Consultant shall analyze changes to the specifications or contract provisions and extra work which appears to be necessary to carry out the intent of the contract when it is determined that a change or extra work is necessary and such work is within the scope and intent of the original contract. The Consultant is to recommend such changes to the City of Jacksonville's Project Manager for approval.
14. When it is determined that a modification to the original contract for a project is required due to a necessary change in the character of the work, the Consultant shall negotiate prices with the Contractor on behalf of the City and prepare and submit to the City of Jacksonville's Project Manager for approval by the City of Jacksonville.
15. In the event that the Contractor gives notice, either written or verbal, that he deems certain work to be performed is beyond the scope of the construction contract, and he intends to claim additional compensation, the Consultant shall maintain accurate documentation of the costs involved in such work. These records shall include manpower, equipment times and materials installed (temporary or permanent) in the portion of the work in dispute.
16. In the event that the Contractor submits a claim for additional compensation, the Consultant shall analyze the submittal and prepare a recommendation to the City's Project Manager covering validity and reasonableness of charges and conditions and negotiations leading to

Exhibit "B"

recommendations for settlement of the claim. The Consultant shall maintain complete and accurate documentation of work involved in claims.

17. In the event that the Contractor submits a request for extension of the allowable contract time, the Consultant shall analyze the request and prepare a recommendation to the City's Project Manager covering accuracy of statements and the actual effect of delaying factors on completion of controlling work items.
18. The Consultant shall assist appropriate City of Jacksonville offices in preparing for arbitration hearings or litigation that may occur during the Consultant's contract time in connection with a project covered by this Agreement.
19. The Consultant shall monitor each Contractor's compliance with contract provisions in regard to the payment of predetermined wage rates in accordance with City of Jacksonville procedures. This includes subcontractor compliance.
20. The Consultant shall provide surveillance of each Contractor's compliance with contract requirements concerning Equal Employment Opportunity and Affirmative Action; assist the Department's Equal Employment Opportunity Specialist as requested; and, monitor the Jacksonville Small Emerging Business (JSEB) activities to insure compliance of contract goals.
21. The Consultant shall provide surveillance of each Contractor's compliance with contract requirements concerning the Americans with Disabilities Act (ADA) and assist the City's ADA Coordinator as requested to insure compliance of contract goals.
22. The Consultant shall monitor each construction project to the extent necessary to determine whether construction activities violate the requirements of any permits. The Consultant shall notify the Contractor of any violations or potential violations and require the immediate resolution of the problem. Violations must be reported to the City's Project Manager immediately.
23. The Consultant will be required to review and approve any Shop Drawings and Samples. Shop drawing/sample submittal and approvals shall be tracked. Tracking shall include maintaining a logbook of the status of each submittal as it progresses through review and approval. The Consultant shall actively encourage all reviewers to accomplish reviews promptly.
24. Provide coordination between the Contractor and all utility agencies and companies to assure that conflicting utilities are removed, adjusted or protected in-place in a timely manner to minimize delays to construction operations. Documentation will be maintained in accordance with the City of Jacksonville procedures.
25. Conduct and document field reviews of the maintenance of traffic operation after normal working hours, weekends, and holidays if maintenance of traffic represents a potential hazard to the public.
26. Produce reports, verify quantity calculation, field measure for payment purposes and/or write communications when needed to prevent delays in contractor's operation.
27. Review the Contractor's Progress Schedule, and make a recommendation to the City of Jacksonville concerning its acceptability. All updates will also be reviewed and recommendation made. All actual start and finish dates on each work item will be documented on the schedule.

Exhibit "B"

28. The Consultant's Program Manager will conduct a monthly meeting as required with the respective Contractors and review schedules and other areas of concern. The results of the meetings will be forwarded to the City's Project Manager.
29. The Consultant shall monitor and expedite the progress of the work provided in the General Conditions of the Construction Contract(s). The Consultant shall review the progress of construction of each separate Construction Contract on a periodic basis and evaluate the percentage complete of each construction activity as indicated in the Detailed Construction Schedule and shall review these percentages with Contractors. This report shall indicate the actual progress versus scheduled progress and may be the basis for the progress payment to the Contractor(s). The Consultant shall advise and make recommendations to the City concerning the alternative courses of action, which the City may take in its efforts to achieve timely program completion.
30. The Consultant shall generate and distribute Project Cost Summary Reports throughout the Construction Phase. These Reports shall contain updated cost information reflecting actual Project and construction costs versus current budget figures.
31. The Consultant shall generate and distribute Cash Flow Projection Reports. These Reports shall be adjusted to reflect cash flow based on actual construction figures in lieu of current budget.
32. The Consultant shall keep accurate and up to date records of all project correspondence.
33. The Consultant will utilize existing Public Works' databases and spreadsheets and establish and maintain new resurfacing and sidewalk construction databases in Microsoft Access with associated shape files in ESRI compatible format.
34. The Consultant will establish and maintain a web based, user friendly GIS viewing system in which the public can query proposed and completed road resurfacing and sidewalk construction time lines.
35. The viewing system must be compatible with ESRI products and the consultant will supply the City of Jacksonville GIS Section with monthly updates of shape files and associated databases in ESRI format through a Consultant maintained FTP site.
36. The Consultant's system should also be compatible with existing and future City of Jacksonville work management and/or associated infrastructure management systems.
37. The Consultant shall work with the City's Project Manager on ways to improve the Program Management Services including innovative and cost saving methods for the management as well as construction services.

4.8 PERSONNEL:

A. General Requirements:

The Consultant shall provide a sufficient number of qualified personnel as necessary to effectively carry out its responsibilities under this Agreement.

B. Personnel Qualifications:

The Consultant shall utilize only competent personnel who are qualified by experience and education. The Consultant shall submit in writing to the City of Jacksonville's Project Manager the

Exhibit "B"

name of all personnel to be considered for assignment to the construction project, together with a detailed resume, education and experience qualification of each individual for approval by the City.

C. Staffing:

The Consultant shall determine the number and type of personnel needed to adequately staff and carry out the responsibilities of this scope of service. The Consultant shall submit a chart detailing the proposed staffing and the duration of each position. The Consultant shall maintain an appropriate staff after completion of construction to close any outstanding issues with the program and the construction contractors.

Responsible personnel, thoroughly familiar with all aspects of construction and final measurements of the various pay items, shall be available to resolve disputed final pay quantities until the appropriate contract has been paid off.

When the Contractor's operations on a contract diminish, the Consultant shall reduce the number of its personnel assigned to that Project as appropriate. Any adjustment of the Consultant forces as recommended by the City Program Manager will be accomplished within one week after notification. Construction, Engineering, and Inspection (CEI) forces shall be required of the Consultant at all times significant work is being accomplished. The significant work shall be determined by the City Project Manager and Consultant Program Manager. Overtime will be kept to a minimum, and should be used only when the construction work warrants the overtime. All overtime must be approved in advance by the City's Project Manager. If the construction contract is suspended, the Consultant's forces shall be adjusted at the direction of the City Project Manager to correspond with the type of suspension. In the event of a construction contract suspension, which requires the removal of Consultant forces from the Project, the Consultant will be allowed up to a maximum of fifteen (15) days to demobilize, relocate, or terminate such forces.

D. CERTIFICATION - Licensing for Equipment and Personnel:

The Consultant will be responsible for obtaining proper certification and/or licenses for equipment and personnel used on this Project.

4.9 **SUB CONSULTANT SERVICES:**

Upon written approval of the City of Jacksonville and prior to performance of work, the Consultant may subcontract for engineering surveys, materials testing, or specialized professional services.

4.10 **OTHER SERVICES:**

The Consultant will, upon written authorization by the City of Jacksonville, perform any additional services not otherwise identified in this Agreement as may be required by the City of Jacksonville in connection with the Project. Compensation will be separately reimbursed by a Supplement to this Agreement.

4.11 **POST-CONSTRUCTION CLAIMS REVIEW:**

In the event the Contractor for the Project submits a claim for additional compensation and/or time after the Consultant has completed this Agreement, the Consultant shall, at the written request from the City of Jacksonville, analyze the claim, prepare a recommendation to the City's Project Manager covering validity and reasonableness of charges and/or assist in negotiations leading to settlement of the claim. Compensation for Post Construction Services shall be negotiated and mutually agreed between the City of Jacksonville and the Consultant prior to the performance of the Services.

Exhibit "B"

The Consultant will, upon written request by the City of Jacksonville, assist appropriate City Personnel in preparing for arbitration hearings or litigation that occur after the Consultant's contract time in connection with the project covered by the Agreement.

The Consultant will, upon written request by the City of Jacksonville, provide qualified Engineers and/or Engineering Technicians to serve as engineering witnesses, provide exhibits, and otherwise assist the City of Jacksonville in any litigation or hearings in connection with the construction contract(s).

4.12 CONTRADICTIONS:

In the event of a contradiction between the provisions of this Scope of Services and the Consultant's proposal as made a part of this Agreement, the provisions of the Scope of Services shall apply.

4.13 PUBLIC INFORMATION:

The Consultant will assist the City Project Manager and the City Public Works Legislative Liaison with any community awareness program in existence. The objective of the plan is to notify Public agencies, affected property owners, tenants, and the public of the City's proposed construction and the anticipated impact of that construction. The City Project Manager will determine the degree of effort and support to be provided by the consultant.

4.14 LENGTH OF SERVICE:

The Consultant services shall begin upon written notification to proceed by the City of Jacksonville. This notice to proceed will be issued any time subsequent to the award of a construction contract at the City's discretion.



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 27, 2021

MEMORANDUM

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

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

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

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

SUBJECT: P-34-19 Professional Engineering Services for Storm Resiliency and Hardening
Contract 6354-17, POA 70010-20 Amendment 2

The current maximum indebtedness for contract 6354-17 is currently \$700,000.00 for Professional Engineering Services for Storm Resiliency and Hardening. Purchase orders issued to date have almost reached this limit, however several tasks have not been completed or initiated that will exceed this limit. There is no rate change with this amendment. JSEB firms to be utilized to meet the 10% Participation Percentage Plan for this contract are detailed on a separate attachment.

Accordingly, this is to recommend that contract 6354-17, originally executed February 13, 2020, between the City of Jacksonville and CDM Smith, Inc., for Professional Engineering Services for Storm Resiliency and Hardening, be amended to increase the maximum indebtedness by \$500,000 to a new maximum indebtedness of \$1,200,000.00. Each project performed under this agreement shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto. All other terms and conditions are as provided in the RFP and the City's standard contract language.

RGS/lw

Attachments: JSEB Participation

cc: Lori A. West, Engineering Contract Manager, Engineering & Construction Management

EXHIBIT I

TASK ORDER 05 MSMP MODELING

FOR

**CITY OF JACKSONVILLE
STORM RESILIENCY AND HARDENING
CONTRACT 6354-17**

This Authorization, when executed, shall become a task order under the Agreement for Professional Services between the City of Jacksonville (CITY) and CDM Smith Inc. (CONSULTANT), dated February 13, 2020 hereafter referred to as the Agreement.

PROJECT BACKGROUND

The CITY conducted a major update to their 1992 Master Stormwater Management Plan (MSMP) in 2011 and updated the tributary stormwater models in 2013. Since that time, the CITY has continued to develop and implement capital improvement projects. The 1992 and 2011 MSMP documents considered combined rainfall and tidal flooding to most accurately define flooding and solutions, using the Environmental Protection Agency (EPA) Stormwater Management Model (SWMM).

In 2020/21, the CITY updated SWMM models to evaluate the resiliency and future flood risk of existing infrastructure, and prepared plans to protect critical assets and environmental resources. Modeling included seven scenarios across year 2040, 2070, and 2100 planning horizons for six subbasins within Duval County. The six subbasins contain 31% of the Primary Stormwater Management System (PSWMS) and includes 1,706 links and 1,315 nodes. The open channels, roadway overflows, and storage elements in the models were extended to contain the worst-case year 2100 conditions, which include tailwater elevations of 5.5 feet NAVD at the St Johns River, and 21.5 inches of rain in a 24-hour model simulation. Floodplain mapping accompanied the modeling effort to derive asset-specific depths for the scenarios evaluated.

Task Order 1 – This Task Order No. 1 includes services to gather data related to infrastructure and resiliency data sets, develop a prioritizations for infrastructure criticality, and host two stakeholder workshops to discuss future climate scenarios and vet the infrastructure criticality matrix. This work is Complete

Task Order 2 – This Task Order No. 2 includes services to provide resiliency planning for the CITY's critical infrastructure, including prioritization of critical CITY infrastructure, running hydrologic and hydraulic modeling using future climate scenarios, and development of project alternatives to protect infrastructure from future surge and storm events. This work is in progress.

Task Order 3 – This Task Order No. 3 includes services to provide public meeting support to the CITY Planning Department in support of expanding the Adaptation Action Area (AAA). These workshops will build upon the CITY's resiliency planning work to communicate to the public 1) the updated AAA boundary and related policies, 2) updated flood risk associated with future planning scenarios, and 3) potential mitigation measures to address increased risk of flooding. This work is complete.

Task Order 4 – This Task Order No. 4 includes services to provide outreach to public officials and key stakeholders summarizing the public workshops conducted under Task Order No. 3. This work is complete.

This Task Order No. 5 builds on the 2020/21 work to include modeling of the remaining 53 subbasins as shown in **Figure 1**, not to exceed a total model link-node count of 3900/3200, respectively. The proposed work will update the remaining 69% of the CITY’s PSWMS.

SCOPE OF WORK

This scope of work includes SWMM hydrologic and hydraulic modeling of up to 53 sub-basins for the 2040, 2070, and 2100 future scenarios. Subbasins modeled under previous task orders (Hogan, McCoy, Ortega, Pottsburg, Cedar-Wills, and Ribault) will not be modeled as part of this scope of work.

TASK 1 – UPDATE LAND USE, BOUNDARY CONDITIONS, AND DESIGN STORM RAINFALL

CONSULTANT will update land use parameters in the hydrologic block of the SWMM models to the latest available from the St Johns River Water Management District (SJRWMD). Currently 2014 land use/land cover data is available. For modeling purposes, the percent impervious cover is the most influential parameter based on land use data, with other parameters including overland flow roughness coefficient, and amount of interception storage.

Boundary conditions at the St Johns River will be fixed at the values reported in Task 1. Initial node depths will be updated to match those reported elevations.

Design Rainfall selected in Task Order No. 1 is as reported in Task 1 and will use the SCS Type II distribution over the 24-hour simulation.

Scenarios selected under Task Order No. 1, include:

- SCN1: 2040 10-year/24-hour event (7.7 inches of rainfall) with tailwater elevation of 2.4 feet NAVD
- SCN2: 2040 25-year/24-hour event (9.8 inches of rainfall) with tailwater elevation of 2.4 feet NAVD
- SCN3: 2040 100-year/24-hour event (13.8 inches of rainfall) with tailwater elevation of 2.4 feet NAVD
- SCN4: 2070 10-year/24-hour event (8.2 inches of rainfall) with tailwater elevation of 4.3 feet NAVD
- SCN5: 2070 25-year/24-hour event (10.4 inches of rainfall) with tailwater elevation of 4.3 feet NAVD
- SCN6: 2070 100-year/24-hour event (15 inches of rainfall) with tailwater elevation of 4.3 feet NAVD

Deliverable(s): Interim models, as requested by the CITY

TASK 2 – EXTEND HYDRAULIC MODEL CHANNELS, OVERFLOWS, AND STORAGE UNITS

CONSULTANT will use 2008 Light Detection and Ranging (LIDAR) 1-foot contours to extend the hydraulic elements of up to 53 of the CITY’s PSWMS subbasin models to contain the worst-case scenario (SCN6). Each open channel, roadway overflow, and storage unit is individually inspected over the simulation,

and updated as needed to contain the peak flows. This work will not exceed a total model link-node count of 3900/3200, respectively.

Deliverable(s): Interim models, as requested by the CITY

TASK 3 – TECHNICAL MEMORANDUM

CONSULTANT will prepare a technical memorandum (up to 30 pages) documenting the model parameterization for future scenarios and summarizing the extension of the hydraulic network to convey future flows.

Deliverable(s): Technical memorandum with updated stage tables, final models

TASK 4 – UPDATED GIS SHAPE FILES AND STAGE RESULTS FOR CITY GIS

CONSULTANT will prepare and provide to the CITY GIS files for the model nodes updated under Task 2 (not to exceed a total model link-node count of 3900/3200, respectively). Attribute data will include stage results for the scenarios evaluated under this project. The format will be compatible with GIS node file from the 2011 MSMP which the CITY is currently hosting on the JaxGIS website. Model link spatial representation in plan form is unchanged from the 2011 MSMP and is hosted on JaxGIS without attribute data for model results. This file is therefore not required to be updated as part of this project.

Deliverable(s): GIS file, as described.

TASK 5 – FUTURE FLOOD RISK MAPPING

CONSULTANT will prepare and provide to the CITY one set of future flood risk maps depicting the modeled water surface elevations for either the 2040 or 2070 100-year, 24-hour event. CONSULTANT will use 2008 Light Detection and Ranging (LiDAR) 1-foot contours provided by the CITY to derive water surface elevation grid, depth grid and a polygon representing the inundated areas. The future flood risk map will be as a PDF map series and the supporting data in an Esri geodatabase format.

Deliverable(s): GIS file, as described.

TASK 6 – PROJECT MANAGEMENT AND QUALITY CONTROL

Project management activities performed under this task consist of those generally administrative functions required to maintain the project on schedule, within budget, and that the quality of the work products defined within this scope is consistent with SUBCONSULTANT's quality standards. SUBCONSULTANT's project manager will prepare and submit monthly invoices throughout the durations of this project.

SUBCONSULTANT's Quality Management System guidelines will be followed. Internal quality reviews will be conducted on plans and on investigation findings and reports.

ASSUMPTIONS

1. The future condition scenarios utilized will be those developed for the COJ vulnerability analysis (TO1 and TO2). No additional development of sea level rise projections, rainfall intensity-duration, or stillwater elevations will be developed as part of this scope of work.

2. PCSWMM updates shall not exceed a total model link-node count of 3900/3200, respectively.
3. Future flood risk maps are intended to provide graphical depiction of flood extents and are not intended to meet FEMA flood mapping standards.

DELIVERABLES

Task	Description	Format
Task 1	Interim models, if requested by CITY	*.inp
Task 2	Interim models, if requested by CITY	*.inp
Task 3	Technical memorandum with updated stage tables, final models	*.pdf; *.inp
Task 4	GIS node file for updated models	*.gdb
Task 5	PDF Map series depicting the 100-year flood overlaid on an aerial image. GIS file geodatabase for water surface grid, flood depth grid and 100-year flood event polygon.	*.pdf *.gdb

TIME OF COMPLETION/SCHEDULE

It is anticipated that the work will take up to 18 months to complete, starting within two weeks of receipt of a formal notice to proceed (NTP). Approximate task durations are shown below. A formal delivery schedule will be submitted following receipt of NTP.

Task	Duration
Task 1	1 month
Task 2	12 months
Task 3	Three weeks
Task 4	One week
Task 5	12 months (partially concurrent with Task 2)

COMPENSATION AND PAYMENT

The OWNER agrees to pay the CONSULTANT as follows:

CONSULTANT will complete the services in the Tasks listed above for a lump sum fee of \$500,000 as shown in Exhibit J. CONSULTANT will invoice monthly as a percentage of the lump sum based on the

percentage of work completed during the billing period. Lump sum compensation shall be for all labor, sub-consultants, and other direct costs associated with the performance of the work.

Task	Description	Budget
1	Update Land Use, Boundary Conditions, And Design Storm Rainfall	\$37,000
2	Extend Hydraulic Model Channels, Overflows, And Storage Units	\$250,000
3	Technical Memorandum	\$33,000
4	Updated GIS Shape Files and Stage Results for City GIS	\$10,000
5	Future Flood Risk Mapping	\$150,000
6	Project Management	\$20,000
	Total	\$500,000



City of Jacksonville, Florida

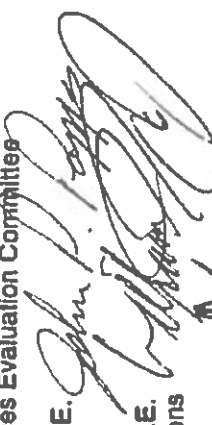
Lenny Curry, Mayor

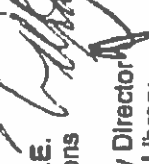
Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
www.coj.net


ONE CITY, ONE JACKSONVILLE

November 1, 2021

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

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

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

Tim Rogers, Library Director 
Jacksonville Public Library

SUBJECT: P-46-19 Professional Services for 21st Century Urban Branch Library Study -
Resolicitation Contract 70961-21 Amendment 1 PO 620900-21

The consultant has requested a no cost adjustment to their limits established in the original contract between themselves and their subconsultants to better align with the work efforts for the project. Negotiations have resulted in the attached Scope of Services Exhibit C and Fee Summary, Exhibit D. The encouragement plan was utilized for this contract.

Accordingly, this is to recommend that contract 70961-21, originally executed 4/14/21, between the City of Jacksonville and Aaron Cohen Associates, LTD for Professional Services for 21st Century Urban Branch Library Study - Resolicitation be amended to incorporate the attached Scope of Services, Exhibit C and Fee Summary, Exhibit D to decrease the lump sum amount for Study Conceptual Services for the subconsultant's lump sum amount to Acuity by \$5,170.00 from the original amount of \$130,350.00 to \$125,180.00 and Haskel by \$5,709.93 from the original amount of \$109,593.67 to \$103,883.74 for a total decrease to the subconsultants in the amount of \$10,879.93 and to decrease the not to exceed limit for Site Visits by \$3,000.00 to a new amount of \$00.00 and to increase the lump sum amount for Study Conceptual Services for Aaron Cohen Associates, LTD by \$13,879.93 to a new lump sum amount of \$333,812.47, with the maximum indebtedness to the City remaining at \$335,012.47. All other terms and conditions are as provided in the RFP and the City's standard contract language.

Funding for this project is as follows:

N/A

WJJ/w

Attachment: Exhibits C & D

cc: Lori West, Engineering and Construction Management
David D. Hahn, P.E., Engineering and Construction Management

LS

Exhibit C

AARON COHEN ASSOCIATES

159 Teatown Road
Croton-on-Hudson, NY 10520

Tel: 914-271-8170

Fax: 914-271-2434

aca2021@acohen.com

www.acohen.com



October 15, 2021

David D. Hahn, P. E.
Engineer Manager

City of Jacksonville | Engineering Design Section

Dear David,

Below is our updated workplan and scope for the project P-46-19_COJ Urban Branch Study. Our team will provide the deliverables below, as outlined in the RFP and follow-up discussions with Library management.

- Task 1: Develop conceptual service plan for 21st century library service at JPL's five urban branches
- Task 2: Evaluate JPL's five urban branches against the conceptual service plan developed in Task 1
- Task 3: Recommendations and cost estimate

Thanks,

Alexander Cohen, MLIS
Principal, Aaron Cohen Associates

WORKPLAN**TASK #1: DEVELOP CONCEPTUAL SERVICES PLAN FOR 21ST CENTURY LIBRARY SERVICES AT JPL'S FIVE URBAN BRANCHES****AARON COHEN ASSOCIATES:**

Team Work Session 1

- Kick off meeting.
- Meet with the project team to manage the schedule and milestones.
- Create a communication plan for the project.
- Coordinate start up tasks.
- Review library system data for each Branch Library (5): collections, user seating, staffing levels.

Internal Library Workshop 2, 3

- Research library user needs using library data gathering methods.
- Research branch library users.
- Identify issues that impede or constrain the delivery of services.

Brief Report

- Existing conditions assessment
- Technology needs – trends print and electronic resources
- Library service points: options for customer services
- Programming options to enhance services
- ACA will work with the library to analyze future service needs (1-5 years):
 - Collection: print and e-resources
 - Reader seating
 - Computer seating
 - Group study, tutoring, collaboration spaces
 - Literacy programs and tutoring
 - Program rooms
 - Outreach
 - Digital support
 - Social spaces/café

Internal Library Workshop 4,5, 6, 7, 8

- ACA will review existing conceptual designs and present new design ideas. The goal is to transform the urban libraries using the latest technology so that they can become a vibrant learning hubs.
 - The aim in the design is to introduce five basic learning modes: collaborative, reflective, social, presentation, and touch points
 - The new designs will show how to create a destination in Jacksonville's neighborhoods; one that will provide an attractive learning environment and meeting spaces.
 - ACA will develop conceptual designs for a Learning Commons; this will help visualize the potential for investments.

- The library visualization will show how interactive media devices and services can be configured.
- Conceptual Service Plan and Site Review 9, 10, 11, 12
- Develop Conceptual Service Plan for 21st Century Libraries
- Conceptual design for the urban library buildings (five branches)
- Description of summary building programs
- Presentation to the Library, City and County Government,
- Stakeholders

ACUITY DESIGN GROUP (ADG):

External Work Session 1

- Internal Staff Meetings (data gathering)
- Platforms: Zoom, YouTube Live or other method used/preferred by COJ
- Presentation format: An online meeting sharing a prepared PowerPoint focusing on deliverables & Expectations of our team
- Download from COJ of potential stakeholders
- Introduction of survey (survey will be created via survey monkey and emailed to stakeholders), survey will be active for 1 month.

Outreach to business ongoing

- Local business outreach
- Digital Lunch Break Social - 1 hour (Noon-1PM) and/or Pop-Up event.
- Focus on business community
- Invites through targeted marketing
- Focus on guided topic session
- Virtual feedback or calls
- Elicit survey response

External Work Session 2,3

- Platforms: Zoom, YouTube Live or other method used/preferred by COJ
- Presentation format: Online live presentation allowing for real time comments and questions
- Tracking data and attendance: Attendees can register for this event.
- Analytics from posted presentations to COJ site will be observed and reported

External Work Session 4,5

- Platforms: Zoom, YouTube Live or other method used/preferred by COJ
- Presentation format: Online live presentation allowing for real time comments and questions
- Tracking data and attendance: Attendees can register for this event.
- Analytics from posted presentations to COJ site will be observed and reported
- Topic: Review existing feedback and solicit additional information

- Announce Community Outreach day (Library Walks... different dates for each location)
In the Community
- Event: Walking library tour & pizza night (These onsite events will allow attendees to review our findings and give their thoughts on what their library needs; we will share current findings and have visualizations for them to review)
- Each respective library will have an event

HASKELL:

Facilities Work Session 1

- Data Gathering (facilities analysis of five branches)
- Scan of the Buildings
 - Visit each of the existing library buildings
 - Observe existing conditions and functional relationships
 - Verify past facility planning efforts to improve the urban libraries
- Meeting Notes (workshops)
Library Facilities Review Work Session 2, 3
- Drawing from interactions with COJ/ JPL staff, community stakeholders, as well as the design team's own experience on recent and similar library / learning institution projects in urban environments
Haskell A/E will support ACA to gather data to build a Conceptual Service Plan that defines locally relevant, 21st century library services for JPL's five urban libraries.
- Activities include:
 - Identify the services, experiences and environments needed at those branches
 - Review requirements that will enable JPL to serve 75% of households in their current service areas/ neighborhoods.
 - Received "as built" drawings from COJ.
 - Generate existing "as built" plans for each of the libraries.

Facilities Work Session 4,5

Conceptual Service Plan

- Conceptualize services and spaces that:
 - Integrate the use of traditional and emerging services.
 - Accommodate interactive literacy and learning spaces for all ages.
 - Provide information and learning materials, programming and classroom spaces, hands-on experiential learning, and technology-enabled services.
 - Incorporate natural lighting and/or 21st century lighting technology.
 - Utilize innovative, functional and comfortable seating and tables.
 - Use design concepts that are functional, fiscally appropriate, and aesthetically pleasing.

- Incorporate modern technology.
- Offer a variety of areas (active and quiet, social and private) that encourage a range of experiences with multiple levels of challenge for different ages and abilities.
- Create a sense of discovery and anticipation.

WORK SESSION 2: EVALUATE JPL'S FIVE URBAN BRANCHES AGAINST THE CONCEPTUAL SERVICES PLAN FROM TASK #1

AARON COHEN ASSOCIATES:

Internal Library Workshop 6,7

- ACA will incorporate the needs assessment information into the urban branch plan. The plan will define the library system's strategic direction for the next ten to 15 years. It will outline phases for development with an updated list of potential upgrades to each of the libraries.

Community Follow Up Discussions

- Our team will work closely with the library director, staff, city and county government leadership. We will work to develop sustainable direction that will allow funding to flow. The urban branch plan will include implementation strategies to enhance the Jacksonville Public Library urban branches.

ADG:

External Work Session 6,7 - In the Community

- Event: walking library tour & pizza night (These onsite events will allow attendees to review our findings and give their thoughts on what their respective library needs; we will share our current findings with them and can have visualizations for them to vote on) Each location will have an event.

Community Follow Up Discussions

- Platforms: Zoom, YouTube Live or other method used/preferred by COJ
- Presentation format: Online live presentation allowing for real time comments and questions.
- Tracking data and attendance: Attendees can register for this event. Analytics from posted presentations to COJ site will be observed and reported.
- Topic: Thank everyone for their participation, share our results, continue to solicit feedback

HASKELL:

Internal Work Session 6,7

- Haskell A/E will work with ACA to use the approved Conceptual Service Plan developed in Task #1 to evaluate and assess the quality of the built environment at the existing five urban libraries. Deliverables include:
 - Develop a scoring rubric to assess the five existing library facilities to determine each branch's ability to render 21st Century Services.

WORK SESSION 3: RECOMMENDATIONS AND COST ESTIMATES**AARON COHEN ASSOCIATES:**

Internal Library Workshop 8,9

- ACA will present an executive summary of the Urban Branch's needs assessment, conceptual design and program validations. The plan will include all of the background information and define the library system's strategic direction for the next ten years. It will outline phases for development with an updated list of potential upgrades to each of the libraries.
- It will include cost estimates in sq. ft. and urban branch plan recommendations with appendix, background information and recommendations.
- Urban Branch Plan Site Cost Summary and Recommendations.

ADG:

Final Report and Recommendations 8, 9

- Provide a final report of data gathering activities.
- Provide all tracking data and attendance lists.
- Share lists of attendees who registered for all the events.
- Provide final analytics from posted presentations.
- Thank everyone for their participation.

HASKELL:

Facilities Work Session 8,9

- After identifying deficiencies in each of the five existing urban libraries Haskell A/E will work with ACA to provide a list of recommendations (including associated estimated costs) to enhance, expand and/or replace the current branches. The plan will consider likely changes in community demographics, technology and telecommunications, and other infrastructure related issues. Deliverables include:

- Produce a report detailing findings, recommendations and costs associated with enhancements, renovations, relocations or other replacements of the existing facilities.
- Include a preliminary building program and space diagrams for each of the five urban branches, comparing each to the General Building Program prepared in Task #1
- Recommendations will include good, better and best scenarios.
- Work with COJ/ JPL, make a recommendation as to the order of work at each of the five branches based on cost, need and feasibility.

TIMELINE FOR COMPLETION

	AUG	SEPT	OCT	NOV	DEC
Task #1: Develop Conceptual Services Plan for 21st Century Library Services at JPL's five Urban Branches	X	X	X		
Task #2: Evaluate JPL's Five Urban Branches Against The Conceptual Services Plan From Task #1		X	X	X	
Task #3: Recommendations And Cost Estimates			X	X	X

SCOPE OF WORK

Work Session	Total	Man hours budget (2,613)
Task #1: Develop Conceptual Services Plan for 21st Century Library Services at JPL's five Urban Branches	\$140,000	1083
Task #2: Evaluate JPL's Five Urban Branches Against The Conceptual Services Plan From Task #1	\$115,000	784
Task #3: Recommendations And Cost Estimates	\$80,000	747
TOTAL FIXED FEE	\$335,000	

Time sheets can be provided upon request.

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

PART I - GENERAL				
1. Project	Professional Services for 21st Century Urban Library Study Original Contract	2. Proposal No. / Contract No.	P-46-19 / 70961-21	
3. Name of Consultant or Subconsultant:	Aaron Cohen Associates, LTD	4. Date of Proposal	October 19, 2021	
PART II - LABOR RELATED COSTS				
5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principle Library Consultant	\$ 50.00	90	\$ 4,500.00	\$ 4,500.00
Library Program Assistant	\$ 35.00	20	\$ 700.00	\$ 700.00
Design Architect/Engineer	\$ 25.00	0	\$ 0.00	-
Library Programmer Editor	\$ 25.00	0	\$ 0.00	-
Drafter	\$ 18.00	0	\$ 0.00	-
Clerical	\$ 18.00	0	\$ 0.00	-
TOTAL DIRECT LABOR	\$ 47.27	110		\$ 5,200.00
6. Overhead (Combined Fringe Benefit & Administrative)	140 % x Total Direct Labor			
Overhead Rate				\$ 7,280.00
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 12,480.00
8. PROFIT: Labor Related Costs (Item 7)		x	10%	\$ 1,248.00
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs (Lump Sum)				
Printing	\$		151.93	
Site Visit to JPL	\$		0.00	
	\$			
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ 151.93
10. SUBCONSULTANTS (Lump Sum)				
Acuity	\$		(5,170.00)	
Haskell	\$		(5,709.93)	
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)				\$ (10,879.93)
11. Miscellaneous Reimbursable Costs (Reimbursable/Not to Exceed)				
Site Visit to JPL	\$		(3,000.00)	
	\$			
SUB-TOTAL REIMBURSABLES				\$ (3,000.00)
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT INCREASE (Lump Sum + Reimbursables)				\$ -
(Items 5, 6, 8, 9, 10, and 11)				
12. TOTAL PRIOR CONTRACT AMOUNT				\$ 335,012.47
TOTAL AMENDED CONTRACT AMOUNT				\$ 335,012.47

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

PART I - GENERAL

1. Project Professional Services for 21st Century Urban Library Study Original Contract	2. Proposal No. / Contract No. P-46-19 / 70961-21
3. Name of Consultant or Subconsultant: Haskell	
4. Date of Proposal October 18, 2021	

PART II - LABOR RELATED COSTS

5. Direct Labor (Reimbursable)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principle Architect/Engineer	\$ 65.00	20	\$ 1,300.00	\$ 1,300.00
Sr. Subject Matter Expert	\$ 70.00		\$ 0.00	\$ -
Design Architect/Engineer	\$ 40.00	(72)	\$ (2,880.00)	\$ (2,880.00)
Designer or Technician	\$ 25.00		\$ 0.00	\$ -
Sr. Construction Estimator	\$ 68.00		\$ 0.00	\$ -
Project Coordinator	\$ 35.00		\$ 0.00	\$ -
Admin. Asst.	\$ 18.00	2	\$ 36.00	\$ 36.00

TOTAL DIRECT LABOR \$ 30.88 (50) \$ (1,544.00)

6. Overhead (Combined Fringe Benefit & Administrative)
 Overhead Rate 165.54 % x Total Direct Labor

7. SUBTOTAL: Labor + Overhead (Items 5 & 6) \$ (2,555.94)

8. PROFIT: Labor Related Costs (Item 7) x 10% \$ (409.99)

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Lump Sum)

Printing	\$
Transportation & Shipping	\$
	\$

MISCELLANEOUS DIRECT COSTS SUB-TOTAL \$ -

10. SUBCONSULTANTS (Lump Sum)
 Reprographics \$

SUB-CONTRACT SUB-TOTAL (Reimb/NTE) \$ -

11. Miscellaneous Reimbursable Costs (Reimbursable/Not to Exceed)
 Reprographics \$ (1,200.00)

SUB-TOTAL REIMBURSABLES \$ (1,200.00)

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)
 (Items 5, 6, 8, 9, 10, and 11) \$ (5,709.93)

12. TOTAL PRIOR CONTRACT AMOUNT \$ 110,793.67

TOTAL AMENDED CONTRACT AMOUNT \$ 105,083.74

EBO FORM I
SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

Name of Proposer: Aaron Cohen Associates, LTD

Project Title: Professional Services for 21st Century Urban Library Study

Proposal Number: P-46-19 Total Base Proposal Amount (if applicable): \$ 0.00

***Please list all JSEBs first**

Full Company Name	JSEB Category (African-American, Women, Asian, Native American, Non-MBE or Hispanic)	Type of Work to be Performed	Total Contract Value or Percentage
Acuity Design Group, Inc.	African-American	Public Involvement	- \$ 5,170.00
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Attach additional list of subcontractors/sub-consultants as needed

CONSULTANT/SUBCONTRACTOR/SUPPLIER TOTAL VALUES	
African-American Participation Total	- \$ 5,170.00
Hispanic-American Participation Total	
Native-American Participation Total	
Asian-American Participation Total	
Woman Participation Total	
Non-MBE Participation Total	+ \$ 5,170.00

The undersigned will enter into a formal Agreement with the JSEB Suppliers/Consultants/Subcontractors identified herein for work listed in this schedule conditioned upon execution of a contract with the City of Jacksonville. Under penalties of perjury I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Signature of Proposer:  Title: President Date: 10/19/21

Print Name: Alexander Cohen