

**PUBLIC NOTICE
AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, November 14, 2019, 10:00 a.m.
Eighth Floor, Conference Room 851
Ed Ball Building, 214 N. Hogan Street
Jacksonville, FL 32202**

Committee Members: Gregory Pease, Chairman
Randall Barnes, Treasury
James McCain, Jr., OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTR EXP	OUTCOME
April Mitchell Steve Woodard	P-05-17	Contract Amendment No. 6 Disaster Recovery Consulting Services Jacksonville Fire and Rescue Department/Emergency Preparedness Division	That Contract 10144-02 between the City of Jacksonville and Ernst & Young, LLP for Disaster Recovery Consulting Services be amended to increase the following accounts; Hurricane Matthew (DR4283) by \$181,500.00; Hurricane Irma (DR4337) by \$93,500.00; and Hurricane Dorian (DR4468) by \$375,000.00; for a total amount of \$650,000.00; Thereby, increasing the maximum indebtedness by \$650,000.00 to a new total maximum of \$5,689,494.00. 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.	02/07/20	
Twane Duckworth Ann Willis	P-47-15	Contract Amendment No. 4 (deferred 11/7/19) Aviation Insurance Broker Services Finance & Administration Department/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 is amended to: (i) ratify the contract from October 1, 2019 to effective date of renewal and exercise the fourth and final renewal option extending the period of service through September 30, 2020 with no renewal option remaining; (ii) incorporate the attached Renewal Proposal identified as Exhibit 'E'; and (iii) increase the maximum indebtedness by \$100,343.00 to a new not-to-exceed total maximum indebtedness of \$444,664.00. All other terms and conditions, as previously amended shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	09/30/19	
Twane Duckworth Ann Willis	P-58-15 PB#1	Contract Amendment No. 4 (deferred 11/7/19) Master Casualty Consultant Finance & Administration Department/Risk Management Division	That Contract No. 9429-02 between the City of Jacksonville and E.W. Siver & Associates d/b/a Siver Insurance Consultants Management, for Master Casualty Consulting/Employee Benefits and Auditing Services, is amended to: (i) ratify the contract from October 1, 2019 to the effective date of renewal and exercise the fourth & final renewal option extending the period of service through September 30, 2020, with no renewal option remaining; and (ii) the maximum indebtedness of \$270,000.00 shall remain the same. All other terms and conditions, as previously amended, shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	09/30/19	
William Joyce Robin Smith	P-24-18	Subcommittee Report Construction Engineering & Inspection Services for Hart Bridge Approach Modifications Department of Public Works/Engineering & Construction Management Division	It is the consensus of the committee that of the three (3) proposals that were submitted all were found to be responsive, interested, qualified and available to provide the requested services. The ranking of first, second and third designates the order of qualification of these companies to perform the required services and alphabetically they are: 2. Eisman & Russo, Inc. 3. England Thims & Miller, Inc. 1. G-A-I Consultants, Inc.		

			We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with G-A-1 Consultants, Inc., the number one ranked company.		
Robin Smith Jill Enz	P-11-19	Fee & Contract Negotiations Architectural and Engineering Services for Miscellaneous Park Improvements-Annual Contract – North Department of Public Works/Engineering & Construction Management Division	That the City of Jacksonville enter into a contract with GAI Consultants, Inc., for Architectural and Engineering Services for Miscellaneous Park Improvements-Annual Contract-North that: (i) incorporates the attached Scope of Services Identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B'; Each project performed under this agreement shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto; (ii) provide a not-to-exceed maximum indebtedness to the City in the amount of \$2,000,000.00; and (iii) provide a period of service from execution of the contract to two (2) years with two (2) additional 2-year renewal options available upon satisfactory performance by the Consultant. All other terms and conditions are per the RFP and the City's standard contract language.		
Patrick Greive Randall Barnes	N/A	Informational Update Financial Services Finance and Administration Department/Treasury Division	Pursuant to Section 126.313 of the City Code of Ordinances and the Treasury and Pension Procurement Procedures, the Treasury Division plans to issue requests for information for Underwriter Services on November 14, 2019. The selected firms will serve as a pool of qualified firms from which the City will choose to provide underwriting services related to the financing, refinancing, or restructuring of the City's debt during the term of the engagement. Selection under this process does not represent or guarantee any firm an award for underwriting business or that any amount of financings will be completed, it only makes the selected firm an eligible member of the City's underwriting team.		
MEETING ADJOURNED:					

cc: Council Auditor
Subcommittee Members



JACKSONVILLE FIRE AND RESCUE

November 5, 2019

MEMORANDUM

TO: Greg W. Pease, Chief of Procurement Division

FROM: Steve Woodard, Director, Emergency Preparedness Division,
Fire and Rescue Department

A handwritten signature in black ink, appearing to be "S. Woodard", enclosed in a circular scribble.

RE: P05-17 Disaster Recovery Consulting Services

Request that Contract No. 10144-02 between the City of Jacksonville and Ernst & Young, LLP for Disaster Recovery Consulting Services currently in the second renewal option period, a previously approved extension of services from February 8, 2019 to February 7, 2020; increase the maximum indebtedness by \$650,000 to a new not-to-exceed total maximum indebtedness of \$5,689,494.

These funds would be applied to the following accounts:

- \$181,500 for Hurricane Matthew (DR4283) FREP165-AFA017-01-03109
- \$93,500 for Hurricane Irma (DR4337) FREP165-AFA017-02-03109
- \$375,000 for Hurricane Dorian (DR4468) FREP1F9-AFA019-01-03109

All other terms and conditions shall remain the same.

Your assistance in concurring with this recommendation for the respective award is appreciated. If you have questions or need additional information regarding this request, please contact Steve Woodard at 904-255-3128.

Attachments: Scope of Services
P0-05-17



Ernst & Young LLP
2926 Gran Bay Pkwy
Suite 500
Jacksonville, FL 32258

Tel: +1 214 969 8839
Fax: +1 886 697 1798
ey.com

Mr. Gregory Pease
Chief, Procurement Division
City of Jacksonville
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202

October 28, 2019

Re: Expanded Work for Dorian Related Efforts Under Disaster Recovery Consulting Services - RFP# P-05-17

Dear Mr. Pease:

Ernst & Young LLP (EY) is in need of an extension of additional funds to continue our work for Hurricane Dorian with the Jacksonville Fire and Rescue Department/Emergency Preparedness Division (JFRD) for the work within the Disaster Recovery Consulting Services - Request for Proposals (RFP). This extension only applies to the funds and will not change the scope of work that has been established in the current contract, #10144-02.

EY assisted the City with Hurricane Dorian during the activation of the Emergency Operations Center (EOC). The City granted EY additional funds for the emergency period but now EY needs additional funds in the contract to continue with the Hurricane Dorian recovery efforts. The analysis of required funds was conducted and is summarized as follows:

Funds Required for Dorian	\$	375,000
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The analysis is based upon the scope of work that was agreed upon in the current contract and considers tasks to move the PA process forward for Hurricane Dorian. We believe there will be costs beyond this time period as Hurricane Dorian work categories have not been communicated at this time.

We believe EY is well qualified to keep providing these services to the City. We are currently supporting the City with grant management, compliance and administrative services in connection with the applications for reimbursement from State and Federal agencies and feel that we have built a strong relationship with JFRD, the City, each City department, the State of Florida, the past FEMA teams and the current FEMA team. The EY team has greatly enjoyed working with the City and JFRD for the last 36 months and look forward to a long-lasting relationship well beyond the recovery efforts of these two events.

If you have additional questions or need more information, please contact me at 1 (817) 706-7108 or allen.melton@ey.com. Thank you for an opportunity to keep serving the City of Jacksonville.

Yours sincerely,

Allen Melton
Partner



Ernst & Young LLP
2926 Gran Bay Pkwy
Suite 500
Jacksonville, FL 32258

Tel +1 214 969 8839
Fax +1 886 697 1798
ey.com

Mr. Gregory Pease
Chief, Procurement Division
City of Jacksonville
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202

October 28, 2019

Re: Change Order for additional budget under Disaster Recovery Consulting Services – RFP# P-05-17

Dear Mr. Pease:

Ernst & Young LLP (EY) requires a change order to include additional budget to conduct work under contract #10144-02. This change order will require additional funds to cover EY's fees and travel expenses.

In October of 2019, the Jacksonville Fire and Rescue Department (JFRD) requested that EY conduct an in-depth reconciliation of the dollars obligated as of September 30, 2019 for Hurricanes Matthew and Irma. The request states that the following deliverables be provided by EY to the City of Jacksonville (City):

- Provide a combined labor reconciliation (across all obligated FEMA PWs) for each federal disaster grant that only includes obligated labor expenditures as of September 30, 2019
- Provide a reconciliation of non-labor expenditures and revenues per obligated PW across both federal disaster grants as of September 30, 2019

A preliminary analysis was conducted to determine the budget that would be required for the previously unbudgeted in-scope activities and deliverables. EY is requesting two hundred seventy-five thousand dollars (\$275,000.00) for the activities, travel expenses and to provide the requested deliverables.

In order for EY to be able to provide the deliverables within the budget provided, EY will need for the City to provide the following in a timely manner: to access and/or information from JaxPro and FAMIS and remittance and revenue information from the City's accounting system. In addition, EY will provide an ongoing document request list as additional needs arise during the reconciliation efforts; which will also need to be addressed by the City in a timely manner. EY requests that a direct point of contact be assigned from the City for the reconciliation efforts.

We believe EY is well qualified to provide these services to the City. We will make every effort possible to stay within the provided budget; however, if we come across any issues or barriers that would cause us to either exceed the budget or not be able to provide the deliverables requested then we will promptly notify our point of contact.

If you have additional questions or need more information, please contact me at 1 (817) 706-7108 or allen.melton@ey.com. Thank you for an opportunity to keep serving the City of Jacksonville.



Yours sincerely,

A handwritten signature in black ink that reads 'Allen Melton'. The signature is written in a cursive style with a large initial 'A'.

Allen Melton
Partner



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

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

MEMORANDUM

TO: Greg Pease, Chairperson, Professional Services Evaluation Committee

COPY: Alex Baker, PSEC Specialist

FROM: Twane Duckworth, Chief of Risk Management
Ann Willis, Property & Casualty Compliance Administrator

DATE: October 31, 2019

RE: Arthur J. Gallagher Risk Management Svcs. Inc. – Aviation Insurance Broker Services
P-47-15 Request for Amendment Four

The current contract with Arthur J. Gallagher Risk Management Services, Inc. ("AJG") (No. 8518-04) for Aviation Insurance Broker Services allows for AJG to place aviation insurance coverages for a term of October 1, 2019 to September 30, 2020, with one (1) additional one-year renewal options remaining.

The current contract will be amended to place a new aviation insurance policy for the City. The premium adjustment will change the current maximum indebtedness of \$344,321.00 by an additional \$100,343.00 for a new total maximum indebtedness of \$444,664.00.

It is respectfully requested that City Contract No. 8518-04, with AJG be amended for the placement, binding, and ratification of the purchase of aviation insurance coverage for the City of Jacksonville effective October 1, 2019 to September 30, 2020 as set forth in Exhibit E.

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

Exhibit for your review:

Exhibit E – 2020 Aviation Insurance Proposal

Thank you for your consideration.

QBE.

QBE Commercial Aviation Proposal

Named Insured: CITY OF JACKSONVILLE

Address: 117 West Duval Street, Suite 335
Jacksonville, FL 32202

Agency: ARTHUR J GALLAGHER RISK MGMT SVS INC
Licensed Broker: DOUGLAS D MEYER
Licensed Broker Email: Arthur_Meyer@ajg.com

Policy Period: 10/01/2019 - 10/01/2020
Quote #: 100000507
Underwriter: Vicki Hall
Email: Vicki.Hall@us.qbe.com

Broker Contact: DOUGLAS D MEYER
Broker Contact Email: Arthur_Meyer@ajg.com

N#	Use	Year	Seats	Make & Model	Hull Value	Hull Rate	Hull Premium	Hull War/TRIA	Liability Limit	Liability Premium	Liability War/TRIA	Annual Premium
319JP		2002	1+4	BELL 206	\$879,000	1.28	\$11,251	Included	\$20,000,000	\$2,908	Included	\$14,159
314JP		2004	1+6	BELL 407	\$2,274,856	.98	\$21,839	Included	\$20,000,000	\$4,302	Included	\$28,141
312JP		2004	1+4	BELL 206B	\$1,489,876	1.06	\$16,783	Included	\$20,000,000	\$2,908	Included	\$18,701
311JP		1972	1+3	BELL OH-58A	\$200,000	2.08	\$4,160	Included	\$20,000,000	\$2,181	Included	\$6,341
58180		1974	1+1	HUGHES 289C	\$175,000	2.64	\$4,620	Included	\$20,000,000	\$2,185	Included	\$8,805
7511A		1894	1+1	SCHWEIZER 269C	\$225,000	2.49	\$5,603	Included	\$20,000,000	\$2,185	Included	\$7,788
9204U		1898	1+3	McDonnell Douglas 500	\$875,000	2	\$17,500	Included	\$20,000,000	\$2,908	Included	\$20,408

Medical Expenses Including Crew	\$15,000 Per Person	Per Occurrence
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Deductibles:	(Not In Motion / In Motion)	\$0 / \$0
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Exhibit 'E'

Named Pilots

PIC	
SIC	

Open Pilot Warranty

PIC	
SIC	

Broad Coverage Endorsement – 1	Limit	Premium	Form No
Airworthiness Certificate	Per endorsement	Included	QBAV-2053
Automatic Insurance for Increased Insured Value	25% of insured amount \$3,000,000 maximum Insured value	Included	QBAV-2053
Baggage Hangars & Contents	\$25,000 each passenger \$2,000,000 each occurrence	Included	QBAV-2053
Definition of Premises	Per endorsement	Included	QBAV-2053
Emergency or Unexpected Landing Expense	25% of the insured value	Included	QBAV-2053
Extra Expense for Renting Substitute Aircraft	\$0 each day, each aircraft \$500,000 each occurrence, each aircraft 0 days min days from occurrence 90 days max days from occurrence	Included	QBAV-2053
Extra Expense of Temporary Replacement Aircraft Parts	\$500,000 each loss Does not apply to parts within 30 days days to repair or replacement	Included	QBAV-2053
Hangerkeepers Liability	\$20,000,000 each aircraft \$20,000,000 each occurrence Nil deductible	Included	QBAV-2053
Host Liquor Liability	\$20,000,000 aggregate	Included	QBAV-2053
Mobile Equipment Liability	\$20,000,000 each occurrence	Included	QBAV-2053
Physical Damage To Spare Engines, Parts, Avionics and Accessories	\$500,000 each occurrence Nil deductible	Included	QBAV-2053
Policy Territory	Per endorsement	Included	QBAV-2053
Premises Medical Coverage	\$15,000 each person	Included	QBAV-2053
Products Liability - Sale of Aircraft, Aircraft Parts, Food and Beverage	\$20,000,000 each occurrence and aggregate	Included	QBAV-2053
Runway or Aircraft Foaming Search and Rescue Expense	\$1,000,000 each occur \$1,000,000 each occur	Included	QBAV-2053
Trip Interruption Expense	\$10,000 each passenger N/A each occurrence	Included	QBAV-2053
Unearned Premium Insurance	Per endorsement	Included	QBAV-2053

Policy Premium:	\$100,343
Endorsement Premium:	\$0
WAR/ TRIA:	\$0
Total Annual Premium:	\$100,343
Taxes, Fees & Surcharges:	\$0.00
Commission:	17.5%
Mexican Policy Premium	\$0

Taxes, Fees & Surcharges are not included in the Total Annual Premium

Notes:

2019 Renewal quote is as expiring at \$100,343 including WAR/TRIA
Deductibles are as expiring - \$Nil Not in Motion/\$1% of the Insured value in Motion.
Medical Expense is as expiring at \$15,000 Each Person including crew.
Liability for Incidental Malpractice and Disappearance Included as expiring.

Quotation Date: 08/14/2019

Policy Form: AV1002

Commercial/AV Forms Schedule

All Mandatory Endorsements and State Amendatory Endorsements are included in our proposal/policy.

Form No	Endorsement	Details	Premium
AVN-52E (10-12)	Extended Coverage Endorsement -AVN 52E (Aviation Liabilities)-1	Per Endorsement	Included
QBAV-2019 (05-11)	Aerial Application Coverage Endorsement-1	\$1,000,000 each occurrence, \$1,000,000 aggregate	Included
QBAV-2045 (05-11)	Automatic Attachment Endorsement for Newly Acquired Aircraft-1	Per Endorsement	Included
QBAV-2048 (05-11)	Aviation Date Recognition Endorsement with Limited Coverage Grant Aircraft Operators-1	Per Endorsement	Included
QBAV-2053 (10-12)	Broad Coverage Endorsement-1	Per Endorsement	Included
QBAV-2057 (05-11)	Cargo Liability Endorsement (Form B)-1	\$250,000 each occurrence, Nil Deductible Each Claim	Included
QBAV-2068 (05-11)	Crew Training Endorsement (Form A)	Per Endorsement	Included
QBAV-2127 (05-11)	Fellow Employee Coverage Endorsement-1	Per Endorsement	Included
QBAV-2153 (10-12)	Hurricane Protection Coverage-1	\$5,000	Included
QBAV-2158 (05-11)	Knowledge of Occurrence	Per Endorsement	Included
QBAV-2160 (10-12)	Lay-Up Return Endorsement-1	30 Days, 100 %	Included
QBAV-2180 (10-12)	Mechanic's Tools Endorsement-1	\$25,000 Each Occurrence, Nil Deductible, \$25,000 Each Employee	Included
QBAV-2202 (05-11)	Non-owned Aircraft: Physical Damage Endorsement (Form B)-1	Per Endorsement	Included
QBAV-2204 (10-12)	Non-Owned Aircraft: Liability Endorsement-1	Per Endorsement	Included
QBAV-2212 (10-12)	Passenger Voluntary Settlements-1	Per Endorsement	Included
QBAV-2213 (05-11)	Personal Injury Extension-1	\$20,000,000	Included
QBAV-2242 (05-11)	Profit Commission on Renewal Endorsement-1	Per Endorsement	Included
QBAV-2244 (07-15)	Purpose of Use Endorsement-1	Per Endorsement	Included
QBAV-2268 (04-18)	Special Equipment Endorsement -1-1	Per Endorsement	Included
QBAV-2216 (07-15)	Pilot Warranty Endorsement-1	Per Endorsement	Included
QBAV-2290 (05-11)	War, Hi-Jacking, Extortion and Other Perils Extended Coverage Endorsement-1	Per Endorsement	Included
QBAV-6003 (02-15)	Exception for Certified Acts of Terrorism Exclusion Endorsement (Aircraft)	Per Endorsement	



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City of Jacksonville, Florida

Lenny Curry, Mayor

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

MEMORANDUM

TO: Greg Pease, Chairperson, Professional Services Evaluation Committee

COPY: Alex Baker, PSEC Specialist

FROM: Twane Duckworth, Chief of Risk Management
Ann Willis, Property & Casualty Compliance Administrator

DATE: November 1, 2019

RE: Piggyback of DCSB Master Casualty Consultant – Siver Insurance Consulting
P-58-15 Request for Amendment Four

The current contract with E.W. Siver & Associates d/b/a Siver Insurance Consultants Management ("Siver") (No. 9429-02) for insurance consulting services allows for Siver to consult for the City for a term of October 1, 2019 to September 30, 2020, with no additional renewal options remaining.

The current contract will be amended to continue those insurance consulting services for City. The current renewal term costs will be covered in the existing maximum indebtedness of \$270,000.00 therefore the not-to-exceed amount will remain \$270,000.00

It is respectfully requested that City Contract No. 9429-02, with Siver be amended for the ratification and continuation of the consulting services for the City of Jacksonville effective October 1, 2019 to September 30, 2020 as set forth in Exhibit E.

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

Exhibit for your review:

Exhibit E – 2020 Siver continuation interest letter

Thank you for your consideration.

*Insurance
Consultants*
SIVER

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

Email: gerickson@siver.com

October 25, 2019

SENT BY EMAIL

Twane L. Duckworth, Esq.
Chief of Risk Management
City of Jacksonville
117 W. Duval Street, Suite 335
Jacksonville, FL 32202

Subject: Master Casualty Consultant
One Year Contract Extension Proposal

Dear Mr. Duckworth:

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

As we understand it, the one-year extension would be effective from October 1, 2019 through September 30, 2020. Siver is willing to agree to continue our current, in-force billing rates with the City for the period of the one-year extension.

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

Very truly yours,

SIVER INSURANCE CONSULTANTS



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



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

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November 6, 2019

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

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

SUBJECT: P-24-18 Construction Engineering and Inspection Services for Hart Bridge Approach Modifications

11/07/19 11:14:47
Procurement Division

The subcommittee received three (3) proposals for evaluation for the subject project and found them to be responsive, interested, qualified and available to provide the services required by the RFP.

The proposals were evaluated using the criteria outlined in the Purchasing Code as augmented by the RFP (see attached matrix).

Based on the above, the following firms listed alphabetically were determined to be the most qualified of those submitting proposals. The ranking of first, second, and third designates the order of qualification of these firms to perform the required services.

2. Eisman & Russo, Inc.
3. England Thims & Miller, Inc.
1. G-A-I Consultants, Inc.

We recommend that the above list be forwarded to the Mayor for final selection.

JPP/lw

Attachment: Scoring Matrix

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

cb



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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

October 30, 2019

MEMORANDUM

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

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

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

Jill Enz, Manager,
Parks Development and Natural Resources

SUBJECT: P-11-19 Architectural and Engineering Services for Miscellaneous Park Improvements-
Annual Contract - North
Consultant Services Account Nos.: N/A
Internal Services Account No.: RPOD011

11/07/19 11:14:53
Procurement Division

The Engineering Division has negotiated with the consultant selected for Architectural and Engineering Services for Miscellaneous Park Improvements- Annual Contract-North, resulting in the Scope of Services, Exhibit A and Contract Rate Schedules, Exhibit B, attached. JSEB firms to be utilized to meet the 20% Participation Percentage Plan for this contract are detailed on a separate attachment.

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

RGS/lw

Attachments: Exhibits A & B
JSEB Participation

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

ah

Scope of Work

GAI Consultants, Inc. ("Contractor") is to provide professional engineering, architecture, landscape architecture, planning, environmental assessment, geotechnical, surveying, environmental permitting, and all other services as may be needed by the City for miscellaneous improvements in existing or new parks located within the City of Jacksonville, North of the St. Johns River and East of I-95.

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

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

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

- A. The design/renovation of new or existing parks or recreational facilities is usually performed by a Contractor selected specifically for each project. However, numerous small projects are anticipated in this contract to improve various existing parks and facilities, and their designs can best be provided by a single Contractor under a continuing contract.
- B. Work by the Contractor may include, but not necessarily be limited to, the planning and design of improvements to recreational facilities such as both passive and active parks, playgrounds, ball fields, tennis courts, multi-use paths and trails, bleachers/stadiums, and other facilities usually associated with leisure or athletic activities. Such work may require planning, surveying, architecture, engineering (including civil, structural, mechanical, electrical, fire protection and others), recreational consulting, landscape architecture, site or drainage design, and/or other professional services primarily related to exterior improvements. Work may also include professional services related to buildings or structures or interior improvements.
- C. Design services under this contract, although primarily related to park improvement projects, may also include other Agency projects where the City may need architectural or engineering services.
- D. It is intended that Contractor's services will result in all drawings, specifications, and other documents needed for the City to acquire any necessary land or easements, adjust utilities and make connections thereto, seek bids, obtain permits, and contract for construction of each project. The Contractor may be required to prepare presentation materials illustrating concepts, participate in public meetings to obtain citizen input, and modify each design accordingly.
- E. Contractor's services on each project may be in several phases: Study/Conceptual Design (including master planning), Final Design, and Post Design Services, with separate negotiations and fees for each phase. At the City's option upon completion of each phase, Contractor's services may be extended to include the next phase after negotiation of mutually satisfactory terms.
- F. Services for each project including required completion dates for the various phases will be authorized by a separate purchase order, which establishes itemized services and fees therefore.

In general, each project will be independent of other or previous projects and shall constitute a separate negotiated agreement. The City reserves the right to perform some of the work on any project and to specify the extent of work needed for each project.

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

Contract Fee Summary for Engineering Division P-11-19 Prof. Design Services for Misc. Park Improvements - Annual Contract (North Area) City of Jacksonville, FL				
PART I - GENERAL				
1. Project P-11-19 Prof. Design Services for Misc. Park Improvements - Annual Contract (North Area)			2. Proposal No / Contract No. P-11-19 / TBD	
3. Name of Consultant GAI Consultants, Inc.			4. Date of Proposal 10/7/2019	
PART II - LABOR RELATED COSTS				
5. DIRECT LABOR	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Sr. Director (Max 4% of man hours)	\$ 100.00		\$ 0.00	
Director	\$ 75.00		\$ 0.00	
Sr. Engineering Manager	\$ 65.50		\$ 0.00	
Sr. Engineer	\$ 55.00		\$ 0.00	
Project Engineer	\$ 42.25		\$ 0.00	
Engineer Intern	\$ 33.00		\$ 0.00	
Sr. LA Manager	\$ 64.00		\$ 0.00	
Project LA	\$ 46.23		\$ 0.00	
LA Technician	\$ 31.12		\$ 0.00	
Lead Designer	\$ 41.20		\$ 0.00	
Planning Manager	\$ 56.77		\$ 0.00	
Sr. Planner	\$ 36.00		\$ 0.00	
CAD Operator (Survey and Civil)	\$ 30.00		\$ 0.00	
Surveyor (PSM)	\$ 61.21		\$ 0.00	
Two-Man Survey Crew	\$ 50.00		\$ 0.00	
Admin	\$ 23.00		\$ 0.00	
TOTAL DIRECT LABOR				\$0
6. OVERHEAD (Combined Fringe Benefits & Administrative) Overhead Rate 175.00%				\$0
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$0
8. PROFIT: Labor Related Costs (Item 7)			x 10%	\$0
TOTAL LUMP SUM LABOR FEE (GAI)				\$0
PART III - OTHER COSTS				
9. MISCELLANEOUS DIRECT COSTS				
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$0
10. SUBCONSULTANTS / CONTINGENCY				
SUB-CONTRACT SUB-TOTAL				\$0
PART IV - FEE SUMMARY				
TOTAL FEE - (Items 5, 6, 8, 9 and 10)				\$0

NAME OF CONSULTANT POH Group, Inc.

Contract Number: P-11-19 Architectural & Engineering Services for Miscellaneous Park Improvement Projects – Annual Contract (North Area)

SCHEDULE OF PROPOSED RATES – (2019)

1. Average hourly direct labor rates (without Fringe Benefits)

Principal, Branch Manager or Senior Officer	\$	<u>77.73</u>	hr.
Project Manager (Responsible Professional)	\$	<u>50.34</u>	hr.
Design Engineer or Architect (Registered)	\$	<u>39.74</u>	hr.
Designer or Technician (Non-Registered)	\$	<u>29.85</u>	hr.
Drafter or CADD Operator	\$	<u>25.02</u>	hr.
Field Inspector	\$	<u>33.81</u>	hr.
Clerical (Typist, Word Processor, Document Assembly, etc.)	\$	<u>24.04</u>	hr.

2. Total Overhead Rate (to be applied to Direct Labor:) 1.50 %

3. Profit Rate (to be applied to Direct Labor plus Overhead) 10% %

4. Cost of 4-man survey crew per 8 hour day (If applicable) \$ ----

5. Other Direct Project Costs per Unit (please specify)

6. Estimated percentage of total fee to be performed by subconsultants . %

7. Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel

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

EXHIBIT B

PART I - GENERAL

1. Project P-11-19 Architectural & Engineering Services Misc Park Improv. Projs -North Area	2. Proposal No. / Contract No. / TBD
3. Name of Consultant MESKEL & ASSOCIATES ENGINEERING	4. Date of Proposal 10/14/2019

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$ 57.70		\$ 0.00	0.00
Project Manager/Senior Engineer	\$ 48.07		\$ 0.00	0.00
Staff Engineer	\$ 30.40		\$ 0.00	0.00
Drafter	\$ 24.50		\$ 0.00	0.00
Senior Field Inspector	\$ 30.25		\$ 0.00	0.00
Field Inspector	\$ 20.50		\$ 0.00	0.00
Clerical	\$ 22.00		\$ 0.00	0.00
TOTAL DIRECT LABOR	#DIV/0!	0		\$ -
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	175 % x Total Direct Labor		\$	-
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ -
8. PROFIT: Labor Related Costs (Item 7)				x 10% \$ -

PART III - OTHER COSTS

9. Miscellaneous Direct Costs				
Field Exploration				
Mobilization of Crew & Eq. -Truck Mounted Rig		\$450.00	\$	0.00
Movement of Crew & Eq. Between Boreholes		\$165.00	\$	0.00
SPT Boring : 0 to 50 feet		\$12.50	\$	0.00
SPT Boring: 50 to 100 feet		\$15.00	\$	0.00
SPT Boring - Extra Samples: 0 to 50 feet		\$30.00	\$	0.00
SPT Boring - Extra Samples: 50 to 100 feet		\$35.00	\$	0.00
Auger Borings-Rig, per foot		\$10.00	\$	0.00
Hand Auger Borings with Penetrometer, per foot		\$12.00	\$	0.00
Field Permeability Test, each		\$375.00	\$	0.00
Double-Ring Infiltrometer Test, each		\$450.00	\$	0.00
Grouting Borings, per foot		\$6.50	\$	0.00
Temporary Casing, 4-inch, per foot		\$10.00	\$	0.00
Laboratory Testing				
Natural Moisture Content, ea.		\$10.00	\$	0.00
Percent Passing No. 200 Sieve, ea		\$35.00	\$	0.00
Soil Gradation, ea		\$60.00	\$	0.00
Organic Content, ea		\$40.00	\$	0.00
Atterberg Limits, ea		\$80.00	\$	0.00
Corrosion Series, ea		\$160.00	\$	0.00
			\$	0.00
			\$	0.00
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ -
10. SUBCONTRACTS (Lump Sum)				
			\$	
SUB-CONTRACT SUB-TOTAL				\$ -
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$ -
11. REIMBURSABLE COSTS (Limiting Amount)				
			\$	0.00
SUB-TOTAL REIMBURSABLES				\$ -

PART IV - SUMMARY

12. TOTAL AMOUNT AMENDMENT NO. 0 (Lump Sum + Reimbursables) (Items 5, 6, 8, 9, 10 and 11)	\$	-
13. CURRENT CONTRACT AMOUNT		
14. AMENDED CONTRACT AMOUNT	\$	-

NAME OF CONSULTANT McVeigh & Mangum Engineering

Contract Number: P-11-19 Architectural & Engineering Services for Miscellaneous Park Improvement Projects – Annual Contract (North Area)

SCHEDULE OF PROPOSED RATES – (2019)

1. Average hourly direct labor rates (without Fringe Benefits)

Principal, Branch Manager or Senior Officer	\$	84.13	hr.
Project Manager (Responsible Professional)	\$	64.90	hr.
Design Engineer or Architect (Registered)	\$	57.69	hr.
Designer or Technician (Non-Registered)	\$	38.46	hr.
Drafter or CADD Operator	\$	30.50	hr.
Field Inspector	\$	N/A	hr.
Clerical (Typist, Word Processor, Document Assembly, etc.)	\$	22.85	hr.

2. Total Overhead Rate (to be applied to Direct Labor:) 146 %

3. Profit Rate (to be applied to Direct Labor plus Overhead) 10% %

4. Cost of 4-man survey crew per 8 hour day (If applicable) \$ ----

5. Other Direct Project Costs per Unit (please specify)

6. Estimated percentage of total fee to be performed by subconsultants 0 %

7. Please provide any other relevant rates that may apply to this project including average direct hourly labor rates for other categories of proposed personnel




Pittsburgh Office
385 East Waterfront Drive
Homestead, Pennsylvania 15120

T 412.476.2000
F 412.476.2020

GAI Consultants, Inc.
Non-Governmental: Statement of Direct Labor, Fringe Benefits, and General Overhead
December 31, 2018

Description	Total Costs
Direct	39,312,267
Premium	(617,082)
	38,695,185
Fringe Benefits	
Holiday Payroll	1,618,484
Vacation/Sick Payroll	4,754,171
Retirement Plans	3,318,697
Employee Group	2,857,828
Bonuses	5,296,063
Payroll Taxes	5,433,886
Total Fringe Benefits	3,279,129
General Overhead	
Indirect Labor	18,325,381
Administrative	248,952
Amortization Expense	892,275
Bad Debt Expense	725,092
Books & Subscriptions	62,258
Computer & Programs	3,034,241
Depreciation	1,537,227
Insurance	1,474,263
Interest	426,792
Miscellaneous	466,677
Postage	77,979
Professional Development	660,142
Professional Fees	1,629,698
Promotion	1,609,438
Rent	6,732,271
Repairs & Maintenance	681,731
Supplies	692,829
Taxes	1,948,462
Telephone	786,348
Travel Expenses	1,987,988
Utilities	474,316
Total General Overhead	44,474,360
Total Indirect Costs	67,753,489
Percentage of Direct Labor	175.10%

I hereby certify the non-governmental: statement of direct labor, fringe benefits, and general overhead for GAI Consultants, Inc. to be accurate and current as of September 13, 2019.


Alexander S. Macmillan
Assistant Vice President / Controller



Florida Department of Transportation

RON DESANTIS GOVERNOR

605 Suwannee Street Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E. SECRETARY

July 22, 2019

Anoinette Meskel, President MESKEL & ASSOCIATES ENGINEERING, PLLC 8936 Western Way, Suite 12 Jacksonville, Florida 32256

Dear Ms. Meskel:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following types of work:

- Group 9 - Soil Exploration, Material Testing and Foundations
9.1 - Soil Exploration
9.2 - Geotechnical Classification Laboratory Testing
9.3 - Highway Materials Testing
9.4.1 - Standard Foundation Studies
Group 10 - Construction Engineering Inspection
10.3 - Construction Materials Inspection

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2020 for contracting purposes.

Approved Rates

Table with 8 columns: Home/Branch Overhead, Field Overhead, Facilities Capital Cost of Money, Premium Overtime, Reimburse Actual Expenses, Home Direct Expense, Field Direct Expense, Published Fee Schedule. Row 1: 246.83%, 138.60%, 0.398%, Reimbursed, No, 1.40%, 0.00%*, Yes

*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.

Should you have any questions, please feel free to contact me by email at carliayn.kell@dot.state.fl.us or by phone at 850-414-4597.

Sincerely,

Handwritten signature of Carliayn Kell

Carliayn Kell Professional Services Qualification Administrator

EBO FORM 1
SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

Name of Proposer: GAI Consultants, Inc.

Project Title: Architecture and Engineering Services for Misc. Park Improvement Projects (North Area)

Proposal Number: P-11-19 Total Base Proposal Amount (if applicable): STBD

***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
<u>PQH Group, Inc.</u>	<u>Hispanic</u>	<u>Architecture</u>	<u>8 to 12%</u>
<u>Meskel & Associates Engineering, PLLC</u>	<u>Women</u>	<u>Geotechnical</u>	<u>8 to 12%</u>

Estimated percentages shown above. The services required for the various projects will determine the amount of work assigned to the listed JSEBs. Regardless, GAI Consultants, Inc. is committed to making all reasonable efforts to meet or exceed the JSEB participation goal established for this contract.

CONSULTANT/SUBCONTRACTOR/SUPPLIER TOTAL VALUES	
African-American Participation Total	%
Hispanic-American Participation Total	8 to 12%
Native-American Participation Total	%
Asian-American Participation Total	%
Woman Participation Total	8 to 12%
Non-MBE Participation Total	%

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 Nicholas E. Mousa Digitally signed by Nicholas E. Mousa
DN: E=n.mousa@gaiconsultants.com,
CN=Nicholas E. Mousa
Date: 2019.10.24.13:54:35-0400 Title: Sr. Associate Date: 10/24/19

Print Name: Nicholas E Mousa, AICP