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.

August 20, 2019

08/26/19 08:51:14
Procurement Division

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

Chris LeDew, P.E.
Chief, Traffic Engineering

SUBJECT: P-16-18 Professional Design Services for Belfort Road Widening and Traffic Improvements
PWSD114FAIR-06505-PW0808-01

The Engineering Division has negotiated with the consultant selected for Professional Design Services for Belfort Road Widening and Traffic Improvements, resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B. 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 Prosser, Inc., for Professional Design Services for Belfort Road Widening and Traffic Improvements, that includes the attached Scope of Services identified as Exhibit "A" and Fee Schedule identified as Exhibit "B", to provide a lump sum amount for Design Services in the amount of $37,857.14 and not to exceed limits for: Utility Survey in the amount of $25,282.52, Control Survey in the amount of $14,950.52, Topographic Survey in the amount of $33,889.08 and Geotechnical Services in the amount of $8,008.93, with a maximum indebtedness to the City in the amount of $119,988.19 and with an expiration date of Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.

WJJ/lw

Attachment: Exhibits A & B
JSEB Participation

cc: Lori West, Contract Specialist

PROSSER™

13901 Sutton Park Drive South, Suite 200
Jacksonville, Florida 32224-0119
p 904.739.3655 f 904.730.3413
www.prosserinc.com

July 24, 2019

Mr. Christopher LeDew, PE
Chief, Traffic Engineering Division
1007 Superior Street
Jacksonville, FL 32254

Re: P-16-18 – Belfort Road Widening Phase I

Dear Chris,

Thank you very much for this opportunity to provide this professional services proposal for the P-16-18 Belfort Road Widening Project, currently referred to as the Belfort Road DDI Project. This project includes data Collection and Concept Coordination with FDOT to finalize a concept that will address safety and operations for Belfort Road between AC Skinner and Gate Parkway. Below, please find our scope of services, fee schedule, and our general approach which will take you from the current stage of procurement through concept development.

Task 1 – Data Collection Phase I

We will collect survey, geotechnical, and subsurface utility information along Belfort Rd from Southpoint Boulevard to Gate Parkway and within the limits of turn lane widening on Gate Parkway. This information will be used to develop permit and construction drawings for the proposed improvements.

Task 2 – Concept Development

This project will require coordination with FDOT for modification of Belfort Road in the area of SR 202 (J. Turner Butler Blvd). Per our discussions with the City, we believe the effort required for this task will include meetings, review of FDOT traffic analysis, and concept development. This task will include the following:

- 5 total in-person meetings, with either FDOT or City entities, which includes the Prosser PM and Senior Engineer in attendance.
- Review of 3 traffic models/alternatives developed by the FDOT.
- Concept development of 3 alternatives/iterations at the SR 202/Belfort Rd Interchange.
- Preliminary Cost Opinions based on each concept.

Once we have approval from FDOT and the City we will develop an estimate for the remaining effort required to implement the approved concept and ancillary improvements from AC Skinner to Gate Parkway. We anticipate this effort to include Data Collection, Project Design, Right-of-way, and Public Involvement tasks.

FEE SUMMARY

TASK	DESCRIPTION	FEE
1	**Data Collection Phase I (Reimbursable/Not to Exceed)**	**$82,131.05**
2	**Concept Development (Lump Sum)**	**$37,857.14**
2a.	Meetings	$8,564.80
2b.	Traffic Model Review	$8,238.46
2c.	Concept Development	$15,743.46
2d.	Cost Opinions	$5,310.42
	Total	**$119,998.19**

See attached staff hours for task related costs.

ADDITIONAL SERVICES:

Fee proposals will be developed for any services requested outside of the scope of work above and will not commence without written permission. Prosser will obtain proposals for other sub-consultant services including surveying, geotechnical investigation, etc., for additional work if necessary, to complete the proposed work. We will assist with coordinating the work of all sub-consultants by providing site information and data, as and when requested. Our scope of work for this project does not include the following except for what is included in the above scope and following attachments:

- Design
- Traffic Analysis
- Interchange Operation Analysis Report (IOAR)
- Record plat coordination
- Wetland/Wildlife Identification, Studies, Flagging or Permitting
- Alternatives Analysis
- ICE Evaluations
- NEPA Analysis
- NEPA or PD&E Reports
- Transportation Impact Analysis Report
- Offsite Transportation Improvements on SR 202 or outside the project limits on Belfort Rd
- Land or Easement Acquisition Negotiations or Legal Expertise
- Bridge Structural Design (None Anticipated)
- Electrical Design
- Off-site stormwater modeling or design
- Flood zone analysis and FEMA permitting (including compensation)
- Stormwater System Maintenance Agreement Assistance
- NPDES Stormwater Permitting
- Permit/application Fees
- 3D Modeling and 3D Deliverables
- Utility Design
- Analysis of Existing Drainage Systems
- Optional Pipe Material Evaluation
- Paper Submittals
- Post Design Services
- Construction Engineering and Inspection Services
- Room Reservations for Public Meeting
- Translation Services for Hearing Impaired

- Meeting Graphics and Aerial Boards
- Mass Mailers
- Newspaper Advertisements
- Stormwater Pump Stations
- Presentations
- Presentation Graphics

It is our pleasure to provide this professional services proposal to you. Please feel free to call me at (904) 739-3655 if you have any questions or concerns. If you wish to authorize us to proceed, we ask that you sign and return one copy of the signed proposal to our office. If you have any questions regarding our proposal, we remain available to discuss it with you at your convenience.

Our Standard General Conditions and Rate Schedule are attached to this proposal for your information.

Thank you again for the opportunity to provide our engineering services.

Sincerely,

PROSSER

J. Bradford Davis, PE
Principal

Accepted By:

_____
Signature

_____
Typed Name and Title

_____
Date

PROSSER, INC.

GENERAL CONDITIONS

1. Invoicing for services will be on a monthly basis and in proportion to the amount of work performed. Payment for work completed is not contingent upon receipt of governmental or other approvals. Payment is required within 30 days from date of invoice. Past due invoice amounts will be subject to interest charges at a rate of one percent (1%) per month. Should any invoice be 15 or more days past due, Prosser, Inc. shall have the right to suspend work on the project 10 days after written notice to our Client. Prosser, Inc. reserves the right to withhold sealing of drawings until all invoices due and payable have been paid in full.

2. Default: If the said Client fails to perform the covenants herein contained or fails to make payment as herein specified, Prosser, Inc. shall have the right to bring suit against Client for the sums due hereunder. In connection with any litigation arising herein, the prevailing party shall be entitled to recover all costs incurred, including reasonable attorney's fees.

3. Lien Provisions: The Client acknowledges that it has secured legal rights to the property upon which the contemplated project will be built. Client further agrees that Prosser, Inc. may file its "Notice to Owner" to secure its right to payment.

4. Regulatory Changes: The lump sum fees and corresponding scope of work has been formulated based upon existing regulatory codes, ordinances and procedures known to Prosser, Inc. on the date of proposal preparation. In the event subsequent regulatory changes require revisions to work completed or an increased level of effort, compensation for this additional work shall be in accordance with Paragraph 5 herein.

5. Additional Work: If the scope of our Agreement is modified, additional work may be undertaken at Prosser, Inc.'s discretion, under a lump sum fee or a time and material basis in accordance with our hourly rate schedule attached hereto.

6. Excluded Items from Lump Sum Fees: The lump sum fees do not include the cost of surveying, preparation of easements, soil tests or hydrogeologic work. Prosser, Inc.'s scope of work includes coordination with sub-consultants, however, we request that their invoicing be made directly to you.

7. Reimbursable Expenses: Client requested expedited data delivery such as courier, fax, Federal Express, etc., shall be invoiced as a reimbursable expense in accordance with the attached hourly rate schedule. Costs of reproduction for transmittals & submittals beyond those specifically referenced in the proposal shall also be invoiced as a reimbursable expense in accordance with the attached hourly rate schedule.

8. Indemnification: Prosser, Inc. agrees, to the fullest extent permitted by law, to indemnify and hold the Client harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by Prosser, Inc.'s negligent acts, errors or omissions in the performance of professional services under this Agreement and those of our sub-consultants or anyone for whom Prosser, Inc. is legally liable.

   The Client agrees, to the fullest extent permitted by law, to indemnify and hold Prosser, Inc. harmless from any damage, liability or cost, including reasonable attorney's fees and costs, caused by the negligent acts, errors or omissions by the Client and those of its contractors, subcontractors or consultants or anyone who acts on behalf of Client, and arising from the project that is the subject of this Agreement.

9. Limitations of Liability: In performing its professional services hereunder, Prosser, Inc. will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession practicing in the same or similar locality. **NO OTHER WARRANTY, EXPRESS OR IMPLIED, IS MADE OR INTENDED BY PROSSER, INC.'S UNDERTAKING HEREIN OR ITS PERFORMANCE OF SERVICES HEREUNDER. IT IS AGREED THAT BY EXECUTION OF THE ATTACHED PROPOSAL, THE CLIENT ACKNOWLEDGES THAT PROSSER, INC.'S LIABILITY FOR ANY DAMAGE, LIABILITY OR COST ON ACCOUNT OF ANY ERROR, OMISSION, OR OTHER PROFESSIONAL NEGLIGENCE WILL BE LIMITED TO A SUM NOT TO EXCEED $15,000 OR PROSSER, INC.'S FEE, WHICHEVER IS GREATER.**

10. Preliminary and detailed estimates of Construction Cost, if any, prepared by Prosser, Inc., represent our judgment as a design professional familiar with the construction industry. It is recognized, however, that neither Prosser, Inc. nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, Prosser, Inc. cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's Project budget or from any estimate of Construction Cost or evaluation prepared or agreed to by Prosser, Inc.

11. Regulatory Permitting: This Agreement does not include application fees required by any regulatory agency. We ask that the Client furnish the appropriate fee at the time applications are submitted. Permits may contain a requirement for public noticing. Any publishing and associated fees shall be the responsibility of the permittee (Client). Permits may be conditioned upon Engineer of Record inspection and certification of construction. In the event such a condition is imposed, progress and final inspections must be provided by Prosser, Inc. Compensation for this additional work shall be in accordance with Paragraph 5 herein.

12. Term of Agreement: This Agreement shall commence on the effective date of the attached proposal and upon execution by the Client. If the Client does not execute this Agreement within thirty days of the date noted on the Proposal, it is no longer valid unless otherwise mutually agreed upon by Client and Prosser.

9/15/2015

EXHIBIT B

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

PART I - GENERAL

1. Project SR 202 and Belfort Rd DDI and Belfort Rd Widening - Phase I	**2. Proposal No. / Contract No.** **P-16-18 / TBD**
3. Name of Consultant Prosser, Inc	**4. Date of Proposal** 07/24/19

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	$ 74.52	20	$ 1,490.40	1,490.40
Project Director	$ 67.31	49	$ 3,298.19	3,298.19
Sr. Engineer - Roadway	$ 44.40	89	$ 3,951.60	3,951.60
Sr. Engineer - Traffic	$ 54.09	38	$ 2,055.42	2,055.42
Engineer	$ 36.30	48	$ 1,742.40	1,742.40
Sr. Designer	$ 35.70	0	$ 0.00	0.00
Sr. Landscape Architect	$ 44.71	0	$ 0.00	0.00
Landscape Architect	$ 33.32	0	$ 0.00	0.00
TOTAL DIRECT LABOR	$51.39	244		$ 12,538.01
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	174.49 % x Total Direct Labor			$ 21,877.57
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				$ 34,415.58
8. PROFIT: Labor Related Costs (Item 7)		x	10%	$ 3,441.56

PART III - OTHER COSTS

9. Miscellaneous Direct Costs		
Transportation & Shipping	$ 0.00	
Original Reproducibles	$ 0.00	
Reproduction	$ 0.00	
Other	$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL		$ -
10. SUBCONTRACTS (Lump Sum)		
	$ 0.00	
	$ 0.00	
	$ 0.00	
	$ 0.00	
SUB-CONTRACT SUB-TOTAL		$ -
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)		$ 37,857.14
11. REIMBURSABLE COSTS (Limiting Amount)		
Cardno (Utility Survey)	$ 25,282.52	
Holland (Control Survey)	$ 14,950.52	
Meskel (Geotech)	$ 8,008.93	
Ghiotto (Topographic Survey)	$ 33,889.08	
	$ 0.00	
	$ 0.00	
	$ 0.00	
SUB-TOTAL REIMBURSABLES		$ 82,131.05

PART IV - SUMMARY

12. TOTAL AMOUNT AMENDMENT NO. 0 (Lump Sum + Reimbursables) (Items 5, 6, 8, 9, 10 and 11)	**$ 119,988.19**
13. CURRENT CONTRACT AMOUNT	
14. AMENDED CONTRACT AMOUNT	$ 119,988.19

EXHIBIT B

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

PART I - GENERAL

1. Project **Professional Design Services for Belfort Road Widening and Traffic Improvements**	**2. Proposal No. / Contract No.** **/ TBD**
3. Name of Consultant **Cardno**	**4. Date of Proposal** **07/24/19**

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
SUR Chief Surveyor	$ 65.43	1	$ 65.43	65.43
SUR Surveyor	$ 34.66	7	$ 242.62	242.62
SUR SUE Technician 3 (Senior)	$ 38.70	15	$ 580.50	580.50
Senior Utility Coordinator	$ 44.23	2	$ 88.46	88.46
Secretary / Clerical	$ 23.37	5	$ 116.85	116.85
CADD / Computer Technician	$ 22.65	18	$ 407.70	407.70
TOTAL REIMBURSABLE LABOR	$31.28	48		$ 1,501.56
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	179.49 % x Total Direct Labor			$ 2,695.15
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				$ 4,196.71
8. PROFIT: Labor Related Costs (Item 7)		x	10%	$ 419.67

PART III - OTHER COSTS

9. Miscellaneous Direct Costs		
Transportation & Shipping	$ 0.00	
Original Reproducibles	$ 0.00	
Reproduction	$ 0.00	
Other	$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL		$ -
10. SUBCONTRACTS (Lump Sum)		
	$	
SUB-CONTRACT SUB-TOTAL		$ -
TOTAL REIMBURSABLE AMOUNT (Items 5, 6, 8, 9 and 10)		$ 4,616.38

11. REIMBURSABLE COSTS (Limiting Amount)				
Survey	$224.18	23	$ 5,156.14	5,156.14
Utility Designating	$258.50	60	$ 15,510.00	15,510.00
Utility Locating	$310.50	0	$ 0.00	0.00
Designating Truck	$27.00	0	$ 0.00	0.00
Maintenance of Traffic	$247.62	0	$ 0.00	0.00
SUB-TOTAL REIMBURSABLES				$ 20,666.14

PART IV - SUMMARY

12. TOTAL AMOUNT AMENDMENT NO. 0 (Reimbursable/Not to Exceed) (Items 5, 6, 8, 9, 10 and 11)	**$ 25,282.52**
13. CURRENT CONTRACT AMOUNT	
14. AMENDED CONTRACT AMOUNT	**$ 25,282.52**

EXHIBIT B

ESTIMATE OF WORK EFFORT AND COST - SUBCONSULTANT

Name of Project: Professional Design Services for Belfort Road Widening and Traffic Improvements
County: Duval
FPN: P-16-18
FAP No.: 1/0/1900

Consultant Name: Prosser / Cardno
Consultant No.: enter consultants proj. number
Date: 7/25/2019
Estimator: insert name

Staff Classification	Total Staff Hours From "SH Summary - Firm"	SUR Chief Surveyor	SUR Surveyor	SUR SUE Technician 3 (Senior)	Senior Utility Coordinator	Secretary / Clerical	CADD / Computer Technician	Staff Classification 7	Staff Classification 8	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		$65.43	$34.65	$38.70	$44.23	$23.87	$22.65	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00			
3. Project General and Project Common Tasks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
4. Roadway Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
5. Roadway Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
6a. Drainage Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
6b. Drainage Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
7. Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
8. Environmental Permits, Compliance & Clearances	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
10. Structures - Bridge Development Report	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
11. Structures - Temporary Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
12. Structures - Short Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
13. Structures - Medium Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
14. Structures - Structural Steel Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
15. Structures - Segmental Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
16. Structures - Movable Span	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
17. Structures - Retaining Walls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
18. Structures - Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
19. Signing & Pavement Marking Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
20. Signing & Pavement Marking Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
21. Signalization Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
22. Signalization Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
23. Lighting Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
24. Lighting Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
25. Landscape Architecture Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
26. Landscape Architecture Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
27. Survey (Field & Office Support)	48	1	7	15	2	5	18	0	0	0	0	0	0	48	$1,502	$31.28
28. Photogrammetry	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
29. Mapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
30. Terrestrial Mobile LiDAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
31. Architecture Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
32. Noise Barriers Impact Design Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
33. Intelligent Transportation Systems Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
34. Intelligent Transportation Systems Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
35. Geotechnical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
36. 3D Modeling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
Total Staff Hours	48	1	7	15	2	5	18	0	0	0	0	0	0	48		
Total Staff Cost		$65.43	$242.62	$580.50	$88.46	$116.85	$407.70	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		**$1,501.56**	**$31.28**

Check = $1,501.56

SALARY RELATED COSTS:			$1,501.56
OVERHEAD:	179.490%		$2,695.15
Profit / Operating Margin (on Direct Labor + Overhead):	10.000%		$419.67
FCCM (Facilities Capital Cost Money):	0.000%		$0.00
EXPENSES:	0.000%		$0.00

SURVEY EFFORT	**2.30**	**Total Crew Days**			
3 Person Survey Crew	23.00	Hours	$ 224.18	/ hour	$5,156.14
		Total Survey Effort			**$5,156.14**
DESIGNATING EFFORT	**6.00**	**Total Crew Days**			
3 Person Designating Crew	60.00	Hours	$ 258.50	/ hour	$15,510.00
		Total Designating Effort			**$15,510.00**
LOCATING EFFORT	**0.00**	**Total Crew Days**			
3 Person Locating Crew	0.00	Hours	$ 310.50	/ hour	$0.00
Designating Truck	0.00	Hours	$ 27.00	/ hour	$0.00
		Total Locating Effort			**$0.00**
Maintenance of Traffic		Hours	$ 247.62	/ hour	**$0.00**
SUBTOTAL ESTIMATED FEE:					**$25,282.52**
Optional Services					$0.00
GRAND TOTAL ESTIMATED FEE:					**$25,282.52**

Notes:
1. This sheet to be used by Subconsultant to calculate its fee.
2. Crew days are based on 10 hour days

Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

ERIK R. FENNIMAN
INTERIM SECRETARY

January 22, 2019

Lance Lairscey, President, Infrastructure Division
CARDNO, INC.
380 Park Place Boulevard, Suite 300
Clearwater, Florida 33759

Dear Mr. Lairscey:

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 2 - Project Development and Environmental (PD&E) Studies

Group 3 - Highway Design - Roadway

- 3.1 - Minor Highway Design
- 3.2 - Major Highway Design
- 3.3 - Controlled Access Highway Design

Group 4 - Highway Design - Bridges

- 4.1.1 - Miscellaneous Structures
- 4.1.2 - Minor Bridge Design
- 4.2.2 - Major Bridge Design - Steel

Group 5 - Bridge Inspection

- 5.4 - Bridge Load Rating

Group 6 - Traffic Engineering and Operations Studies

- 6.1 - Traffic Engineering Studies
- 6.2 - Traffic Signal Timing
- 6.3.1 - Intelligent Transportation Systems Analysis and Design
- 6.3.2 - Intelligent Transportation Systems Implementation
- 6.3.3 - Intelligent Transportation Traffic Engineering Systems Communications

Group 7 - Traffic Operations Design

- 7.1 - Signing, Pavement Marking and Channelization
- 7.2 - Lighting
- 7.3 - Signalization

Group 8 - Survey and Mapping

8.1 - Control Surveying
8.2 - Design, Right of Way & Construction Surveying
8.4 - Right of Way Mapping

Group 10 - Construction Engineering Inspection

10.1 - Roadway Construction Engineering Inspection
10.3 - Construction Materials Inspection
10.4 - Minor Bridge & Miscellaneous Structures CEI
10.5.1 - Major Bridge CEI - Concrete
10.5.2 - Major Bridge CEI - Steel
10.5.3 - Major Bridge CEI - Segmental

Group 13 - Planning

13.3 - Policy Planning
13.5 - Subarea/Corridor Planning
13.6 - Land Planning/Engineering

Group 15 - Landscape Architect

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 in the referenced work types with fees of any dollar amount. This status shall be valid until December 31, 2019 for contracting purposes.

Approved Rates

Home/ Branch Overhead	Field Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimburse Actual Expenses	Home Direct Expense	Field Direct Expense	Published Fee Schedule
179.49%	137.83%	0.405%	Reimbursed	No	24.94%	18.60%*	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.

Subsurface Utility Engineering Rates

Vacuum Excavation Equipment	$79.00 per hour
Designating Equipment	$27.00 per hour
Survey Equipment	$37.00 per hour

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,

Carliayn Kell

Carliayn Kell
Professional Services
Qualification Administrator

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

OPERATING MARGIN JUSTIFICATION

375-030-82
PROCUREMENT
02/16

1. CONTACT INFORMATION

a. Firm Name:			b. Phone No.:
Cardno, Inc.			386-755-2626
c. Address (including suite number):	d. City:	e. State:	f. Zip Code:
159 SW spencer Court, Suite 106	Lake City	Florida	32024

2. COMPLEXITY OF PROJECT

The degree of difficulty associated with this project. Are there unique aspects to the project? Degree of coordination with others outside FDOT should be considered. This includes other agencies, municipalities, etc. multiple districts, multimodal projects

LOW – Straight-forward projects. Well defined and specific scope of services.

Typical Project Type

- **Bridge Inspection:** bridge inspection except scour; All
- **CEI:** Category 1 Bridges, 3R Rural, signalization, simple and straight-forward projects.
- **Design:** simple 3R-Rural; 3R Urban ride only.
- **Geotechnical:** standard.
- **PD&E:** Small simple projects with specific scopes.
- **Planning:** Data/traffic counts.
- **Survey:** resurfacing 3R rural/urban.
- **Traffic Operations:** turn-lane projects (design).

MEDIUM – Projects with some specialized areas requiring some specialized skills.

Typical Project Type

- **Bridge Inspection:** generally not applicable.
- **CEI:** resurfacing with some improvements; ITS, construction on new alignments, and signal system timing, development and implementation; rural arterials and rural interstate capacity improvements.
- **Design:** 3R Urban with some improvements, intersection, improvements with safety, Category 1 bridges.
- **PD&E:** widening with limited issues and bridge replacement with limited impacts.
- **Railroads:** all.
- **Survey:** survey in water areas.
- **Traffic Operations:** traffic operations studies and signal design projects.

HIGH – Complex multi-disciplined projects requiring specialized skills with significant management issues. Project that has numerous complicated traffic phases, involved highly technical construction features requiring specialized skills of the inspection staff. A complex project may also include complex involvement by multiple third parties (i.e., multiple utility relocations, railroads, airports, regulatory agencies, municipalities). The size of the project will not necessarily determine whether the construction project is complex. Large, repetitive projects on their own are not considered complex.

Typical Project Type

- **Bridge Inspection:** bridge scour.
- **CEI:** CEI for multi-level bridges in a corridor or interchange; numerous complicated traffic phases; specialized technical skills; Coating Systems; bridge projects involving movable spans, significant post-tensioning operations, pre-cast segmental components, and steel structures with large horizontal and vertical curvature; Multiple third party involvement (railroads, utilities, airports, municipalities, regulatory agencies)
- **Design:** new alignments, major widening, major reconstruction, railroad bridge design, Segmental Class 2 bridges, Movable Bridges.
- **PD&E:** PD&E with Feasibility study, multiple disciplines, significant issues;
- **Planning:** large planning (multimodal).
- **Survey:** pilings and bridges.
- **Traffic Operations:** ITS

Complexity of Project Allowed Range: 5% to 7%	**Consultant %: 5.00%**

JUSTIFICATION:

This design project will be of low to medium complexity for Cardno's SUE services, therefore we are only asking for the low end of the range in this category.

3. DEGREE OF (FINANCIAL) RISK

Indicate the amount of financial risk assumed by the consultant in relation to this project.

LOW – Contracts with well-defined and specific scopes, minimal probability of costs overruns and low financial risk exposure. Scope clarification meeting held, if applicable.

Typical Project Type

- **Bridge Inspection:** bridge inspections.
- **CEI:** subconsultants providing support personnel, ITS.
- **Design:** simple 3R rural, 3R urban ride only.
- **Geotechnical:** all.
- **PD&E:** accurate and specific scope & pre-negotiation meetings.
- **Planning:** most planning.
- **Survey:** all, including SUE.
- **Traffic Operations:** traffic operations studies; traffic counts.

MEDIUM – Projects with potential for additional coordination efforts with outside agencies/parties; coordination with several Districts, multiple municipalities, etc.

Typical Project Type

- **Bridge Inspection:** bridge scour.
- **CEI:** standard CEI contract.
- **Design:** design for new alignments, major reconstruction, and widening.
- **PD&E:** experimental design and broad scopes.
- **Planning:** some planning.
- **Railroads:** all.
- **Traffic Operations:** traffic signal projects, ITS design

HIGH – lump sum consultant contracts with possibility of overrunning costs; experimental design; projects involving significant financial risk, hazardous materials, and potential for significant unknown issues.

Typical Project Type

- **CEI:** high visibility, lump sum CEI contracts, multiple projects.
- **Design:** projects with multiple bridges.
- **PD&E:** multiple alternatives, multiple agency approval required.
- **Planning:** large multimodal projects (airports, seaports, railroads, transit).

Degree of (Financial) Risk Allowed Range: 3% to 5%	**Consultant %: 3.00%**

JUSTIFICATION:

This contract will be both Lump Sum and Limiting Amount services for Cardno and should be moderate to low financial risk, should we need additional funding do to unforseen or scope changes a Supplemental Areement will be submitted, therefore we are requesting the low percentage in this category.

OPERATING MARGIN JUSTIFICATION

4. PROJECT SCHEDULE

LOW – no critical short term deadlines or requirements for large staffing concentrations, unfunded projects to go on the shelf.

Typical Project Type

- **Bridge Inspection:** bridge inspection; bridge scour.
- **CEI:** resurfacing; support services.
- **Design:** all 3R projects, standard schedule
- **PD&E:** no design phase scheduled in Work Program.
- **Planning:** all.
- **Railroads:** all.
- **Traffic Operations:** ITS.
- **Survey:** all 3R projects.

MEDIUM – standard schedule.

Typical Project Type

- **Bridge Inspection:** generally not applicable.
- **CEI:** ITS; push button construction.
- **Design:** standard design; bridges, large corridors.
- **Traffic Operations:** traffic counts.
- **Survey:** increased number of crews needed

HIGH – High visibility projects with short durations and aggressive schedules requiring large commitment of staff. Fast track projects with high profile and quick implementation schedule.

Typical Project Type

- **Bridge Inspection:** generally not applicable.
- **CEI:** multi-financial project contract, construction bonus, urban (day & night), high visibility; phased utility reallocations by others during the construction project.
- **Design:** mobility/economic stimulus.
- **PD&E:** design phase funded in the Work Program, bridge replacements.

Project Schedule Allowed Range: 1% to 3%	**Consultant %: 1.00%**

JUSTIFICATION:
The schedule low to moderate therefore we are asking for the low range.

5. COST CONTROL EFFORTS

The degree to which the Consultant controls its costs for wages rates (by region), overhead, expenses and FCCM. The cost control is not generally dependent upon the type of project. Factors to be considered in negotiating this criteria are the following, and other project-specific items:

- Burdened salary rates (by region) by classification.
- Reasonableness of the proposed distribution of staffing for the project.
- Specialized services requiring specialized staff.
- Reimbursed or excluded premium overtime.

LOW – (3% to 6%) Lower or minimal cost control efforts.

MEDIUM – (7% to 15%) Moderate cost control efforts.

HIGH – (16% to 27%) Substantial cost control efforts.

Cost Control Efforts Allowed Range: 3% to 27%	**Consultant %: 15.00%**

JUSTIFICATION:
Cardno blends our rates to add cost savings to the City. In addition, we reduce our field crew size whenever possible, provided safety is not an issue with a reduced crew size. Cardno also works closely with EOR to design an acurate scope keeping cost and final product in mind and utilizing only those individuals needed on the project.

6. OPERATING MARGIN JUSTIFICATION TOTAL

The total for items **2 through 5** will be calculated for you.

Total Allowed Range: 12% to 42%	**Consultant %: 24.0%**

7. CONTRACT DURATION ADJUSTMENT FACTOR

For contracts of longer duration (reference table below), the Department shall allow a Contract Duration Adjustment Factor (CDAF). CDAF is defined as an economic price adjustment, necessitated by instability of labor costs for an extended period of contract performance (Reference 48 CFR Section 16.203). CDAF is not negotiated, but shall be a fixed number of points based on the overall anticipated length of contract (project schedule). CDAF points shall be allocated by the Department as follows:

Anticipated Length of Contract	CDAF Points
0-12 Months	0
13-24 Months	0
25-36 Months	3
37-48 Months	4.5
49-60 Months	5.5

a) For new contracts, CDAF is applied beginning with the first labor hour incurred.
b) CDAF shall only be applicable for contracts selected (contract final ranking) on or after November 1, 2014.
c) In the event a contract selected on or after November 1, 2014 is extended (time extension) by six or more months, CDAF shall be applied prospectively to the extended/remaining services only, in accordance with the table shown above.
d) CDAF shall not be applied to contracts selected before November 1, 2014, nor contract amendments/time extensions for contracts selected before November 1, 2014.
e) For calculation purposes, CDAF shall be added to operating margin and applied to unloaded direct salaries.
f) CDAF is applicable only to consultant firms who are awarded operating margin points.

For Calculation purposes, CDAF shall be added to Operating Margin and applied to direct salaries:

Allowed CDAF for this project:

CARDNO CERTIFIED PAYROLL

Cardno
Shaping the Future

Period End: 04/12/19

Pay Date: 04/19/19

Cardno
10004 Park Meadows Drive
Suite 300
Lone Tree, CO 80124
USA

Phone: +1 720 257 5800
Fax: +1 720 257 5801
www.cardno.com

NAME OF CONTRACTOR OR SUBCONTRACTOR: CARDNO

ADDRESS

PROJECT AND LOCATION

FINANCIAL PROJECT ID

(1) EMPLOYEE NAME	INDIVIDUAL IDENTIFYING NUMBER (e.g. EMPLOYEE ID NUMBER) OF	NO. OF WITHHOLDING	(2) WORK CLASSIFICATION	(3) TOTAL HOURS	(4) TYPE OF HOUR	(5) RATE OF PAY	(6) GROSS AMOUNT EARNED	(7) DEDUCTIONS: FICA	WITH-HOLDING TAX	IMPUTED INCOME	PRE-TAX DEDUCTIONS	OTHER	TOTAL DEDUCTIONS	NET WAGES
Daryl Thie	5887		SUR Chief Surveyor	68.00	Regular	$ 74.05	$ 5,998.23	$ 458.86	$ 731.75	$ 28.14	$ 770.15	$ 45.86	$ 2,034.76	$ 3,963.47
				-	Overtime	$ 111.08								
Martin Dardis	5934		SUR Chief Surveyor	76.00	Regular	$ 49.42	$ 4,018.15	$ 307.39	$ 562.90	$ 18.78	$ 593.03	$ 45.85	$ 1,527.95	$ 2,490.20
				-	Overtime	$ 74.13								
Scott Urquhart	450267		SUR Senior Surveyor	80.00	Regular	$ 63.75	$ 5,134.69	$ 387.73	$ 918.52	$ 24.23	$ 66.30	$ 10.46	$ 1,407.24	$ 3,727.45
				-	Overtime	$ 95.63								
Chad Colson	6072		SUR Surveyor	68.00	Regular	$ 34.66	$ 2,789.49	$ 208.32	$ 345.53	$ (406.41)	$ 232.68	$ 0.00	$ 380.12	$ 2,409.37
				-	Overtime	$ 51.99								
David Thomas	6088		SUR Survey/GIS/SUE Analyst 3 (Senior)	80.00	Regular	$ 28.05	$ 2,257.27	$ 167.60	$ 169.52	$ (344.56)	$ 313.16	$ -	$ 305.72	$ 1,951.55
				-	Overtime	$ 42.08								
Bryan Whiting	103316		SUR Survey/GIS/SUE Analyst 3 (Senior)	72.00	Regular	$ 23.74	$ 1,910.05	$ 143.45	$ 183.51	$ 9.02	$ 205.76	$ 6.68	$ 548.42	$ 1,361.63
				-	Overtime	$ 35.61								
Christian Melvin	105781		CADD/Computer Technician	76.00	Regular	$ 17.00	$ 1,367.63	$ 89.31	$ 57.77	$ 6.46	$ 336.14	$ 1.17	$ 490.85	$ 876.78
				-	Overtime	$ 25.50								
Calvin Boyd	6227		CADD/Computer Technician	80.00	Regular	$ 28.29	$ 2,293.41	$ 170.75	$ 399.61	$ 10.75	$ 61.38	$ 95.50	$ 737.99	$ 1,555.42
				-	Overtime	$ 42.44								
Patrick Mulroney	5686		SUR Party Chief	80.00	Regular	$ 30.38	$ 2,445.06	$ 159.05	$ 180.12	$ 11.54	$ 365.90	$ 22.05	$ 738.66	$ 1,706.40
				-	Overtime	$ 45.57								
Earl Stanbridge	4677		SUR Party Chief	80.00	Regular	$ 29.71	$ 2,391.38	$ 160.61	$ 129.53	$ 11.29	$ 410.74	$ 88.09	$ 800.26	$ 1,591.12
				-	Overtime	$ 44.57								
Jon Woods	5663		SUR Survey Technician 3 (Senior)	72.00	Regular	$ 21.01	$ 2,164.80	$ 165.60	$ 88.77	$ 7.98	$ 191.64	$ 33.47	$ 487.46	$ 1,677.34
				10.00	Overtime	$ 31.52								
Darren Keene	450123		SUR Survey Technician 3 (Senior)	68.50	Regular	$ 23.00	$ 2,085.77	$ 154.49	$ 239.37	$ 8.74	$ 127.58	$ 87.36	$ 617.54	$ 1,468.23
				2.00	Overtime	$ 34.50								
Barry Reider	450272		SUR Survey Technician 2 (Junior)	38.00	Regular	$ 18.54	$ 910.53	$ 62.04	$ 96.09	$ 7.05	$ 160.94	$ 1.80	$ 327.92	$ 582.61
				-	Overtime	$ 27.81								
Roger Pawlowski	450274		SUR Survey Technician 2 (Junior)	40.00	Regular	$ 23.18	$ 1,322.20	$ 98.72	$ 132.74	$ 5.33	$ 122.24	$ -	$ 359.03	$ 963.17
				5.50	Overtime	$ 34.77								
Kim Warner	5555		Secretary/Clerical	80.00	Regular	$ 30.00	$ 2,842.74	$ 208.80	$ 290.75	$ 11.40	$ 396.13	$ 150.38	$ 1,057.46	$ 1,785.28
				9.50	Overtime	$ 45.00								
Priscilla Buchanan	100839		Secretary/Clerical	66.50	Regular	$ 18.95	$ 1,341.88	$ 71.51	$ 59.31	$ 7.20	$ 520.53	$ 123.51	$ 782.06	$ 559.82
				-	Overtime	$ 28.43								
Terry Crews	101623		Senior Utility Coordinator	80.00	Regular	$ 45.19	$ 3,639.33	$ 273.33	$ 483.80	$ 17.17	$ 247.07	$ 96.41	$ 1,117.78	$ 2,521.55
				-	Overtime	$ 67.79								
Daniel Colley	103809		Senior Utility Coordinator	80.00	Regular	$ 43.27	$ 3,484.37	$ 252.98	$ 230.54	$ 16.44	$ 177.41	$ 53.22	$ 730.59	$ 2,753.78
				-	Overtime	$ 64.91								

(1) EMPLOYEE NAME	INDIVIDUAL IDENTIFYING NUMBER (e.g. EMPLOYEE ID NUMBER) OF	NO. OF WITHHOLDING	(2) WORK CLASSIFICATION	(3) TOTAL HOURS	(4) TYPE OF HOUR	(5) RATE OF PAY	(6) GROSS AMOUNT EARNED	(7) DEDUCTIONS						NET WAGES
								FICA	WITH-HOLDING TAX	IMPUTED INCOME	PRE-TAX DEDUCTIONS	OTHER	TOTAL DEDUCTIONS	
Steve Abbott	5018		SUR SUE Technician 3 (Senior)	80.00	Regular	$ 38.70	$ 3,115.45	$ 218.78	$ 157.50	$ 14.71	$ 255.65	$ 46.22	$ 692.86	$ 2,422.59
				-	Overtime	$ 58.05								
David Massie	102496		SUR SUE Technician 2 (Junior)	72.00	Regular	$ 17.30	$ 1,948.18	$ 143.96	$ 184.35	$ 6.57	$ 142.80	$ 484.87	$ 962.55	$ 985.63
				16.50	Overtime	$ 25.95								
Bobby Harris	102785		SUR SUE Technician 2 (Junior)	40.00	Regular	$ 19.30	$ 1,454.16	$ 110.23	$ 208.70	$ 4.92	$ 70.44	$ -	$ 394.29	$ 1,059.87
				16.00	Overtime	$ 28.95								

I certify that the above rates are true and correct for Period End: 04/12/19 and Pay Date: 04/19/19.

Sheri Kay 4/17/2019

Sheri Kay, Payroll Director, Cardno North Americas

Cardno, Inc.
BASIS OF HOURLY LOADED RATES

Based on Payroll Register Dated:		19-Apr-19 (Pay Date)
Operating Margin:	24.00%	
Overhead:	179.49%	
FCCM:	0.405%	
Direct Expenses	24.94%	

SUR Chief Surveyor

Person	Hourly Rate	Weighting Percentage	Weighted Rate
Daryl Thie	$ 74.05	65%	$ 48.13
Martin Dardis	$ 49.42	35%	$ 17.30
	Average Hourly Rate:		$ 65.43
	Direct Labor:		$ 65.43
	Overhead (on Direct Labor):	179.49%	$ 117.44
	Operating Margin (on Direct Labor):	24.00%	$ 15.70
	FCCM (on Direct Labor):	0.405%	$ 0.26
	Direct Expenses (on Direct Labor):	24.94%	$ 16.32
	Total Loaded Rate:		**$ 215.16**

SUR Senior Surveyor

Person	Hourly Rate	Weighting Percentage	Weighted Rate
			$ -
Scott Urquhart	$ 63.75	100%	$ 63.75
	Average Hourly Rate:		$ 63.75
	Direct Labor:		$ 63.75
	Overhead (on Direct Labor):	179.49%	$ 114.42
	Operating Margin (on Direct Labor):	24.00%	$ 15.30
	FCCM (on Direct Labor):	0.405%	$ 0.26
	Direct Expenses (on Direct Labor):	24.94%	$ 15.90
	Total Loaded Rate:		**$ 209.63**

Cardno, Inc.
BASIS OF HOURLY LOADED RATES

SUR Surveyor

Person	Hourly Rate	Weighting Percentage	Weighted Rate
Chad Colson	$ 34.66	100%	$ 34.66
	Average Hourly Rate:		$ 34.66
	Direct Labor:		$ 34.66
	Overhead (on Direct Labor):	179.49%	$ 62.21
	Operating Margin (on Direct Labor):	24.00%	$ 8.32
	FCCM (on Direct Labor):	0.405%	$ 0.14
	Direct Expenses (on Direct Labor):	24.94%	$ 8.64
	Total Loaded Rate:		**$ 113.97**

SUR Survey/GIS/SUE Analyst 3 (Senior)

Person	Hourly Rate	Weighting Percentage	Weighted Rate
Craig Thomas	$ 28.05	50%	$ 14.03
Bryan Whiting	$ 23.74	50%	$ 11.87
	Average Hourly Rate:		$ 25.90
	Direct Labor:		$ 25.90
	Overhead (on Direct Labor):	179.49%	$ 46.48
	Operating Margin (on Direct Labor):	24.00%	$ 6.21
	FCCM (on Direct Labor):	0.405%	$ 0.10
	Direct Expenses (on Direct Labor):	24.94%	$ 6.46
	Total Loaded Rate:		**$ 85.17**

CADD/Computer Technician

Person	Hourly Rate	Weighting Percentage	Weighted Rate
Christan Melvin	$ 17.00	50%	$ 8.50
Calvin Boyd	$ 28.29	50%	$ 14.15
	Average Hourly Rate:		$ 22.65
	Direct Labor:		$ 22.65
	Overhead (on Direct Labor):	179.49%	$ 40.65
	Operating Margin (on Direct Labor):	24.00%	$ 5.43
	FCCM (on Direct Labor):	0.405%	$ 0.09
	Direct Expenses (on Direct Labor):	24.94%	$ 5.65
	Total Loaded Rate:		**$ 74.48**

Cardno, Inc.
BASIS OF HOURLY LOADED RATES

SUR Party Chief

Person	Hourly Rate	Weighting Percentage	Weighted Rate
Patrick Mulroney	$ 30.38	50%	$ 15.19
Earl Stanbridge	$ 29.71	50%	$ 14.86
	Average Hourly Rate:		$ 30.05
	Direct Labor:		$ 30.05
	Overhead (on Direct Labor):	179.49%	$ 53.93
	Operating Margin (on Direct Labor):	24.00%	$ 7.21
	FCCM (on Direct Labor):	0.405%	$ 0.12
	Direct Expenses (on Direct Labor):	24.94%	$ 7.49
	Total Loaded Rate:		**$ 98.81**

SUR Survey Technician 3 (Senior)

Person	Hourly Rate	Weighting Percentage	Weighted Rate
Jon Woods	$ 21.01	50%	$ 10.51
Darren Keene	$ 23.00	50%	$ 11.50
	Average Hourly Rate:		$ 22.01
	Direct Labor:		$ 22.01
	Overhead (on Direct Labor):	179.49%	$ 39.50
	Operating Margin (on Direct Labor):	24.00%	$ 5.28
	FCCM (on Direct Labor):	0.405%	$ 0.09
	Direct Expenses (on Direct Labor):	24.94%	$ 5.49
	Total Loaded Rate:		**$ 72.38**

SUR Survey Technician 2 (Junior)

Person	Hourly Rate	Weighting Percentage	Weighted Rate
Barry Reider	$ 18.54	50.00%	$ 9.27
Roger Pawlowski	$ 23.18	50.00%	$ 11.59
	Average Hourly Rate:		$ 20.86
	Direct Labor:		$ 20.86
	Overhead (on Direct Labor):	179.49%	$ 37.44
	Operating Margin (on Direct Labor):	24.00%	$ 5.01
	FCCM (on Direct Labor):	0.405%	$ 0.08
	Direct Expenses (on Direct Labor):	24.94%	$ 5.20
	Total Loaded Rate:		**$ 68.59**

Cardno, Inc.
BASIS OF HOURLY LOADED RATES

Secretary / Clerical

Person	Hourly Rate	Weighting Percentage	Weighted Rate
Kim Warner	$ 30.00	40%	$ 12.00
Priscilla Buchanan	$ 18.95	60%	$ 11.37
	Average Hourly Rate:		$ 23.37
	Direct Labor:		$ 23.37
	Overhead (on Direct Labor):	179.49%	$ 41.95
	Operating Margin (on Direct Labor):	24.00%	$ 5.61
	FCCM (on Direct Labor):	0.405%	$ 0.09
	Direct Expenses (on Direct Labor):	24.94%	$ 5.83
	Total Loaded Rate:		**$ 76.85**

Senior Utility Coordinator

Person	Hourly Rate	Weighting Percentage	Weighted Rate
Terry Crews	$ 45.19	50%	$ 22.60
Daniel Colley	$ 43.27	50%	$ 21.64
	Average Hourly Rate:		$ 44.23
	Direct Labor:		$ 44.23
	Overhead (on Direct Labor):	179.49%	$ 79.39
	Operating Margin (on Direct Labor):	24.00%	$ 10.62
	FCCM (on Direct Labor):	0.405%	$ 0.18
	Direct Expenses (on Direct Labor):	24.94%	$ 11.03
	Total Loaded Rate:		**$ 145.44**

Cardno, Inc.
BASIS OF HOURLY LOADED RATES

Based on Payroll Register Dated:		19-Apr-19 (Pay Date)
Operating Margin:	24.00%	
Overhead:	179.49%	
FCCM:	0.405%	
Direct Expenses	24.94%	

SUR SUE Technician 3 (Senior)

Person	Hourly Rate	Weighting Percentage	Weighted Rate
Steve Abbott	$ 38.70	100%	$ 38.70
	Average Hourly Rate:		$ 38.70
	Direct Labor:		$ 38.70
	Overhead (on Direct Labor):	179.49%	$ 69.46
	Operating Margin (on Direct Labor):	24.00%	$ 9.29
	FCCM (on Direct Labor):	0.405%	$ 0.16
	Direct Expenses (on Direct Labor):	24.94%	$ 9.65
	Total Loaded Rate:		**$ 127.26**

SUR SUE Technician 2 (Junior)

Person	Hourly Rate	Weighting Percentage	Weighted Rate
David Massie	$ 17.30	50.00%	$ 8.65
Bobby Harris	$ 19.30	50.00%	$ 9.65
	Average Hourly Rate:		$ 18.30
	Direct Labor:		$ 18.30
	Overhead (on Direct Labor):	179.49%	$ 32.85
	Operating Margin (on Direct Labor):	24.00%	$ 4.39
	FCCM (on Direct Labor):	0.405%	$ 0.07
	Direct Expenses (on Direct Labor):	24.94%	$ 4.56
	Total Loaded Rate:		**$ 60.18**

Cardno, Inc.
BASIS OF CREW LOADED RATES

2-Person Survey Crew

Classification	Hourly Loaded Rate	Rate Factors/Day	Total Loaded Rate
SUR Party Chief	$ 98.81	1	$ 98.81
SUR Survey Technician 3 (Senior)	$ 72.38	1	$ 72.38
	Per Hour		$ 171.19

3-Person Survey Crew

Classification	Hourly Loaded Rate	Rate Factors/Day	Total Loaded Rate
SUR Party Chief	$ 98.81	1	$ 98.81
SUR Survey Technician 3 (Senior)	$ 72.38	1	$ 72.38
SUR Survey Technician 2 (Junior)	$ 68.59	1	$ 68.59
	Per Hour		$ 239.78

4-Person Survey Crew

Classification	Hourly Loaded Rate	Rate Factors/Day	Total Loaded Rate
SUR Party Chief	$ 98.81	1	$ 98.81
SUR Survey Technician 3 (Senior)	$ 72.38	1	$ 72.38
SUR Survey Technician 2 (Junior)	$ 68.59	2	$ 137.18
	Per Hour		$ 308.37

Cardno, Inc.
BASIS OF CREW LOADED RATES

2-Person Designating Crew

Classification	Hourly Loaded Rate	Rate Factors/Hour	Total Loaded Rate
SUR SUE Technician 3 (Senior)	$ 127.26	1	$ 127.26
SUR SUE Technician 2 (Junior)	$ 60.18	1	$ 60.18
		Subtotal	$ 187.44
Des Truck	$ 27.00	1	$ 27.00
		Per Hour	$ 214.44

3-Person Designating Crew

Classification	Hourly Loaded Rate	Rate Factors/Hour	Total Loaded Rate
SUR SUE Technician 3 (Senior)	$ 127.26	1	$ 127.26
SUR SUE Technician 2 (Junior)	$ 60.18	2	$ 120.36
		Subtotal	$ 247.62
Des Truck	$ 27.00	1	$ 27.00
		Per Hour	$ 274.62

2-Person Locating Crew

Classification	Hourly Loaded Rate	Rate Factors/Hour	Total Loaded Rate
SUR SUE Technician 3 (Senior)	$ 127.26	1	$ 127.26
SUR SUE Technician 2 (Junior)	$ 60.18	1	$ 60.18
		Subtotal	$ 187.44
Vac Truck	$ 79.00	1	$ 79.00
		Per Hour	$ 266.44

3-Person Locating Crew

Classification	Hourly Loaded Rate	Rate Factors/Hour	Total Loaded Rate
SUR SUE Technician 3 (Senior)	$ 127.26	1	$ 127.26
SUR SUE Technician 2 (Junior)	$ 60.18	2	$ 120.36
		Subtotal	$ 247.62
Vac Truck	$ 79.00	1	$ 79.00
		Per Hour	$ 326.62

Cardno, Inc.
BASIS OF CREW LOADED RATES

Maintenance of Traffic

Classification	Hourly Loaded Rate	Rate Factors/Hour	Total Loaded Rate
SUR SUE Technician 3 (Senior)	$ 127.26	1	$ 127.26
SUR SUE Technician 2 (Junior)	$ 60.18	2	$ 120.36
		Per Hour	$ 247.62

Designating Truck	$ 27.00
Locating Truck	$ 79.00

EXHIBIT B

CONTRACT FEE SUMMARY FORMAT FOR PROSSER

PART I - GENERAL	
1. Project Belfort Road Widening	**2. Task** Horizontal/Vertical Control
3. Name of Consultant R.E. Holland & Associates, Inc.	**4. Date of Proposal** 5/23/2019

PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	$ -	0	$ 0.00	
Project Manager	$ 54.55	5	$ 272.75	
Design Engineer or Architect	-	0	$ 0.00	
MOT	-	0	$ 0.00	
CADD	$ 36.36	40	$ 1,454.40	
Survey Crew	$ 54.55	68	$ 3,709.40	
Admin	-		$ 0.00	
TOTAL REIMBURSABLE LABOR	$48.11	113		$ 5,436.55
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	150 % x Total Direct Labor			$ 8,154.83
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				$ 13,591.38
8. PROFIT: Labor Related Costs (Item 7	x		10%	$ 1,359.14

PART III - OTHER COSTS		
9. Miscellaneous Direct Costs		
Transportation & Shipping	$ 0.00	
Original Reproducibles	$ 0.00	
Reproduction	$ 0.00	
	$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL		$ -
10. SUBCONTRACTS (Lump Sum)		
	$ 0.00	
SUB-CONTRACT SUB-TOTAL		$ -
TOTAL REIMBURSABLE AMOUNT (Items 5, 6, 8, 9 and 10)		$ 14,950.52
11. REIMBURSABLE COSTS (Limiting Amount)		
SUB-TOTAL REIMBURSABLES		$ -

PART IV - SUMMARY	
TOTAL AMOUNT OF CONTRACT (Reimbursable/NTE) (Items 5, 6, 8, 9, 10 and 11)	**$ 14,950.52**

EXHIBIT B

Meskel & Associates Engineering
Geotechnical • Environmental • Inspection • Testing

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

PART I - GENERAL

1. Project P-16-18 Design Services for Belfort Road Widening and Traffic Improvements	**2. Contract Number** P-16-18
3. Name of Sub Consultant Meskel & Associates Engineering, PLLC	**4. Date of Proposal** 4/29/2019

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Chief Engineer (Registered)	$55.29	2.0	$ 110.58	
Clerical	$22.00	2.0	$ 44.00	
Draftsperson/CADD Operator	$23.00	4.0	$ 92.00	
Field Tech Soils & Concrete	$23.25	4.0	$ 93.00	
Laboratory Tech	$25.50	4.0	$ 102.00	
Senior Engineer	$48.08	8.0	$ 384.64	
Staff Engineer (Registered)	$30.50	16.0	$ 488.00	
TOTAL REIMBURSABLE LABOR	$32.86	40.0		$1,314.22
6. Overhead (Combined Fringe Benefit & Administrative) Overhead Rate			200% x Total Direct Labor	$2,628.44
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				$3,942.66
8. PROFIT: Labor Related Costs (Item 7)			10% x (Labor + Overhead)	$394.27

PART III - OTHER COSTS

9. Miscellaneous Direct Costs				
Field Exploration:				
209-Asphalt Pavement Coring – 4" dia with Base Depth Check	4	$60.00	240.00	
401-Geo Auger Borings-H& & Truck/Mud Bug	120	$10.00	1,200.00	
418-Geo Drill Crew Support Vehicle	2	$130.00	260.00	
427-Geo Extra SPT Samples-Truck/Mud Bug 0-50 Ft	0	$30.00	0.00	
440-Geo Grout Boreholes- Truck/Mud Bug 0-50 Ft	0	$5.75	0.00	
478-Geo SPT Truck/Mud Bug 0-50 Ft	0	$12.50	0.00	
498-Geo Temp Casing 4" Truck/Mud Bug 0-50 Ft	0	$9.25	0.00	
519-Geo Undisturbed Samples Truck/Mud Bug 0-50 Ft	0	$115.00	0.00	
619-Mobilization	1	$550.00	550.00	
708-MOT Provide Channelizing Devices – Cone	50	$1.00	50.00	
712-MOT Support Vehicle	0	$50.00	0.00	
Lab Testing:				
810-Soils Limerock Bearing Ratio (LBR) FM 5-515	1	$275.00	275.00	
811-Soils Liquid Limit AASHTO T89	2	$45.00	90.00	
812-Soils Materials Finer than 200 Sieve FM 1-T011	0	$35.00	0.00	
817-Soils Moisture Content Laboratory AASHTO T265	10	$15.00	150.00	
819-Soils Organic Content Ignition FM 1 T-267	6	$35.00	210.00	
822-Soils Particle Size Anlys AASHTO T88 (No Hydrometer)	10	$55.00	550.00	
826-Soils Plastic Limit & Plasticity Index AASHTO T90	2	$48.50	97.00	
MISCELLANEOUS REIMBURSABLE COSTS SUB-TOTAL				$3,672.00
10. SUBCONTRACTS (Lump Sum)				
SUB-CONTRACT SUB-TOTAL				$0.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				$8,008.93
11. REIMBURSABLE COSTS (Limiting Amount)				
SUB-TOTAL REIMBURSABLES				$0.00

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Reimbursable / Not to Exceed) (Items 5, 6, 8, 9, 10 and 11)	**$8,008.93**

EXHIBIT B

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

PART I - GENERAL

1. Project Belfort Road Widening	**2. Proposal No. / Contract No.** **COJ RFP P-16-18**
3. Name of Consultant Ghiotto & Associates, Inc.	**4. Date of Proposal** 07/24/19

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	$ 60.00	3	$ 180.00	180.00
Project Manager	$ 47.60	2	$ 95.20	95.20
Design Engineer or Architect	$ 35.00		$ 0.00	0.00
Designer or Technician	$ 32.50	76	$ 2,470.00	2,470.00
Drafter	$ 25.00		$ 0.00	0.00
Field Inspector	$ 25.00		$ 0.00	0.00
Clerical	$ 28.50	4	$ 114.00	114.00
TOTAL REIMBURSABLE LABOR	$33.64	85		$ 2,859.20
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	175 % x Total Direct Labor			$ 5,003.60
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				$ 7,862.80
8. PROFIT: Labor Related Costs (Item 7)		x	10%	$ 786.28

PART III - OTHER COSTS

9. Miscellaneous Direct Costs		
Transportation & Shipping	$ 0.00	
Original Reproducibles	$ 0.00	
Reproduction	$ 0.00	
Other	$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL		$ -
10. SUBCONTRACTS (Lump Sum)		
	$	
SUB-CONTRACT SUB-TOTAL		$ -
TOTAL REIMBURSABLE AMOUNT (Items 5, 6, 8, 9 and 10)		$ 8,649.08
11. REIMBURSABLE COSTS (Limiting Amount)		
Survey (Ghiotto & Associates, Inc.)	$ 25,240.00	
Geotechnical Investigations (Universal Eng. Sci.)	$ 0.00	
Utility Coordination, Structural, QC (Ayres Assoc.)	$ 0.00	
Environmental Wetlands (LG2)	$ 0.00	
Tree Mitigation (King Engineering)	$ 0.00	
Variable Message Sign (VMS)	$ 0.00	
Permitting Services & Permit Fees	$ 0.00	
SUB-TOTAL REIMBURSABLES		$ 25,240.00

PART IV - SUMMARY

12. TOTAL AMOUNT AMENDMENT NO. 0 (Reimbursable/Not to Exceed) (Items 5, 6, 8, 9, 10 and 11)	**$ 33,889.08**
13. CURRENT CONTRACT AMOUNT	
14. AMENDED CONTRACT AMOUNT	**$ 33,889.08**

EXHIBIT B

ESTIMATE OF WORK EFFORT AND COST - SUBCONSULTANT

Name of Project: Belfort Road Widening, from AC Skinner to Gate Parkway
County: Duval
FPN: COJ RFP P-16-18
FAP No.: 1/0/1900

Consultant Name: Ghiotto & Associates, Inc
Consultant No.: enter consultants proj. number
Date: 7/25/2019
Estimator: Philip Ghiotto

Staff Classification	Total Staff Hours From "SH Summary Firm"	SUR Chief Surveyor	SUR Principal	SUR Survey/GIS/S	Contract Coordinator	Staff Classification 5	Staff Classification 6	Staff Classification 7	Staff Classification 8	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		$60.00	$47.60	$32.50	$28.50	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00			
3. Project General and Project Common Tasks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
4. Roadway Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
5. Roadway Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
6a. Drainage Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
6b. Drainage Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
7. Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
8. Environmental Permits, Compliance & Clearances	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
10. Structures - Bridge Development Report	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
11. Structures - Temporary Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
12. Structures - Short Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
13. Structures - Medium Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
14. Structures - Structural Steel Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
15. Structures - Segmental Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
16. Structures - Movable Span	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
17. Structures - Retaining Walls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
18. Structures - Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
19. Signing & Pavement Marking Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
20. Signing & Pavement Marking Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
21. Signalization Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
22. Signalization Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
23. Lighting Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
24. Lighting Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
25. Landscape Architecture Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
26. Landscape Architecture Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
27. Survey (Field & Office Support)	85	3	2	76	4	0	0	0	0	0	0	0	0	85	$2,859	$33.64
28. Photogrammetry	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
29. Mapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
30. Terrestrial Mobile LiDAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
31. Architecture Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
32. Noise Barriers Impact Design Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
33. Intelligent Transportation Systems Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
34. Intelligent Transportation Systems Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
35. Geotechnical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	#DIV/0!
Total Staff Hours	85	3	2	76	4	0	0	0	0	0	0	0	0	85		
Total Staff Cost		$180.00	$95.20	$2,470.00	$114.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		**$2,859.20**	**$33.64**

Check = $2,859.20

SALARY RELATED COSTS:				$2,859.20
OVERHEAD:		175.00%		$5,003.60
OPERATING MARGIN:		10.0%		$786.28
FCCM (Facilities Capital Cost Money):				$0.00
EXPENSES:				$0.00
SUBTOTAL ESTIMATED FEE:				**$8,649.08**
Survey (Field)	160	3-man crew hours @ $ 157.75 / hr		$25,240.00
Geotechnical Field and Lab Testing				$0.00
SUBTOTAL ESTIMATED FEE:				**$33,889.08**
Optional Services				$0.00
GRAND TOTAL ESTIMATED FEE:				**$33,889.08**

Notes:
1. This sheet to be used by Subconsultant to calculate its fee.
Rates shown are per Loaded Rate Document
Crew is a 3 man field crew, for a 8 hour day.

GHIOTTO & ASSOCIATES, INC.

STATEMENT OF DIRECT LABOR, FRINGE BENEFITS AND GENERAL OVERHEAD

Year Ended December 31, 2017

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SBDP

SBDP
Swindell, Bohn, Durden & Phillips, PL
Certified Public Accountants
and Business Advisors
Looking Forward...Beyond the Numbers

3560 South Third Street
Jacksonville Beach
Florida 32250
www.beachcpafirm.com
(904) 241-8176 PHONE
(904) 247-9918 FAX

James R. Swindell, C.P.A.
Cindy B. Bohn, C.P.A.
Donald H. Durden, C.P.A.
(1941-1999)
Stephen L. Phillips, C.P.A.
Rhonda E. Boyles*
Kevin G. Rhoad, C.P.A.
Travis B. Wilson, C.P.A.

Members:
Private Companies Practice Section
American Institute Of Certified Public Accountants
Florida Institute Of Certified Public Accountants

* Certified Public Bookkeeper. Not registered with the Board of Accountancy

INDEPENDENT AUDITORS' REPORT

To The Board of Directors and Stockholders
Ghiotto & Associates, Inc.
Jacksonville, Florida

We have audited the accompanying financial statements of Ghiotto & Associates, Inc. (an S Corporation), which comprise the Statement of Direct Labor, Fringe Benefits and General Overhead for the fiscal year ended December 31, 2017, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the basis of accounting described in Note 2; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards,* issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

INDEPENDENT AUDITORS' REPORT
(continued)

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the direct labor, fringe benefits and general overhead of Ghiotto & Associates, Inc. for the year ended December 31, 2017 on the basis of accounting described in Note 2.

Basis of Accounting

We draw attention to Note 2 of the financial statements, which describes the basis of accounting. The financial statements were prepared on a basis of accounting practices prescribed by Part 31 of the Federal Acquisition Regulation (FAR) and certain other Federal and State regulations, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

Other Reporting Required by Government Auditing Standards

In accordance with the *Government Auditing Standards,* we have also issued a report dated May 23, 2018 on our consideration of Ghiotto & Associates, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit

This report is intended solely for the use and information of the Company and government agencies or other customers related to contracts employing the cost principles of the Federal Acquisition Regulation and should not be used for any other purpose.

SBDP

Swindell, Bohn, Durden & Phillips, PL
Jacksonville Beach, Florida
May 23, 2018

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GHIOTTO & ASSOCIATES, INC.
STATEMENT OF DIRECT LABOR, FRINGE BENEFITS AND GENERAL OVERHEAD
Year Ended December 31, 2017

Description	Financial Statement Expense	Unallowable Expenses	FAR Reference	Total Proposed	% Direct Labor
Direct Labor	$ 516,214	$ -		$ 516,214	
Fringe Benefits					
Group insurance	$ 55,398	$ 5,024	31.205-19(e)(2)(v)	$ 50,374	
Employee morale	2,596	2,596	31.205-13/14	-	
Payroll taxes	68,089	-		68,089	
Total Fringe Benefits	126,083	7,620		118,463	22.95%
General Overhead					
Advertising and marketing	7,305	7,305	31.205-1	-	
Bank charges	59	-		59	
Business development	1,845	1,845	31.205-1(f)(1)	-	
Computer expenses	55,349	-		55,349	
Contributions	300	300	31.205-8	-	
Depreciation and amortization	5,672	-		5,672	
Dues and subscriptions	16,470	1,200	31.205-1(f)(7)	15,270	
Errors and omissions	492	492	31.205-19	-	
Equipment lease	50,715	-		50,715	
Fuel	28,579	-		28,579	
Indirect labor	402,805	-		402,805	
Insurance	60,997	-		60,997	
Interest	1,346	1,346	31.205-20	-	
Meals and entertainment	9,295	5,294	31.205.14	4,001	
Miscellaneous	4,007	-		4,007	
Office supplies and expense	17,197	-		17,197	
Postage and delivery	586	-		586	
Professional fees	77,243	-		77,243	
Recruiting	40,956	-		40,956	
Rent	47,027	-		47,027	
Repairs and maintenance	11,876	-		11,876	
Taxes, licenses and fees	10,981	-		10,981	
Telephone expense	3,026	-		3,026	
Training and seminars	480	-		480	
Travel	3,513	-		3,513	
Utilities	6,694	-		6,694	
Total General Overhead	864,815	17,782		847,033	164.09%
Total Indirect Costs	$ 990,898	$ 25,402		$ 965,496	187.04%
Facilities Capital Cost of Money	$ 3,846	$ -		$ 3,846	0.75%

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Read accompanying Notes to the Statement of Direct Labor, Fringe Benefits and General Overhead

GHIOTTO & ASSOCIATES, INC.
NOTES TO THE STATEMENT OF DIRECT LABOR,
FRINGE BENEFITS AND GENERAL OVERHEAD
Year Ended December 31, 2017

Criteria Description for FAR References and Other Audit Adjustments

(1) **31.205-19(e)(2)(v)**
Key-man life insurance is insurance on the lives of officers and is considered **unallowable** unless the insurance is included in the compensation of the officers.

(2) **31.205-1**
Advertising and promotional costs are **unallowable.**

(3) **31.205-1(f)(1)**
Public relations include functions and activities dedicated to enhancing an organization's image or promoting favorable relations with the public. Labor costs in connection with marketing and public relations are **unallowable.**

(4) **31.205-8**
Contributions in the form of cash, property and services are **unallowable.**

(5) **31.205-1(f)(7)**
Costs of memberships in civic and community organizations are **unallowable.**

(6) **31.205-19**
Costs to correct defects in materials and workmanship are **unallowable.**

(7) **31.205-20**
Interest costs on borrowings are **unallowable.**

(8) **31.205-14**
Entertainment costs and costs of amusement, diversions, social activities and any directly associated costs such as tickets to shows or sports events are **unallowable.**

(1) Principal Business Activity

Ghiotto & Associates, Inc. (the Company) is a professional land surveying firm providing land surveying and mapping services. The Company's projects are diverse, including residential and commercial land development, route surveys, and all other types of surveying services for the public sector and private industry.

(1) Principal Business Activity (continued)

The Company was founded in 1993 as a Florida Corporation. It has elected to be treated as an S Corporation for income tax purposes. Its clients include private sector land developers and other industries, engineers, home builders, contractors, and all levels of government. Revenue is recognized on contracts as costs are incurred.

(2) Accounting Policies and Description of Accounting Systems

Management has evaluated subsequent events through May 23, 2018, the date which the financial statements were available to be issued.

The Company maintains its accounting records on the accrual basis for financial reporting, while using the cash method of accounting for income tax purposes. The audited Statement of Direct Labor, Fringe Benefits and General Overhead has been prepared on the accrual basis. The Company's policy is to prepare its Statement of Direct Labor, Fringe Benefits and General Overhead on the basis of accounting practices prescribed by Part 31 of the Federal Acquisition Regulations (FAR) and Section 112.061 of the Florida Statutes. Accordingly, the above mentioned statement is not intended to present results of operations of the Company in conformity with accounting principles generally accepted in the United States of America.

The Company maintains a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the Company's job order cost accounting system. The Company's method of estimating costs for pricing purposes during the proposal process is consistent with the accumulation and reporting of costs under its job-order cost accounting system.

The audited overhead rate is a unitary rate for all offices and disciplines. Direct project costs and allocated indirect costs are included in project cost records. The allocation basis for indirect costs is direct labor. Direct labor of salaried employees is calculated using their standard hourly rate (annual salary/2080 hrs.). In-house costs such as computers, CADD, equipment, computer software programs, and corporate vehicles are included in the firm's overhead rate.

The Company has separate expense accounts for sub-consultants, permitting, personal vehicle mileage, and reproduction costs that are project-related. The Company maintains logs documenting direct project usage of certain reproduction costs. These costs are charged according to the firm-wide standard rates.

Using these rates, the Company records direct usage costs by first charging the project, then crediting the indirect cost pool. These charges are consistently made to all projects, regardless of whether or not they are billed to the client. However, the above charges are not based on a detailed cost study, are not accumulated in a manner that allows the calculation of variances from actual cost, and the Company makes no periodic adjustments in the rates.

(3) Labor Related Costs

The Company distributes labor costs to direct projects for all employee classifications.

(3) Labor Related Costs (continued)

Overtime

The Company incurs certain costs in meeting deadlines. An employee who works over forty hours in a workweek is compensated in cash at a rate equal to time and a half (premium portion). The premium portion of paid overtime is included in the indirect cost pool.

The Company does not pay salaried employees for time worked in excess of 40 hours per week. The Company's policy is to account for this uncompensated overtime using the effective rate method. This method requires an employee's salary per period to be divided by the total hours worked in the time period and recorded on the time sheet.

Highly Compensated Employees/Officers

The Company performed an analysis of executive compensation in accordance with Chapter 7 of the AASHTO Audit Guide. The analysis included an examination of the activities performed by Company executives, and the forms of compensation paid to executives. There were no disallowed costs relating to bonuses paid to executives based on profit sharing. The analysis also included an evaluation of reasonable levels of executive compensation as descried in AASHTO Audit Guide section 7.7, using thresholds provided by the National Compensation Matrix. The allowable amounts compensated by Ghiotto & Associates, Inc. did not exceed the applicable thresholds and all were considered reasonable. Additionally, the Company did not pay compensation to senior executives in excess of the maximum limit of $487,000 set by FAR §31.205-6(p) and Section 702 of the Bipartisan Budget Act of 2013.

Deferred Compensation Plan

The Company currently does not sponsor a retirement plan for employees.

Compensated Absences

Employees of the Company are entitled to paid vacation, paid sick days and personal days off, depending on job classification, length of service, and other factors. It is impracticable to estimate the amount of compensation for future absences, and, accordingly, no liability has been recorded in the accompanying financial statements. The Company's policy is to recognize the costs of compensated absences when actually paid to employees.

(4) Related Party Transactions

The Company rents its office space and equipment from related parties wholly-owned by the president and sole shareholder. The calculation to determine the allowable portion of rent expense for the year ended December 31, 2017 is as follows:

(4) Related Party Transactions (continued)

Total rent expense recorded by related parties	$ 201,386
Less: Unallowable interest expense	(24,042)
Plus: Facilities Capital Cost of Money	10,130
Cost of ownership	187,474
Total rent expense recorded by Company	94,424
Less: Cost of ownership	(187,474)
Adjustment required by FAR 31.205-36(b)(3)	$ -

(5) Facilities Capital Cost of Money (FCCM)

The facilities cost-of-money rate has been calculated in accordance with FAR §31.205-10, using average net book values of equipment and facilities multiplied by the average treasury rate for the applicable period. Equipment and facilities include furniture and fixtures, computer equipment, vehicles, and leasehold improvements.

The calculation for the year ended December 31, 2017 was made as follows:

Average Net Book Value of Corporate Assets	$ 157,805
Average Treasury Rate	2.4375%
Computed Facilities Capital Cost of Money	3,846
Direct Labor Base	516,214
Facilities Cost-of-Money Rate	0.75%

(6) Indirect Expense Rate

The following tabulations summarize the allowable indirect expense rates incurred by the Company for the year ended December 31, 2017:

Fringe Benefit Rate	22.95%
General Overhead Rate	164.09%
Combined Rate	187.04%

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(7) Direct Expense Rate

The Company's direct expense rate was based on the direct costs accumulated in the job cost records and recorded in the following accounts in the general ledger for the year ended December 31, 2017:

Printing and reproduction	$ 1,098
Telephone	7,020
Postage and delivery	1,088
Field Supplies	29,794
Other direct costs	6,706
Direct Costs	45,706
Unallowable Direct Costs	-
Allowable Direct Expenses	45,706
Direct Labor	516,214
Direct Expense Rate	8.85%

Direct expenses for travel and meals in excess of the per diem and travel expenses specified in 112.061. No costs used to calculate the direct expense rate exceeded the $150 per night limitation, per Chapter 2016-62, Laws of Florida, no permit costs are included in the direct expense rate calculation, and the travel related costs are in compliance with Florida Statute 112.061.

(8) Depreciation and Leasing Policies

Certain assets are purchased and depreciated, while others are leased and considered operating leases, and the annual lease costs are included in the overhead pool. The depreciation reflected on the Company's financial statements differs from the acceptable depreciation for Federal income tax purposes. Since the financial statement amounts included in the overhead pool are lower than the amounts used for Federal purposes, the amounts included in the Schedule of Indirect Costs are allowable under FAR 31.205-11(e).

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Swindell, Bohn, Durden & Phillips, PL
Certified Public Accountants
and Business Advisors
Looking Forward...Beyond the Numbers

3560 South Third Street
Jacksonville Beach
Florida 32250
www.beachcpafirm.com
(904) 241-8176 PHONE
(904) 247-9918 FAX

James R. Swindell, C.P.A.
Cindy B. Bohn, C.P.A.
Donald H. Durden, C.P.A.
(1941-1999)
Stephen L. Phillips, C.P.A.
Rhonda E. Boyles*
Kevin G. Rhoad, C.P.A.
Travis B. Wilson, C.P.A.

Members:
Private Companies Practice Section
American Institute Of Certified Public Accountants
Florida Institute Of Certified Public Accountants

*Certified Public Bookkeeper. Not registered with the Board of Accountancy

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To The Board of Directors and Stockholders
Ghiotto & Associates, Inc.
Jacksonville, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the Statement of Direct Labor, Fringe Benefits and General Overhead of Ghiotto & Associates, Inc. (the Company) for the year ended December 31, 2017, and the related notes to the financial statements, and have issued our report thereon dated May 23, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Ghiotto & Associates, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the statement, but not for the purpose of expressing an opinion on the effectiveness of Ghiotto & Associates, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Company's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*
(continued)

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Company's statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations and contracts, including the provisions of the applicable sections of Part 31 of the Federal Acquisition Regulation and Section 112.061 of the Florida Statutes, noncompliance with which could have a direct and material effect on the determination of the statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other maters that are required to be reported under *Government Auditing Standards.*

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of the audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purposes.

This report is intended solely for the use and information of the Company and government agencies or other customers related to contracts employing the cost principles of the Federal Acquisition Regulation and should not be used for any other purpose.

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Swindell, Bohn, Durden & Phillips, PL
Jacksonville Beach, Florida
May 23, 2018

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EBO FORM 1
SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

Name of Proposer: **Prosser, Inc**

Project Title: **Belfort Road Widening**

Proposal Number: **P- 16 - 18** Total Base Proposal Amount (if applicable): **$ 119,998.19**

***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
R.E. Holland & Associates, Inc.	Non-MBE	Survey	$14,950.52
Meskel & Associates Engineering	Woman	Geotechnical Eng.	$8,008.93

Attach additional list of subcontractors/sub-consultants as needed

CONSULTANT/SUBCONTRACTOR/SUPPLIER TOTAL VALUES	
African-American Participation Total	**$ 0.00**
Hispanic-American Participation Total	**$0.00**
Native-American Participation Total	**$0.00**
Asian-American Participation Total	**$0.00**
Woman Participation Total	**$8,008.93**
Non-MBE Participation Total	**$14,950.52**

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: Principal Date: June 24, 2019

Print Name: J. Bradford Davis