

**PUBLIC NOTICE**  
**PSEC AGENDA**  
**PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING**  
**Thursday, January 26, 2023, 10:00 a.m.**  
 Eighth Floor, Conference Room 851  
 Ed Ball Building, 214 N. Hogan Street  
 Jacksonville, FL 32202  
 Join Teams Meeting  
[Teams Meeting](#)

Committee Members: Dustin Freeman, Chairman  
 Brennan Merrell, Treasury  
 James McCain, Jr., OGC

Subcommittee Members	ITEM	BID/RFP #	TITLE & ACTION	MOTION	CONTRACT EXP	OUTCOME
Charles Moreland Leeann Krieg	1	P-39-20	Contract Amendment No. 2 Federal Government Relations Consultant Office of the Mayor	That Contract No. 70912-21 between the City of Jacksonville and Ballard Partners, Inc., as Federal Government Relations Consultant be amended to exercise the second renewal option extending the period of service from April 1, 2023, thru March 31, 2024, with one (1) renewal option remaining; and increase the maximum indebtedness by \$180,000.00 to a new not-to-exceed maximum of \$540,000.00. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	03/31/23	
Mary DiPerna Carolina Tern-Ocegura	2	P-48-22	Fee & Contract Negotiations ACA Administrative Services Employee Services Department	That the City of Jacksonville enter into a contract with Equifax Workforce Solutions for the provision of ACA Administrative Services by incorporating the attached Scope of Services identified as Exhibit 'A' and Contract Fee Summary identified as Exhibit 'B'; providing a not-to-exceed maximum amount of \$80,000.00 for the initial period; the period of services will be from May 1, 2023 thru April 30, 2024, with four (4) one-year renewal options available upon mutual agreement; all other terms and conditions are per the RFP and the City's standard contract language.		
Bill Killingsworth Ann Coplansse	3	P-37-21	Contract Amendment No. 1 Professional Services for Resilience Planning Planning and Development Department	That Contract 71337-22 originally executed June 30, 2022, between the City and the Water Institute of the Gulf for Professional Services for Resilience Planning be amended to incorporate the revised Fee Schedule, identified as Exhibit 'C' for a no cost adjustment to the lump-sum amount, with the maximum indebtedness to the city remaining at \$1,699,530.92. All other terms and conditions shall remain unchanged.	"To project completion"	
Robin Smith Jill Enz	4	P-34-21	Fee & Contract Negotiations Professional Engineering Services for Willow Branch Canal Stabilization Department of Public Works/Engineering & Construction Management Division	That the City of Jacksonville enter into a contract with Haflr Associates, Inc., for Professional Engineering Services for Willow Branch Canal Stabilization, that incorporates the attached Scope of Services identified as Exhibit 'A' and Fee Schedule identified as Exhibit 'B', to provide a lump sum for Design Services in the amount of \$702,061.01 and not-to-exceed limits for: Geotechnical Services in the amount of \$14,993.63, Environmental in the amount of \$29,984.50, Survey in the amount of \$60,500.84, Community Engagement in the amount of \$62,346.88 and Structural Engineering in the amount of \$103,638.54, with a maximum indebtedness to the City in the amount of \$973,525.40; the period of services will be from execution of the contract to Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.		
Tyrica Young Kenneth Darity	5	P-22-21	Contract Amendment No. 2 Communication and Branding Consulting Services Kids Hope Alliance (KHA)	That Contract No. 71441-22 between the City of Jacksonville and Acuity Design Group, Inc., for Communication and Branding Services be amended to ratify the contract period from December 31, 2022, to date of award and extend the period of services thru December 31, 2023, incorporate the attached fee summary identified as Exhibit "B-1", and increase maximum indebtedness by \$40,000.00 to a new not-to-exceed amount of \$135,000.00. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	12/31/22	
Alex Baker	6	N/A	Addition to Legal Related Services List Procurement Division	That the committee review/approve the request of Delmas Harper, President, Harper & Associates Real Estate, LLC for inclusion on the Legal Related Services list under the category of Real Estate Acquisition Services.		

Meeting Adjourned:

*"The next PSEC meeting is scheduled to be held on Thursday, February 9, 2023."*





ONE CITY. ONE JACKSONVILLE.

## City of Jacksonville, Florida

City of Jacksonville  
Office of Mayor Lenny Curry  
117 West Duval Street, Suite 400  
Jacksonville, FL 32202  
(904) 630-CITY  
www.coj.net

### MEMORANDUM

Date: January 23, 2023

To: Dustin Freeman, Chief, Procurement Division  
Finance & Administration Department

From: Dr. Charles E. Moreland, Deputy Chief Administrative Officer  
Mayor's Office

SUBJECT: **SECOND** Renewal of Service Contract between COJ and Ballard Partners, Inc  
Federal Government Relations Consultant Service: 70912-21

P-39-20 AMJ #2

The Mayor's Office is requesting to exercise the **SECOND** of the 3-year renewable options for the service contract No. 70912-21 between the City of Jacksonville and Ballard Partners, Inc. Federal Government Relations Consultant Service. The renewal option extends the period of service from April 1, 2023, through March 31, 2024, with one (1) renewal option remaining; and increase the maximum indebtedness by \$180,000.00 to a new not-to-exceed maximum of \$540,000.00. Both parties are amenable to executing/renewing this contract under the above provisions.

The scope of service and contract fee schedule will remain unchanged. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, procurement policies and procedures and applicable federal and state laws.

The Mayor's office is requesting that this item be placed on the upcoming PSEC meeting.

cc: Lawsikia Hodges, Office of General Counsel

## **Exhibit A**

### **Scope of Services**

The lobbyist is expected to provide federal lobbying services for the City including, but not limited to, representation, information, professional advice, monitoring and keeping the City informed on issues of interest to the City, attending Congressional sessions, committee hearings and meetings, and support services. The lobbyist will, in accordance with the highest legal, ethical, and professional standards, provide at the direction of designated City officials, federal lobbying services including but not limited to the following services (hereinafter referred to as the "Services"):

- Identify, review, and analyze any and all federal legislative bills, resolutions, Journals, votes, fiscal notes, and all relevant discourse pertaining to the federal government in a timely manner to assist the City in determining its policy positions.
- Provide, upon request, timely written reports of federal legislative matters for current or incoming fiscal year and the progress of work to the Mayor or his designated representatives.
- Assist in the formulation of a Federal funding and policy agenda, working with the Mayor or designated representative.
- Represent the City's interests in the Federal budget process.
- Testify and lobby on behalf of the City as necessary.
- On issues where State and Federal policy overlap, coordinate and collaborate with the City's contracted State Lobbyist, as necessary.
- Provide advice, recommendations, support services including, but not limited to, correspondence, briefing papers, talking points, written summaries to the City to develop and implement a timely and technologically efficient process to forecast, screen assign, review, analyze, and respond to federal legislative matters and federal grant funding opportunities.
- Represent and advocate, as designated, the City's position on federal matters to elected members of Congress, the President and Executive branch officials, Congressional Staff, elected City officials, other lobbyists, community groups, and any other designated persons.
- Provide assistance in establishing strategy, obtain sponsors and co-sponsors in each house for matters designated by the City, establish and maintain successful working relationships with the Congressional legislative leadership, employees and officials at federal agencies administering programs and grant funding opportunities, interested organizations, community groups and other legislators and staff to achieve passage or defeat of legislation as directed by the City.

- **The lobbyist shall be required to provide the following services to the City as part of a negotiated flat lump sum monthly fee (to include all direct expenses). The services may include acquiring sponsors and supporters for City legislative, financial, or administrative initiatives in the following areas:**
  - **Economic Development and Enterprise Zones Legislation**
  - **Community Redevelopment Legislation, including CRA's**
  - **Transportation Initiatives and Funding**
  - **Protection of City Revenue Sources**
  - **Water and Wastewater Initiatives**
  - **Stormwater Management Initiatives**
  - **Telecommunications and E-Commerce**
  - **Property Tax Legislation**
  - **Environmental Sustainability**
  - **Growth Management and Land Use**
  - **Parks, Recreation and River Initiatives**
  - **Public Safety and Law Enforcement**
  - **Discretionary Grants**
  - **Port Dredging and Expansion**
  - **Energy Savings Initiatives**
  - **Infrastructure Repair or Development**
  - **Community Health and Wellness**
  - **City Facility Expansion or Improvement Projects**

**Exhibit B**

**Contract Fee Summary**

Contract Annual Amount, Not-to-Exceed \$180,000.00

**Authorized Task**

Effective date of contract, April 1, 2023 through March 31, 2024 Consultant is authorized a total of \$15,000.00 per month for Consultant to provide lobbyist services as outlined in Exhibit A, Scope of Services.

The fee is inclusive of all costs including travel, lobbyist registration fees, and legislative tracking.

# 70912-21  
AMD #1

**FIRST AMENDMENT TO SERVICES CONTRACT  
FOR FEDERAL GOVERNMENT RELATIONS CONSULTANT SERVICES**

**THIS FIRST AMENDMENT TO SERVICES CONTRACT** (the "First Amendment"), effective as of March 30, 2022 (the "Effective Date"), is made and entered into by and between **BALLARD PARTNERS, INC.**, a Florida corporation, whose principal address is 201 East Park Avenue, 5<sup>th</sup> Floor, Tallahassee, Florida 32301 ("Consultant"), and the **CITY OF JACKSONVILLE**, a consolidated municipal corporation and political subdivision existing under the laws of the State of Florida (the "City").

**RECITALS:**

**WHEREAS**, the parties made and entered into a Services Contract (City Contract No. 70912-21) (the "Contract") dated March 18, 2021, for state government relations consulting services as described in Request for Proposal No. P-39-20 (the "RFP"); and

**WHEREAS**, pursuant to Amended Administrative Award Bid No: P-39-20 effective March 25, 2022, the parties desire to amend the Contract to extend the term as provided herein.

**NOW THEREFORE**, in consideration of the mutual promises herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Recitals.** The above recitals are true and correct and by this reference are incorporated herein and made a part hereof.
2. **Capitalized Terms.** Unless otherwise defined in this First Amendment, all capitalized terms used in this First Amendment without definition shall have the meanings given to them in this Contract.
3. **Amendment to Paragraph 3 (Maximum Indebtedness).** Paragraph 3 of the Contract is hereby amended to increase the Maximum Indebtedness by \$180,000.00, to a new not-to-exceed Maximum Indebtedness of \$360,000.00, and as amended, shall read as follows:
  3. **Maximum Indebtedness.** As required by Section 106.431, *Ordinance Code*, City's maximum indebtedness for the Services under this Contract for the initial period of service shall be a fixed monetary amount not-to-exceed THREE HUNDRED SIXTY THOUSAND AND 00/100 DOLLARS (\$360,000.00).
4. **Amendment to Paragraph 4 (Term).** Paragraph 4 of the Contract is hereby amended to exercise the first of three one-year renewal options, and as amended shall read as follows:
  4. **Term.** The term of this Contract shall be from April 1, 2021, through March 31, 2023 unless sooner terminated by either party in accordance with the terms of the RFP. This Contract may be renewed for

up to two (2) additional one (1)-year periods on terms mutually agreeable to the parties..

5. **Authority.** Consultant represents and warrants to the City that it has full right and authority to execute and perform its obligations under the Contract, as amended by this First Amendment, and Consultant and the person(s) signing this First Amendment on Consultant's represent and warrant to the City that such person(s) are duly authorized to execute this First Amendment on Consultant's behalf without further consent or approval by anyone. Consultant shall deliver to the City promptly upon request all documents reasonably requested by the City to evidence such authority.
6. **Effectiveness; Ratification of the Contract.** This First Amendment to the Contract is effective on the date and year first above written. The provisions of the Contract shall remain in full force and effect except as expressly provided in this First Amendment.
7. **Entire Contract.** This First Amendment is the entire agreement of the parties regarding the modifications to the Contract provided herein, supersedes all prior agreements and understandings regarding such subject matter, and may be modified only by the parties via an executed written amendment.
8. **Counterpart and Electronic Execution.** This First Amendment may be executed electronic signatures and in a number of identical counterparts, each of which for all purposes is deemed an original, and all of which constitute collectively one agreement.

**[Remainder of page left blank intentionally. Signature page follows immediately.]**

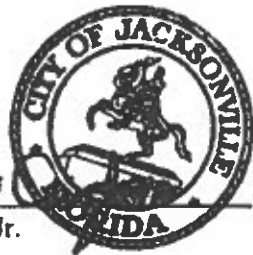


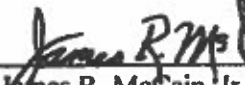
IN WITNESS WHEREOF, the parties have entered into this First Amendment as of the Effective Date.

**BALLARD PARTNERS, INC.**, a Florida corporation


By:   
Brian D. Ballard  
President

ATTEST:



By:   
James R. McCain, Jr.  
Corporation Secretary

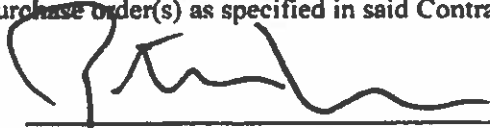
**CITY OF JACKSONVILLE**, a consolidated municipal corporation and political subdivision existing under the laws of the State of Florida

By:   
Lenny Curry, as Mayor  
Brian Hughes  
Chief Administrative Officer  
For: Mayor Lenny Curry  
Under Authority of:  
Executive Order No: 2019-02

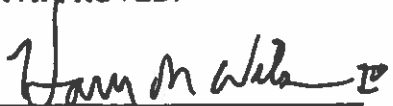
Encumbrance and funding information for internal City use:

New Total Maximum Indebtedness \$360,000.00

In accordance with Section 24.103(e) of the *Ordinance Code* of the City of Jacksonville, I do hereby certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the foregoing Contract; provided however, this certification is not nor shall it be interpreted as an encumbrance of funding under this Contract. Actual encumbrance(s) shall be made by subsequent purchase order(s) as specified in said Contract.

  
\_\_\_\_\_  
Director of Finance  
City Contract Number: 70912-21, Amend #1

FORM APPROVED:

By:   
Office of General Counsel





ONE CITY ONE JACKSONVILLE

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

## MEMORANDUM

To: Dustin Freeman, Chairperson  
Professional Services Evaluation Committee

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

Re: P – 48-22 – ACA Administrative Services *Carolina Teran-Oceguera*

Date: January 19, 2023

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As a result of fee and contract negotiations with Equifax, we recommend that the City enter into a contract with Equifax for ACA Administrative Services. Equifax has agreed to reduce the annual increase, that was quoted, from 5% to 3% each year.

The contract shall begin on May 1, 2023, and extend through April 30, 2024 with four (4) renewal options.

All other terms and conditions are according to the Scope of Services outlined in the Request for Proposal. The maximum indebtedness shall not exceed \$80,000 for the first year of the contract.

**Section 4**  
**Description of Services and Deliverables**

The Administrator shall provide the following no less than annually to the City during the period of the Agreement for Professional Services between the Administrator and the City.

The City includes all City departments, City Council, Tax Collector, Property Appraiser, Clerk of the Courts, Elections Office, Jacksonville Sheriff's Office, Jacksonville Housing Authority, Northeast Florida Planning Council, and First Coast Work Source. It also includes all City retirees who are covered by various employee benefits. Approximately 8,000 active employees, 5,000 retired employees, and 14,000 dependents are covered by various benefits.

- The effective date of these services is to be May 1, 2023.
- Provide the City of Jacksonville with a fee payment plan that allows the City to pay their fees 45 days in arrears.
- The City of Jacksonville will require the Administrator to have the upcoming renewal complete and finalized six months prior to the next renewal date (unless the Contractor is providing a five-rate guarantee). The renewal should be in written form and delivered to the attention of the Chief of Compensation and Benefits Division at the City of Jacksonville.
- System must be able to accept bi-weekly hours worked file feeds.
- Sends automated alerts to provide status of hours worked.
- Projects probability of part-time employees moving to full-time status, based on previous hours.
- Reports which employees qualify as full-time for purposes of benefit offerings.
- System must offer Affordability testing.
- System must offer Rate of pay safe harbor testing.
- System must offer Penalty calculator.
- Must offer guaranteed compliance with all new mandates as ordered by the ACA.
- System must be compliant with all health coverage mandates.
- Provide reports mandated by ACA for end of year reporting to the IRS.
- Administrator must create and mail out the 1095c forms to all participants.
- Administrator must electronically file all year end reports with the IRS.
- System must provide IRS correction information for review, correction, and must electronically refile corrections to the IRS.
- Provide all necessary reports if the City were ever to undergo an IRS audit.
- Extensive ad hoc reporting and custom analysis tools to allow the user to create and schedule virtually any report to support budgeting and organizational breakdown in any format as needed with no additional charge.
- System must offer customized Data file mapping.

*Exhibit 'A'*

- Customized, automated email alerts which can be sent to any user as requested to notify of various actions within the measurement/admin/stability period to eliminate the need for manual tracking.
- Built-in file discrepancy identification and resolution for real-time audit.
- IRS forms 6055 and 6056 as standard reports in the reporting section of the product

*(End of Section 4 - Remainder of page intentionally left blank)*

EXHIBIT 'A'

FORM 1  
PROPOSED PRICING AND FEE EXHIBIT

**ACA Administrative Services**

Please illustrate in this section Proposer's fees or charges that you are proposing for the ACA Administrative Services RFP. Any additional fees or costs not disclosed in this fee exhibit shall be the responsibility of the proposer.

**Failure to disclose full information on rates, fees or additional charges may result in the lowering of Proposer's scoring or disqualification of your proposal.**

**Please provide two (2) copies of the fee exhibits in the proposal. If Proposer is proposing a multi-year fee guarantee, please show the fee guarantees for 12, 24, 36, 48 or 60 months. (60-month fee guarantee is preferred.)**

**All proposed fees should be net of commissions.**

All proposed fees and charges for the services provided under this RFP must be firm Administrators must specify any restrictions or limitations on the fees and charges and services quoted. Any limitations or restrictions not disclosed in Administrator's Proposal shall be the responsibility of Administrator.

NAME OF CONSULTANT Equifax Workforce Solutions LLC

Proposal Number P-48-22

**SCHEDULE OF PROPOSED PRICES/RATES -All fees must be Net of Commissions**

1. Cost per employee per month:

\$0.39

2. Cost for creating, mailing, and electronically filing all forms required by ACA:

ACA Tax Form 1095-C Printing Service - \$1.72 per print & mailing of 1095-C Form

Fee for Resubmission of Files - Up to \$450 per incident

Fee for Reformatting - \$496

Minimum Annual Measurement Fee - \$3,500

3. Please provide any other relevant rates that may apply to this project

Please note, the prices specified herein will increase by 5% on each anniversary of the Schedule's Effective Date.

*Exhibit B*

**Baker, Alex**

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**Subject:** FW: [IE] RE: City of Jacksonville - Equifax account management update

**From:** Marci Beatty <marci.beatty@equifax.com>  
**Sent:** Thursday, January 19, 2023 10:24 AM  
**To:** Diperna, Mary <MDiPerna@coj.net>  
**Subject:** Re: [IE] RE: City of Jacksonville - Equifax account management update

**EXTERNAL EMAIL:** This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi Mary - thanks for the call.

Equifax is in agreement to reduce the quoted 5% increase on each anniversary effective date to 3%.

We appreciate the opportunity to continue as your ACA provider!

I look forward to hearing from you soon.

Thank you

Marci Beatty  
Account Executive - National Accounts  
Equifax Workforce Solutions  
614-743-3383  
[marci.beatty@equifax.com](mailto:marci.beatty@equifax.com)

**\*\*\* Check out our *NEW* Client Community- an interactive and immersive virtual learning and training environment for all EWS solutions! : [Connections](#) \*\*\***

Please remember to contact our Workforce Solutions Support Center for immediate assistance, Phone: 877-664-8778 (-877-664-TSST), or email [workforcesolutionssupport@equifax.com](mailto:workforcesolutionssupport@equifax.com) for assistance. They are available Monday through Friday between the hours of 7 a.m. and 7 p.m. Central time

Exhibit B'







ONE CITY. ONE JACKSONVILLE.

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

January 19, 2023

TO: Dustin Freeman, Chairman  
Professional Services Evaluation Committee

THRU: Bill Killingsworth *W. Killingsworth*  
Director, Planning and Development

FROM: Anne Coglianese *AC*  
Chief Resilience Officer

SUBJECT: P-37-21 Professional Services for Resilience Planning  
The Water Institute of the Golf Contract

*PMS #1*

In order to provide for additional analyses, reporting and public engagement activities, the consultant has requested an adjustment to the previously identified limits within their contract that will result in a no cost adjustment as identified in the revised Contract Fee Schedule, Exhibit C. There is no rate adjustment with this amendment. This agreement is under the Encouragement Plan.

Accordingly, this is to recommend that Contract 71737-22, originally executed June 10, 2022, between the City and The Water Institute of the Gulf for Professional Services for Resilience Planning be amended to incorporate the revised Fee Schedule, Exhibit C for a no cost adjustment to the lump sum amount, with the maximum indebtedness to the city remaining at \$1,699,530.92. All other terms and conditions are as provided in the RFP and the City's standard contract language.

AC/lw

Attachment: Exhibit C

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

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

EXHIBIT B

<b>PART I - GENERAL</b>				
1. Project City of Jacksonville Resilience Planning		2. Proposal Number RFP# P-37-21		
3. Name of Consultant The Water Institute		4. Date of Proposal 3/29/2022		
<b>PART II - LABOR RELATED COSTS</b>				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Project Manager	\$44.96	1294.00	\$58,178.24	
Project Management Support	\$31.95	1260.00	\$40,257.00	
Project Director	\$90.34	595.00	\$53,749.33	
Research Scientist II	\$42.56	1149.00	\$48,904.31	
Senior Research Scientist	\$77.74	579.00	\$45,011.46	
Research Associate II	\$29.81	540.00	\$16,097.40	
Vice President	\$127.40	104.00	\$13,249.60	
Technical Editor	\$30.79	76.00	\$2,340.04	
Grants and Contracts Specialist	\$62.50	56.00	\$3,500.00	
Administrator	\$35.00	70.00	\$2,450.00	
Project Controller	\$75.00	9.00	\$675.00	
<b>TOTAL DIRECT LABOR</b>		<b>5,732</b>	<b>Hours</b>	<b>\$284,412.38</b>
6. Overhead (Combined Fringe Benefit & Administrative)			150.46%	\$427,934.83
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$712,347.20
8. PROFIT: Labor Related Costs (Item 7)			x 10%	\$71,234.72
<b>PART III - OTHER COSTS</b>				
9. Miscellaneous Direct Costs				
Transportation & Shipping			\$0.00	
Original Reproducibles			\$0.00	
Reproducibles			\$0.00	
Other			\$0.00	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				<b>\$0.00</b>
10. SUBCONTRACTS (Reimbursable/Not to Exceed)				
SCAPE			268,300.00	
Fernleaf			261,600.00	
ADG			205,000.00	
Half			147,049.00	
<b>SUB-CONTRACT SUB-TOTAL</b>				<b>\$881,949.00</b>
<b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>				<b>\$1,665,530.92</b>
11. REIMBURSABLE COSTS (Limiting Amount)				
Travel			30,000.00	
Printing and Materials			\$4,000.00	
<b>SUB-TOTAL REIMBURSABLES</b>				<b>\$34,000.00</b>
<b>PART IV - SUMMARY</b>				
<b>TOTAL AMOUNT OF AMENDMENT #6 (Lump Sum Plus Reimbursables)</b> (Items 5, 6, 8, 9, 10 and 11)				<b>\$1,699,530.92</b>
12. PRIOR CONTRACT AMOUNT (Through Amendment # 1)				\$0.00
<b>AMENDED AMOUNT OF CONTRACT</b>				<b>\$1,699,530.92</b>

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

EXHIBIT C

<b>PART I - GENERAL</b>				
1. Project City of Jacksonville Resilience Planning		2. Proposal Number RFP# P-37-21		
3. Name of Consultant The Water Institute		4. Date of Proposal 3/29/2022		
<b>PART II - LABOR RELATED COSTS</b>				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Project Manager	\$44.96	1253.00	\$56,334.88	
Project Management Support	\$31.95	1164.00	\$37,189.80	
Project Director	\$90.34	387.00	\$34,959.65	
Research Scientist I	\$39.93	542.00	\$21,642.06	
Research Scientist II	\$42.56	862.00	\$36,688.88	
Research Scientist III	\$61.06	525.00	\$32,056.50	
Senior Research Scientist	\$77.74	347.00	\$26,975.78	
Research Associate II	\$29.81	463.00	\$13,802.03	
Vice President	\$127.40	72.00	\$9,172.80	
Technical Editor	\$30.79	72.00	\$2,216.88	
Grants and Contracts Specialist	\$62.50	56.00	\$3,500.00	
Administrator	\$35.00	71.00	\$2,485.00	
Project Controller	\$75.00	9.00	\$675.00	
<b>TOTAL DIRECT LABOR</b>		<b>5,823</b>	<b>Hours</b>	<b>\$277,699.25</b>
6. Overhead (Combined Fringe Benefit & Administrative)			150.46%	\$417,834.07
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$695,533.32
8. PROFIT: Labor Related Costs (Item 7) x 10%				\$69,553.33
<b>PART III - OTHER COSTS</b>				
9. Miscellaneous Direct Costs				
Transportation & Shipping			\$0.00	
Original Reproducibles			\$0.00	
Reproducibles			\$0.00	
Other			\$0.00	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				<b>\$0.00</b>
10. SUBCONTRACTS (Reimbursable/Not to Exceed)				
SCAPE			268,300.00	
Fernleaf			261,600.00	
ADG			213,500.00	
Halff			157,049.00	
<b>SUB-CONTRACT SUB-TOTAL</b>				<b>\$900,449.00</b>
<b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>				<b>\$1,665,535.65</b>
11. REIMBURSABLE COSTS (Limiting Amount)				
Travel			30,000.00	
Printing and Materials			\$3,995.27	
<b>SUB-TOTAL REIMBURSABLES</b>				<b>\$33,995.27</b>
<b>PART IV - SUMMARY</b>				
<b>TOTAL AMOUNT OF AMENDMENT #6 (Lump Sum Plus Reimbursables)</b> (Items 5, 6, 8, 9, 10 and 11)				<b>\$1,699,530.92</b>
12. PRIOR CONTRACT AMOUNT (Through Amendment # 1)				\$0.00
<b>AMENDED AMOUNT OF CONTRACT</b>				<b>\$1,699,530.92</b>





# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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

ONE CITY ONE JACKSONVILLE

January 19, 2023

TO: Dustin Freeman, Chairman  
Professional Services Evaluation Committee

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

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

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

SUBJECT: P-34-21 Professional Engineering Services for Willow Branch Canal Stabilization

The Engineering Division has negotiated with the consultant selected for P-34-21 Professional Engineering Services for Willow Branch Canal Stabilization, resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B. JSEB firms to be utilized to meet the 25% Participation Percentage Plan for this contract are detailed on a separate attachment.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Half Associates, Inc. for Professional Engineering Services for Willow Branch Canal Stabilization, 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 \$702,061.01 and not to exceed limits for: Geotechnical Services in the amount of \$14,993.63, Environmental in the amount of \$29,984.50, Survey in the amount of \$60,500.84, Community Engagement in the amount of \$62,346.88 and Structural Engineering in the amount of \$103,638.54, with a maximum indebtedness to the City in the amount of \$973,525.40 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.

Funding for this project should be as follows:

32124.153101.565051.001360.00000000.00000.00000000      \$975,525.40

RGS/lw

Attachment: Exhibits A & B  
JSEB Participation

cc: Lori West, Engineering and Construction Management  
Gary Goldsberry, P.E., Engineering and Construction Management



City of Jacksonville  
Willow Branch Canal Stabilization  
Scope of Work and Fee Proposal  
12/05/2022

TABLE OF CONTENTS

1. Statement of Work
2. Hour & Fee Schedule
3. City of Jacksonville Contract Fee Summary
4. Florida Department of Transportation Approved Overhead Rate Letter
5. Project Schedule
6. Subconsultant Proposals and Rate Summaries (all are JSEB approved firms)
  - a. Meskel & Associates Engineering, PLLC (Geotechnical Services)
  - b. Smith Surveying Group, LLC (Surveying Services)
  - c. Acuity Design Group, Inc. (Public Engagement Services)
  - d. Civil Services, Inc. (Structural Engineering Services)
  - e. Alpha Envirotech Consulting, Inc. (Environmental & Permitting Support Services)

Submitted by:

Guillermo Simon, PE, CFM  
Director of Water Resources

Halff Associates, Inc.

[gsimon@halff.com](mailto:gsimon@halff.com)

O: (904) 456-9801

C: (904) 662-9127

Thank you for the opportunity to work on this exciting project!



## PROPOSED STATEMENT OF WORK

### City of Jacksonville Willow Branch Canal Stabilization Design Phase Services

12/05/2022

#### PROJECT BACKGROUND

The City of Jacksonville (COJ) selected the Halff Associates, Inc. team (CONSULTANT) to provide planning, community engagement, engineering design, permitting, and bidding services for the channel stabilization of Willow Branch Canal located between Sydney Street and Riverside Avenue. The CONSULTANT team consists of Halff Associates, Inc. (prime consultant), Meskel & Associates Engineering, PLLC (geotechnical services), Smith Surveying Group (land surveying and mapping), and Acuity Design Group (community engagement).

Willow Branch Canal is an urban creek located in the Jacksonville neighborhood of Riverside as shown in Figure 1. The creek headwater is located near Riverside High School with an outfall into the St. Johns River. As part of its efforts to reduce flood risks, COJ recently constructed a culvert upstream of Sydney Street to collect runoff and reduce flooding to homes in the area. COJ has stabilized the creek banks in the past using stacked concrete blocks to prevent bank erosion and to protect conveyance capacity. These stabilization efforts resulted in a quasi-straight creek alignment. Today, the creek's embankments have deteriorated, vegetation has grown within the channel banks, and streambank erosion exists throughout the creek.

This project's objective is to stabilize the channel and introduce a more resilient creek design, one that applies natural solutions with features such as off-channel wetlands and potentially creek meandering. Notably, features such as trees, roads, homes, creek slope, and natural topography constrain the creek and limit the ability to introduce meandering.

The upper section of the creek—between Sydney Street and Park Street—flows through Willow Branch Park, while downstream of Park Street the creek corridor narrows down considerably.

Project goals include the following:

- Provide surveying, engineering, and planning activities necessary for the final design, permitting, and bidding of channel stabilization and enhancements to the Willow Branch Canal from Sydney Street to Riverside Avenue, approximately 1,800 feet.
- + The overarching project goal includes the stabilization of the creek embankments using a combination of natural and structural solutions. Design considerations include channel cross section and alignment changes, tree removal and planting, and structural slope stabilization.



- + If possible, and within the physical and environmental constraints of the creek corridor, the project will include a design that does not increase flood hazards and applies natural solutions.
  - + A Landscaping Plan will be prepared to offset or mitigate for the loss of existing trees expected to occur with the construction of an expanded channel cross section and creek realignment.
  - + The replacement of three (3) existing pedestrian bridges with COJ approved prefabricated pedestrian bridges (adjacent to Sydney Street, north of Lydia Street and north of Oak Street). The Lydia Street and Oak Street pedestrian bridge approaches are not accessible due to steps or steep sidewalk slopes; therefore, the location of these bridges may be adjusted to accommodate the creek alignment modifications or ADA regulations. The scope excludes any modifications to the Riverside Avenue and Park Street pedestrian bridges.
  - + The project excludes any modifications to the Sydney Street, Park Street, and Riverside Avenue roadway crossings.
  - + Per the direction of COJ Public Works staff, this scope of services excludes construction services.
- Develop a community engagement plan that informs key stakeholders and receives community feedback at key stages of the design process.
  - Develop complete design construction documents for the preferred alternative.



Figure 1. Location of Willow Branch Canal





## SCOPE OF WORK

The scope of work is based on our understanding of the project and conversations with COJ staff from the Public Works and Parks, Recreation, and Community Services Departments.

### 1. PROJECT MANAGEMENT

The CONSULTANT will perform Project Management tasks throughout the project life, including project kickoff, meeting attendance, project planning, resource allocation, maintaining project schedule, quality control plan, monthly invoicing and project status reports. The CONSULTANT Project Manager, Guillermo Simon, PE, CFM will serve as the point of contact for all communications. The CONSULTANT will notify COJ of any Project Manager change in writing.

### 2. DATA COLLECTION

The CONSULTANT will acquire field data necessary for the preparation of design documents. Desktop review and field data collection include the following.

#### 2.1 Compile Readily Available Data (desktop research)

The CONSULTANT will complete a desktop review and compile readily available information regarding the physical, environmental, and cultural features of Willow Branch Creek, necessary for the creek stabilization design. CONSULTANT will research public repository websites such as COJ, Florida Department of Environmental Protection (FDEP), St. Johns River Water Management District (SJRWMD), Florida Division of Emergency Management (FDEM), the National Oceanic and Atmospheric Administration (NOAA), and the Environmental Protection Agency (EPA). Information may include

- Lidar-based topography
- Soils
- Land use/Land cover
- Known soil contamination (from COJ)
- Existing hydrology and hydraulic (H & H) models from COJ Master Stormwater Management Plan (MSMP)
- Tide data
- Previous design plans and reports relevant to the stabilization of Willow Branch Canal
- As-built drawings of road crossings and recently constructed upstream improvements (from COJ)
- Cultural Resources data (from COJ and Riverside Avondale Preservation (RAP))
- GIS storm sewer inventory for Willow Branch Canal basin
- Property appraiser's parcel maps



The compiled data will allow the CONSULTANT team to identify data gaps that may affect the team's ability to complete the creek stabilization design. Should significant data gaps exist, the CONSULTANT will discuss with COJ the options to move forward.

## 2.2 Site Reconnaissance

The CONSULTANT will conduct field reconnaissance site visits to obtain information relevant to the design. CONSULTANT will coordinate site reconnaissance with the design team and COJ staff, as needed. CONSULTANT will utilize site visit observations to assess the project area for wetland delineation and for the presence of suitable/preferred habitats for state and federally listed threatened and endangered species.

## 2.3 Ground Survey – Smith Surveying Group

The CONSULTANT will conduct a design-level survey for the proposed project area along Willow Branch Canal as shown in Figure 2. The field survey of the project area will be completed by Smith Surveying Group, LLC and includes the following:

2.3.1 **Boundary and Right-of-Way Survey** — The CONSULTANT will locate COJ property corners from deeds of public record to plot the property lines. Where needed, CONSULTANT will obtain right-of-entry (ROE) from landowners to allow survey crews to conduct ground surveys of their property. CONSULTANT will deliver property owners COJ-approved ROE letters prior to accessing private property.

Note: The anticipated proposed improvements will not encroach onto privately owned property.

2.3.2 **Ground Elevation Survey** — The CONSULTANT will survey the area shown in Figure 2 to develop 1-foot contour intervals for the project area, including the Willow Branch Canal channel. The topographic survey includes the location of visible improvement features such as power poles, water line valves, edge of pavement, and the location of artificial structures within the Willow Branch Canal channel.

2.3.3 **Location of Above Ground Utilities** — The CONSULTANT will locate any above-ground and visible utilities within the project area.

2.3.4 **Structure Crossing Surveys** — The CONSULTANT will perform surveys of three road crossings (Sydney Street, Park Street, and Riverside Avenue) and four pedestrian crossings (located at or near Sydney Street, Lydia Street, Oak Street, and Riverside Avenue). Surveys will capture elevations of culvert inverts, channel shape, dimensions, upper and lower road deck, and railings.

2.3.5 **Tree Survey** — The CONSULTANT will locate trees within the project area in accordance with the current COJ Tree Ordinance with only specimen trees with a diameter at breast height (DBH) of 5.5 inches or larger.

2.3.6 **Wetland Delineation Survey** — The CONSULTANT will survey the wetland extents as flagged in Task 2.4.1.



Deliverables for Task 2.3 include electronic AutoCAD files with surveyed point elevation and point description and 1-foot contours for the proposed project area derived from a triangulated irregular network or similar surface generator method. AutoCAD files will also include property lines, dimensions, parcels, tree locations, and visible utilities. CONSULTANT will perform surveys using the Florida State Plane East coordinate system and the NAVD 88 vertical datum. CONSULTANT will provide digitally signed and sealed topographic and boundary surveys in PDF format.

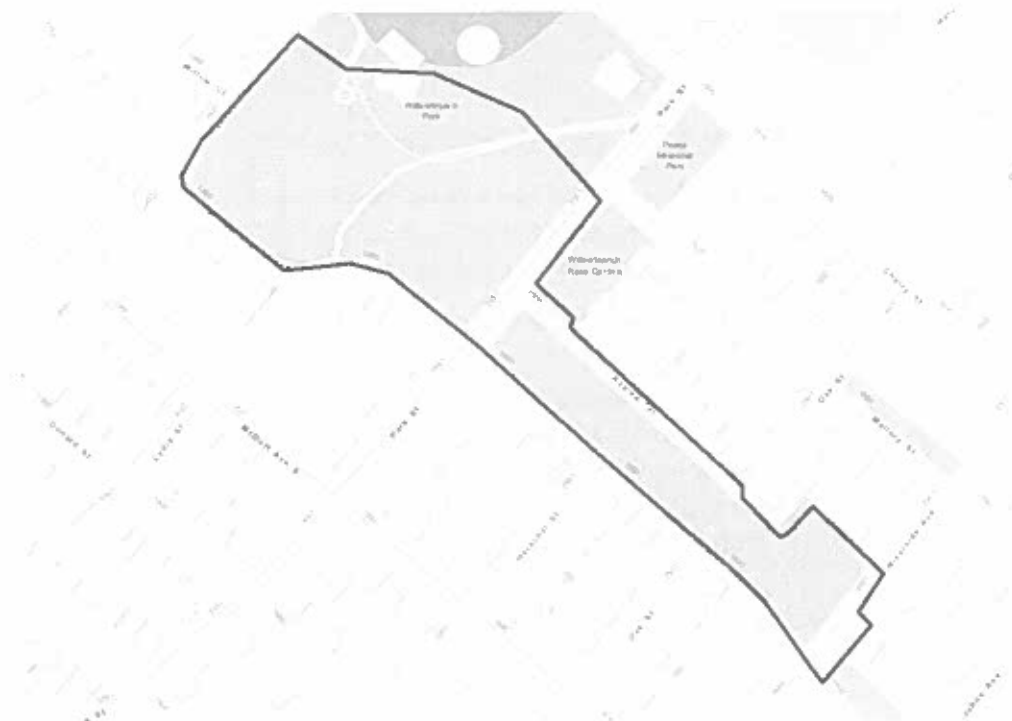


Figure 2. Proposed project survey area

## 2.4 Environmental Assessment – Alpha Envirotech Consulting, Inc.

2.4.1 Wetland Delineation — The CONSULTANT will perform on-the-ground delineation within the proposed project area following required methodologies to identify the wetland and surface water extent and jurisdictional status, including criteria found in the Environmental Resource Permit (ERP) rules 62-340 Florida Administrative Code (F.A.C.), *Delineation Of The Landward Extent Of Wetlands And Surface Waters* and the US Army Corps of Engineers (USACE) *Jurisdictional Determination Form Instructional Guidebook, 1987 Wetlands Delineation Manual, Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coast Plain Region (Version 2.0)*. CONSULTANT will map identified wetlands utilizing a GPS unit capable of sub-meter accuracy and flagged to allow for survey crews to locate each point and tie elevations.



- 2.4.2 Design Review, Impact Calculations, and Permitting Assessment — The CONSULTANT will evaluate preliminary plans and calculate impacts to wetlands associated with the proposed channel improvements. Recommendations for avoidance and minimization of impacts to aquatic resources may be recommended to facilitate ERP and Section 404 permitting to reduce or eliminate the need for compensatory mitigation.
- 2.4.3 Functional Assessment — The CONSULTANT will complete a wetland functional assessment on each wetland proposed to be impacted by utilizing baseline data and UMAM to estimate the importance of affected wetlands to the surrounding ecological community and the potential effects of the project on wetland functions to determine the significance of the impact on each wetland so that mitigation amounts may be evaluated.
- 2.4.4 Listed Species Review — The CONSULTANT will review available background data relevant to develop a preliminary jurisdictional opinion for aquatic resources occurring within the project area. Available resources include recent and historic aerial photos, topographic maps, USFWS National Wetland Inventory Maps, soil surveys, floodplain mapping, lidar, and land use/land cover data. Prior to the field review CONSULTANT will also conduct a desktop review of government and other publicly available databases to determine whether occurrences of state or federally listed plant or animal species may occur or have been documented in areas with similar habitats within or immediately adjacent to the project site. The CONSULTANT will review databases from the U.S. Fish and Wildlife Service (USFWS), Florida Fish and Wildlife Conservation Commission (FFWCC), and Florida Natural Areas Inventory (FNAI).
- 2.4.5 Preliminary Cultural Resource Review — Desktop research will also include a review of USDA soil survey maps, USGS geologic maps, topographic maps, and aerial photography to assess the potential for deeply buried and undisturbed archeological deposits. Should CONSULTANT identify cultural resources during the desktop review that indicate the need for a Cultural Resource Assessment Survey, CONSULTANT will request additional scope of work services from COJ.

Deliverables for Task 2.4 include a draft Environmental Assessment Report in PDF format that documents the results from Task 2.4 activities. Upon receipt of written comments from the COJ, the final report will be prepared and submitted in PDF format.

## 2.5 Geotechnical Services – Meskel & Associates

The project includes the regrading and reestablishing of the existing stormwater conveyance system running approximately 1,780 Linear feet southeast from Sydney



Street to Riverside Avenue. Furthermore, three existing pedestrian bridges along the project limits will be reconstructed.

The objective of the geotechnical exploration is to provide site and subsurface information to evaluate the subsurface conditions along the alignments and make recommendations for the planned improvements.

2.5.1 Based on the information provided, the following field services will be completed:

Test Location		Test No. & Type	Test Depth (Ft) Below Ground Surface
Ditch Alignment	Embankment (Top)	8 SPT <sup>1</sup> Borings	20
	Embankment (Toe)	11 Hand Augers w/ DCP <sup>2</sup>	10
3 Pedestrian Bridges		3 SPT <sup>1</sup> Boring (one at each bridge)	30

1. Standard Penetration Tests performed in general accordance with the methodologies in ASTM D1586.
2. To determine the relative density of the soil at the hand auger locations, a Dynamic Cone Penetrometer will be performed in general accordance with the methodologies in ASTM STP-399.

**Notes:**

The site appears to be accessible to our track-mounted or ATV drilling equipment; therefore, no maintenance-of-traffic is required for our work.

Borings will be located using hand-held Garmin GPS unit and taped measurements from existing site features. Therefore, it should be anticipated that the boring locations will be as near the intended design features/structures as possible. Reasonable precautions will be taken to prevent damage to property and will reasonably restore the site to the condition existing prior to the start of our fieldwork.

In accordance with Florida law, existing underground utilities at the site will be located by utilizing the Sunshine State One-Call (SSOC) system. Any private utilities not included in the SSOC system will need to be located.

SPT borings will be backfilled with a lean cementitious grout. The auger borings will be backfilled with native soil cuttings. The recovered soil samples will be described in the field by the driller. The field logs and samples will be delivered to the laboratory, where the logs will be reviewed, and the samples will be classified by a geotechnical engineer. Laboratory classification and index property tests will be performed as necessary on selected soil samples to confirm the soil classification

2.5.2 A geotechnical engineer, licensed in the State of Florida, will direct the geotechnical exploration, and provide an engineering evaluation of the subsurface conditions encountered at the boring locations. The results of the exploration and engineering evaluation will be documented in a report that will include the following: following:



- Understanding of the planned construction
- The observed site conditions, such as topography, surface vegetation, etc. as it relates to the anticipated construction
- A boring location plan detailing the location of each boring and type of equipment used
- The field and laboratory test procedures performed, and the results obtained
- The encountered subsurface conditions, including subsurface profiles, measured groundwater levels, and estimated geotechnical engineering properties, as necessary
- An evaluation of the slope stability of the embankments
- Recommendations for reconstruction of the ditches
- Recommendations for shallow foundation elements including our estimate of the performance of the foundation system
- Recommendations for testing required during site preparation and earthwork construction

2.5.3 Supplemental Geotechnical Field Investigation — Immediately following the selection of the Preferred Alternative, CONSULTANT will identify any Supplemental Geotechnical Analysis required to facilitate the design of the preferred alternative and provide COJ with a scope and fee proposal to complete the supplemental analysis. Supplemental analysis may be needed to address channel realignment, retaining wall alignments, stormwater management control structures, ADA accessible ramps, or expanded pedestrian bridge abutments.

### 3. ALTERNATIVE CONCEPTUAL PLANS

The development of Alternative Conceptual Plans consists of the following tasks.

3.1 Alternative Conceptual Plan Development — Immediately following Community Engagement Meeting #1 – Information Sharing, the CONSULTANT will develop two (2) alternative Conceptual Plans. The purpose of these concepts is to convey the design proposal that results from the data collection efforts, public comment, preliminary hydrologic and hydraulic analysis, and anticipated permitting constraints. These alternatives will take into consideration the overall land use, landscape character, the nature and general location of adjacent development, and patterns of supporting public facilities. Benefits, constraints, and challenges for each alternative will be identified.

CONSULTANT will evaluate each alternative in terms of environmental influence, aesthetic appeal, public safety, and hydrologic and hydraulic effects. A Conceptual Opinion of Probable Cost will be prepared for each alternative. These two (2) alternatives will be discussed at Community Engagement Meeting #2-Alternative



Conceptual Plans. Color renderings of each alternative will be prepared along with cross sections at appropriate locations.

- 3.2 Immediately following a COJ review of public comments obtained during Community Engagement Meeting #2 and based on direction received from COJ, CONSULTANT will prepare one (1) Preferred Conceptual Plan for review by the COJ. The preferred alternative will be evaluated in terms of environmental influences, aesthetic appeal, public safety, and hydrologic and hydraulic effects. A brief Preferred Alternative Report (included a Conceptual Opinion of Probable Cost) will be submitted to the COJ for approval. The COJ approved Preferred Conceptual Plan will be discussed during Community Engagement Meeting #3 – Preferred Alternative. Color renderings of each alternative will be prepared along with cross sections at appropriate locations.
- 3.3 Immediately following Community Engagement Meeting #3, CONSULTANT will address minor comments received during the meeting as directed by the COJ. The Final Preferred Alternative Conceptual Plan will be reviewed and approved by the COJ prior to proceeding with 30% Construction Plans.

#### 4. **COMMUNITY ENGAGEMENT**

Community Information Meetings — The CONSULTANT will lead a community engagement effort with support from Acuity Design Group, Inc. The community engagement is aimed at obtaining feedback and communicating design constraints, approach, and proposed alternatives with stakeholders, following COJ's approval. Community Engagement includes the following.

- 4.1 **Community Engagement Plan (CEP)** — A public engagement strategy will be developed and provided to the COJ for review and approval. The CEP will include a variety of outreach methods to stakeholders that will include property owners, local environmental groups, neighborhood groups, and public safety agencies.
- 4.2 **Project Web Page** — A dedicated web page will be utilized for online data gathering, surveys, and periodic project updates based on the project's progression. The web page will be active for up to 12 months. All information posted on the project web site will be approved by COJ prior to posting.
- 4.3 **Community Meetings** — The CONSULTANT will identify and secure locations for three community meetings. The meetings will be promoted and staffed by the CONSULTANT.
  - 4.3.1 **Public Notice of Meetings** — the COJ will support the Public Notice process by defining the public notice boundary and a digital list of all public and private property owners within the notice boundary. The digital list will be in a format that can easily produce mailing labels. Three (3) weeks prior to each scheduled Community Engagement Meetings, CONSULTANT will mail (via USPS) invitations to the names and addresses provided by COJ. The invitations and related project information will be approved by COJ prior to mailing. Records of all mailings will be provided to COJ and retained by the CONSULTANT. No other mailed public



notices will be provided beyond the three mailings. Meeting information will be posted on the project website.

- 4.3.2 Meeting #1 – Information Sharing Session — In an open house format, an information sharing session will be held with stakeholders. No formal presentation will be given. The previous design and current watershed information along with existing aerial photographs, site photographs, and the preliminary H & H Analysis will be available for review and discussion with the CONSULTANT. In addition, potential impacts to trees will be identified and potential impact mitigation strategies will be provided. An online survey will be provided to participants to gauge interest in the project and to obtain comments. The survey will be made available on the project Web Page for one week following the meeting. The public comments will be compiled and reviewed with the COJ Project Manager for use in identifying the community's preferences related to the creek design. Following this meeting the CONSULTANT will prepare two (2) alternatives based on the initial public comment and appropriate design practices.
- 4.3.3 Meeting #2 – Alternative Conceptual Plans — The two Alternative Conceptual Plans will be presented for review in an open house format. Renderings of the plan view, and cross-sections will be available for review. A survey will be made available online for comments during the meeting and following for a period of one week. The public comments will be compiled and reviewed with the COJ Project Manager for use in identifying the community's preferences related to the alternative creek designs. Following this meeting the CONSULTANT will prepare one (1) preferred alternative based on the public comment, COJ review and input, and appropriate design practices
- 4.3.4 Meeting #3 – Preferred Alternative Community Presentation — Upon selection by the COJ of the preferred Conceptual Plan alternative of combination of alternatives, a final community meeting will be held in an open house to present the preferred alternative. Renderings of the preferred alternative will be provided for viewing. Following this meeting, CONSULTANT will meet with the COJ Project Manager to discuss any final modifications to the preferred alternative based on Meeting #3 public comments.
- 4.3.5 Meeting #4 – 90% Construction Plans — Upon acceptance of the 90% Construction Plans by COJ, CONSULTANT will schedule and conduct a Community Open House to discuss the project status and potential construction schedule.

## 5. DATA COLLECTION, ALTERNATIVE CONCEPTUAL PLANS, PUBLIC ENGAGEMENT SUMMARY REPORT

At the completion of Community Engagement Meeting #3 and COJ approval of the Preferred Alternative, CONSULTANT will prepare and submit a report that will document the project status prior to





proceeding with preparing construction plans. The report will be prepared in digital format and include the following information:

- 5.1 Data Acquisition — Provide a summary narrative of the information requested and received along with how it was utilized.
- 5.2 Geotechnical Analysis — Provide a summary of the geotechnical analyses performed and include the analysis as an appendix.
- 5.3 Environmental Assessment — Provide a summary of the environmental assessment and include the completed evaluation as an appendix. The report will include a discussion of existing trees and groundcover.
- 5.4 Boundary and Topographic Survey — Include the survey as an appendix.
- 5.5 Preliminary Hydrology and Hydraulics Analysis — Provide a summary of the preliminary analysis and include full results as an appendix, if necessary.
- 5.6 Community Engagement — Provide a summary of the first three community engagement meetings and related community comment summary.
- 5.7 Alternative Conceptual Plans and related renderings and documents — Include the two Alternative Conceptual Plans along with the plans.
- 5.8 Final Preferred Alternative and related renderings and documents — Include a summary of the preferred alternative, Opinion of Probable Construction Cost, and related documentation.

## 6. HYDROLOGIC AND HYDRAULIC ANALYSIS

CONSULTANT will develop a hydrology and hydraulic analysis to support creek stabilization design and evaluate water level changes resulting from modifications to the channel alignment, cross-sections, hydraulic structures, and ground roughness. The CONSULTANT will use the hydraulic model to verify that the alternative conceptual plans (including the Preferred Alternative) do not worsen flood risks from Willow Branch Canal.

### 6.1 Preliminary Hydrology and Hydraulic Model

- 6.1.1 Develop an EPA SWMM Model — Based on the COJ Public Works staff request, the CONSULTANT will apply EPA SWMM model, consistent with the COJ's Master Stormwater Management Plan (MSMP). The model will provide the following key information:
  - Flood profiles developed from water levels (depths) at each model node
  - Flow hydrograph, flow rates, and flow velocity at each model link
- 6.1.2 Baseline Numerical Model — CONSULTANT will build an EPA SWMM model based on field survey and lidar data, as well as other available soil and land cover information. To achieve consistency with the COJ's MSMP, the CONSULTANT will review hydrology and hydraulic methods from EPA SWMM.



- models for McCoys Creek and Little Fishweir Creek. CONSULTANT will simulate baseline conditions for the 5-, 10-, 50-, and 100-yr frequencies.
- 6.1.3 Proposed Conditions Model — The CONSULTANT will modify the baseline conditions model to simulate the conceptual alternatives and compare hydraulic changes such as water surface elevations and flow velocities. Proposed conditions may include the simulation of different stream alignment and cross sections, vegetative cover, hydraulic structures, rainfall, and tidal effects (including sea level rise). Should any of the MSMP information be insufficient to complete the analysis as required to meet the stabilization goals, the CONSULTANT will review alternative data sources and approaches along with associated supplemental services with COJ prior to further analysis.
  - 6.1.4 Flood Hazard Delineation — CONSULTANT will delineate flood hazard extents using lidar or 1-foot contours from ground survey data completed for this project, as necessary.
  - 6.1.5 Stream Stabilization Alternatives — The CONSULTANT will compare existing and proposed design modeling results to evaluate stream stabilization alternatives and quantify flood hazard changes. This process may include iterations to develop the preferred alternative. COJ will identify the preferred alternative prior to CONSULTANT proceeding with the 30% design submittal.

Deliverables for this task will prepare a Hydrology and Hydraulics Analysis report of the two conceptual alternatives and facilitate the Preferred Alternative. CONSULTANT will provide the report in PDF format. In addition, CONSULTANT will provide the model's input file (\*.inp) and relevant GIS shapefiles used in the development of the model, including, but not limited to, basin delineation, creek centerline, nodes and links, and flood hazard mapping.

- 6.2 Final Design Hydrology and Hydraulics Model
  - 6.2.1 Final Proposed Conditions Model — During the development of the construction plans, CONSULTANT will refine the proposed conditions model as necessary to reflect final design conditions.
  - 6.2.2 Final Hydrology and Hydraulics Analysis — The CONSULTANT will revise the previously submitted hydrology and hydraulics report to reflect the final proposed conditions model. The report will be provided in PDF format along with the model's input file (\*.inp) and relevant GIS shapefiles used in the development of the model, including, but not limited to, basin delineation, creek centerline, nodes and links, and flood hazard mapping.

Note: This scope of work excludes the development and submittal of a FEMA letter of map revision (LOMR) application.



## 7. 30% Design Development Plans

7.1 CONSULTANT will develop 30% Design Development Plans for the preferred alternative to stabilize Willow Branch Canal. The following will be included with the 30% Design Development Plans submission:

- Existing Conditions Survey
- Existing and Proposed Conditions Drainage Map
- Overall Site Plan
- Plan view of onsite stormwater management locations
- Channel Plan & Profile
- Channel Cross Sections
- Plan & Profile of Pedestrian Bridges
- Retaining Wall and Stormwater Management Structure Details (if needed)
- Tree Protection/Removal Plan
- Component Set: Prefabricated Pedestrian Bridge Plans and Details
- Component Set: Tree Impact Mitigation Landscape Architecture Plan

Note: All plans will be prepared in 24 x 36-inch digital format.

7.2 Preliminary Opinion of Probable Construction Costs (POPCC) — CONSULTANT will provide a preliminary opinion of probable construction costs to support COJ budget projections.

7.3 Utility Coordination – CONSULTANT will coordinate with utility providers that have utilities that are located within the project limits. The purpose of this coordination is to identify any utility that will require adjustment to accommodate the preferred alternative. Utility adjustment design is not included in this scope of work; however, can be provided by the CONSULTANT under a separate agreement.

7.4 30% Engineering Design Report — An Engineering Design Report will be prepared to communicate the design constraints and parameters for the proposed channel improvement project. At the 30% design level, the report will include:

- 30% Design Development Plans
- Design constraints and parameters discussion
- Preliminary Hydrologic and Hydraulic Analysis
- Preliminary Structural Design Analysis for the pedestrian bridges
- Preliminary environmental permit meeting notes
- 30% POPCC



## 8. CONSTRUCTION PLANS

8.1 60% Design Submittal – CONSULTANT will review and address COJ comments related to the 30% Submittal prior to proceeding with the 60% design.

8.1.1 60 % Plans — Upon the COJ’s formal approval of the 30% Design Development Plans, the CONSULTANT will proceed with preparing 60% design documents. Comments provided by the COJ after reviewing the 30% Design Development Plans will be incorporated into the plans. Plan sheets are anticipated to include the following:

- Cover sheet
- General Notes
- Existing Conditions Survey
- Demolition Plan
- Stormwater Pollution Prevention Plan
- Site Access Plan
- Channel Plan & Profile
- Channel Cross Sections
- Tree Protection/Removal Plan
- Details
- Component Set: Structures
  - Prefabricated Pedestrian Bridge Plans and Details
  - Retaining Wall and Stormwater Management Structure Details
- Component Set: Tree Impact Mitigation Landscape Architecture Plan and Details

8.1.2 Preliminary Opinion of Probable Construction Costs (POPCC) — The POPCC prepared with the 30% Construction Plans will be refined based on more detailed constructions plans and submitted with the 60% plans to the COJ.

8.1.3 60% Engineering Design Report — An Engineering Design Report will be prepared to update the design constraints and parameters for the proposed channel improvement project. At the 60% design level, the report will include:

- Updated design constraints and parameters discussion
- Preliminary Hydrologic and Hydraulic Analysis
- Preliminary Structural Design Analysis for the pedestrian bridges and directly adjacent retaining walls (if any are required beyond the pedestrian bridge abutments)
- Updated permitting approach if required
- 60% POPCC
- 60% Construction Plans



Note: Construction plans will include the technical specifications for the construction of this project. This scope of work excludes a separate project-specific Technical Specification package.

**8.2 90% Design Submittal – CONSULTANT will review and address COJ comments related to the 60% Submittal prior to proceeding with the 90% design.**

**8.2.1 90 % Plans — Upon the COJ’s formal approval of the 60% Construction Plans, the CONSULTANT will proceed with preparing 90% design documents. Comments provided by the COJ after reviewing the 60% Design Development Plans will be incorporated into the plans. Plan sheets are anticipated to include the following:**

- Cover sheet
- General Notes
- Existing Conditions Survey
- Demolition Plan
- Stormwater Pollution Prevention Plan
- Site Access Plan
- Channel Plan & Profile
- Channel Cross Sections
- Tree Protection/Removal Plan
- Details
- Component Set: Prefabricated Pedestrian Bridge Plans and Details
- Component Set: Tree Impact Mitigation Landscape Architecture Plan and Details

**8.2.2 Opinion of Probable Construction Costs (OPCC) — The OPCC prepared with the 60% Construction Plans will be refined based on more detailed constructions plans and submitted with the 90% plans to the COJ.**

**8.2.3 Technical Specifications — As previously noted the CONSULTANT will provide Technical Specifications for all items not included in the Florida Department of Transportation or COJ Standard Specifications. Project specific specifications will be included in Section 31 of the bid specifications. Any additional Supplemental Technical specifications provided by the bridge manufacturer that are pertinent will be provided in Section 35 of the specifications.**

**8.2.4 90% Engineering Design Report — An Engineering Design Report will be prepared to update the design constraints and parameters for the proposed channel improvement project. At the 90% design level, the report will include:**

- Updated design constraints and parameters discussion
- Final Hydrologic and Hydraulic Analysis
- Final Structural Design Analysis for the pedestrian bridges and directly adjacent retaining walls (if any are required beyond the pedestrian bridge abutments)



- Permitting Status Report
  - 90% OPCC
  - 90% Construction Plans
  - 90% Technical Specifications
- 8.3 100% Design Submittal– CONSULTANT will review and address COJ comments related to the 90% Submittal prior to proceeding with the 100% design.
- 8.3.1 100% Plans — Upon the COJ’s formal approval of the 90% Construction Plans, the CONSULTANT will proceed with preparing 100% design documents. Comments provided by the COJ after reviewing the 90% Design Development Plans will be incorporated into the plans. Plan sheets are anticipated to include the following:
- Cover sheet
  - General Notes
  - Existing Conditions Survey
  - Demolition Plan
  - Stormwater Pollution Prevention Plan
  - Site Access Plan
  - Channel Plan & Profile
  - Channel Cross Sections
  - Tree Protection/Removal Plan
  - Details
  - Component Set: Structures  
Prefabricated Pedestrian Bridge Plans and Details
  - Retaining Wall and Stormwater Management Structure Details
  - Component Set: Tree Impact Mitigation Landscape Architecture Plan and Details
- 8.3.2 Opinion of Probable Construction Costs (OPCC) — The OPCC prepared with the 90% Construction Plans will be refined based on more detailed constructions plans and submitted with the 100% plans to the COJ.
- 8.3.3 100% Engineering Design Report — An Engineering Design Report will be prepared to update the design constraints and parameters for the proposed channel improvement project. At the 100% design level, the report will include:
- Updated design constraints and parameters discussion
  - Final Hydrologic and Hydraulic Analysis
  - Final Structural Design Analysis for the pedestrian bridges and directly adjacent retaining walls (if any are required beyond the pedestrian bridge abutments)
  - Completed Permitting Summary and Permits
  - 90% OPCC



- 90% Construction Plans
- Final Technical Specifications based on comments from 90% submittal.

## 9. **Structural Engineering — Pedestrian Bridges, Stormwater Management Structures and Retaining Walls**

Civil Services, Inc. will provide pedestrian bridge alternative evaluations and design services for the replacement of three existing pedestrian bridges within the project corridor. Pedestrian Bridge #1 spans over Willow Branch Creek approximately 50' downstream of Sydney Street, Pedestrian Bridge #2 spans over Willow Branch Creek near the Lydia Street intersection and Pedestrian Bridge #3 spans Willow Branch Creek at the Oak Street intersection with Willow Branch Avenue.

In addition, there is a potential for stormwater management control structures and bank stabilization retaining walls.

- 9.1 Alternative Bridge Replacement Analysis – alternative analysis and evaluations for both superstructure and substructure types for the three pedestrian bridges. Conventional cast-in-place reinforced concrete deck slabs, precast deck slabs and prefabricated superstructure alternatives will be investigated. Concrete spread footings and concrete pile bents will be studied for new bridge foundations. A Report of Findings with recommendations for the preferred replacement bridge at each site will be prepared. Our Report of Findings will include a matrix table of decision elements including construction costs, utility relocation issues, replacement bridge alignment, constructability, pedestrian traffic control and aesthetics to support the recommendation.
- 9.2 Upon written agreement by the COJ of the preferred replacement bridges, the CONSULTANT will prepare the preliminary bridge plans (60% complete plans) for the three pedestrian bridges over Willow Branch Creek. Plans development will include coordination with the geotechnical engineer and utility agencies impacted by the proposed construction.
- 9.3 Upon written agreement by the COJ of the 60% bridge plans, the CONSULTANT will prepare the final bridge plans for the three pedestrian bridges over Willow Branch Creek. The plans will include a summary of bridge quantities along with bridge superstructure and substructure plans and details for contractor bidding purposes.
- 9.4 Stormwater management structures and retaining walls may be required manage, channelize, or convey stormwater within the project area. CONSULTANT will complete the design of up to three (3) concrete weir stormwater control structures and up to 1,000 linear feet of conveyance retaining wall structures.

## 10. **PERMITTING**

The SJRWMD regulates alterations to surface water flow, including that of the Willow Branch Canal. The FDEP processes Clean Water Act Section 404 permitting in “assumed” waters via a delegation



agreement with the US Environmental Protection Agency (EPA). According to the FDEP Section 404 database, the project wetlands are located within an area mapped as “assumed” waters.

#### 10.1 FDEP State 404 General Permit

It is anticipated that an FDEP General Permit 62-331.225 for Aquatic Habitat Restoration, Enhancement, and Creation Activities application will be utilized for the project.

- 10.1.1 Pre-Application Meeting — The CONSULTANT will request and attend a pre-application meeting with FDEP staff to discuss the project and anticipated permitting effort. Meeting minutes to memorialize the discussion will be provided.
- 10.1.2 Application Preparation — The CONSULTANT will prepare and electronically submit an FDEP application for General Permit 62-331.225 for Aquatic Habitat Restoration, Enhancement, and Creation Activities. The application package will include wetland assessments as described above and a supporting environmental narrative. The narrative will include a detailed discussion of the project site plan, assessments of the upland and wetland habitats and wetland impact areas, and efforts to demonstrate avoidance and minimization of wetland impacts. This narrative will also include a discussion of the proposed wetland compensation and the results of the Uniform Mitigation Assessment Method (UMAM) to demonstrate adequate compensatory mitigation.
- 10.1.3 Site Meeting — The CONSULTANT will schedule and attend a maximum of one (1) field meeting with representatives of FDEP to review the condition of wetlands proposed to be impacted and the associated UMAM assessment.
- 10.1.4 Sufficiency Responses — The CONSULTANT will respond to requests for additional information from FDEP regarding the application. All responses will be provided in writing.

#### 10.2 SJRWMD ERP

- 10.2.1 Pre-Concept Meeting — The CONSULTANT will meet with the SJRWMD early into the design phase to discuss project goals and permitting approach required by the district based on expected design options.
- 10.2.2 Pre-Application Meeting — Following COJ approval of a preferred conceptual plan, a pre-application meeting will be held with SJRWMD staff to discuss the Conceptual Plan, stormwater treatment, attenuation, potential flood mitigation, and wetland and surface water impacts resulting from the project. The CONSULTANT will prepare and distribute meeting notes to all meeting attendees.
- 10.2.3 Application — Upon completion of the 90% Construction Plans and Stormwater Analysis, the CONSULTANT will prepare and submit an ERP application to the SJRWMD.





10.2.4 Sufficiency Responses — The CONSULTANT will provide responses to comments issued by the SJRWMD in writing.

**10.3 COJ of Jacksonville 10-Set Review Process (Site Work Permit)**

CONSULTANT will follow the COJ of Jacksonville's 10-Set technical review process for the proposed horizontal construction aspects Willow Branch Canal project.

10.3.1 Pre-Application Meeting — Following COJ approval of the preferred Conceptual Plan, the CONSULTANT will attend a pre-application meeting with the COJ's Development Services Review Group to discuss the project's conceptual plan, stormwater treatment, attenuation, and potential flood mitigation. CONSULTANT will prepare and distribute meeting notes to all meeting attendees.

10.3.2 Permit Application — Upon completion of the 90% Construction Plans and hydrology and hydraulics Analysis CONSULTANT will submit plans and other required documents to the COJ Development Services Review Group to initiate the Preliminary review phase.

10.3.3 Sufficiency Responses — The CONSULTANT will respond to comments in writing and resubmit for final review and permit issuance.

**11. POST-DESIGN SERVICES**

**11.1 Bid Phase Services**

The CONSULTANT will provide bid phase services to assist COJ with the procurement of a contractor for the project.

11.1.1 Pre-Bid Meeting — The CONSULTANT will attend a pre-bid meeting to discuss the project with potential bidders. Meeting notes including a list of attendees will be provided to the COJ.

11.1.2 Requests for Information — The CONSULTANT will assist The COJ in responding in writing to questions from contractors regarding construction documents prepared by the CONSULTANT. The COJ will communicate all responses to requests for information to potential bidders.

11.1.3 Addenda Preparation — The CONSULTANT will assist with addenda preparation for all items referenced to construction documents prepared by the CONSULTANT. The CONSULTANT will prepare written descriptions, drawing revisions, and design modifications for addenda. The COJ will communicate all addenda in accordance with their procurement practices.

**11.2 Construction Phase Services — Based on an approximate 12-month construction schedule, basic construction phase services would include:**

11.2.1 Attend monthly construction coordination meetings with COJ, and contractor. Concurrently conduct a monthly site observation and provide an observation report.



- 11.2.2 Review shop drawings for designed improvements.
- 11.2.3 Respond to contractor Requests for Information or Clarification.
- 11.2.4 Review contractors draw requests and provided by the COJ.
- 11.2.5 Conduct intermittent site visits as may be requested by the COJ (12 visits).
- 11.2.6 Attend one substantial completion meeting with the COJ and prepare punch list report.
- 11.2.7 Attend one project completion meeting with COJ and prepare project completion report.
- 11.2.8 Review Contractor provided record drawings and certified as-built survey.
- 11.2.9 Prepare required permit certifications (based on the as-built survey provided by the Owner or general contractor).
- 11.2.10 Attend one project completion meeting with COJ and prepare project completion report.

Note: CONSULTANT will not be required to make exhaustive or continuous on-site observations to check the quality or quantity of work. CONSULTANT will not be responsible for the means, methods, techniques, sequences or procedures of construction selected by Contractor(s) or the safety precautions and programs incident to the work of Contractor(s). CONSULTANT efforts will be directed toward providing limited assurance for the COJ that the completed project will conform to the contract documents but shall not be responsible for failure of Contractor(s) to perform the construction work in accordance with the contract documents. During such visits and on the basis of the on-site observations, CONSULTANT will keep the COJ informed of the progress of the work, shall endeavor to guard against defects and deficiencies in the work of the Contractor(s) and may disapprove or reject work as failing to conform to the contract documents. This contract includes only infrequent site visits that will provide for very limited observations. At the COJ's request, CONSULTANT can provide more frequent construction observation and documentation on an hourly rate basis.

## SUPPLEMENTAL SERVICES

Services authorized by the COJ other than those specifically listed in the Scope of Services will be considered Additional Services for which the COJ will compensate the CONSULTANT at current hourly rates for the actual personnel involved in the tasks (see attached Hourly Rate Schedule). Additional Services may include, but not be limited to, the following items.

- A. Park and Trail Master Planning, and Design Services
- B. Landscape Irrigation Plans
- C. Structural Design of stormwater management structures beyond what is described herein.
- D. Technical Specification or Technical Special Provisions document beyond what is described herein.
- E. Design and permitting of improvements to roadways or sidewalks or culverts.



- F. Any redesign due to changes required in the event additional laws, regulations, or policies are promulgated by governmental agencies subsequent to the date of this Agreement.
- G. In the event changes are requested by the COJ once a phase of work is complete, all work connected therewith shall be treated as additional services and paid for accordingly.
- H. Any work associated with traffic studies and any work associated with modifications to existing roadways.
- I. Any work required to gain concurrency approval.
- J. Any work associated with rezoning the property.
- K. Review of additional alternatives
- L. Utility design or Subsurface Utility Engineering
- M. Federal, State or local permitting not specifically called out in the scope of services
- N. Arborist Services
- O. FEMA C/LOMR preparation and coordination is not included
- P. Architectural, Mechanical, or Electrical Services
- Q. Lighting Design Services
- R. Phase One environmental studies or testing of any kind.
- S. Preparation of AutoCAD files for Automated Machine Guidance (AMG) or Machine Control Systems (MCS).

## FEE SUMMARY

The fees for Task 1 through 10, established above, shall be considered **lump sum** fees unless otherwise noted. Our services will be invoiced monthly based on the percentage of work completed. Costs incurred will be carefully monitored during the progress of this project and the fees will not be exceeded without prior approval from the COJ.

TASK	LUMP SUM FEE HALFF (Includes 10% Margin)	REIMBURSABLE COSTS SUBCONSULTANTS
TASK 1 - PROJECT MANAGEMENT	\$55,322.55	
TASK 2 – DATA COLLECTION	\$18,023.90	
TASK 2.3 SURVEY		\$60,500.84
TASK 2.4 ENVIRONMENTAL		\$29,984.50
TASK 2.5 GEOTECHNICAL		\$14,993.63
TASK 3 - ALTERNATIVE CONCEPTUAL PLANS	\$56,563.46	
TASK 4 - COMMUNITY ENGAGEMENT	\$42,117.92	\$62,346.88
TASK 5 – DATA COLLECTION SUMMARY REPORT	\$10,265.45	



TASK	LUMP SUM FEE HALFF (Includes 10% Margin)	REIMBURSABLE COSTS SUBCONSULTANTS
TASK 6 - HYDROLOGICAL AND HYDRAULIC ANALYSIS	\$81,383.78	
TASK 7 - 30% DESIGN DEVELOPMENT PLANS	\$95,777.10	
TASK 8 - CONSTRUCTION PLANS	\$201,970.89	
TASK 9 - STRUCTURAL ENGINEERING	\$3,019.69	\$103,638.54
TASK 10 - PERMITTING	\$43,230.94	
TASK 11 - POST-DESIGN SERVICES (BIDDING)	\$88,565.33	
REIMBURSABLE EXPENSES	\$5,820.00	
SUBTOTAL	\$702,061.01	\$271,464.39
<b>TOTAL FEE</b>	<b>\$973,525.40</b>	

## SCHEDULE

CONSULTANT will perform its services and discharge the obligations imposed upon us in a prompt and timely manner and as expeditiously as is consistent with professional skill and care and the orderly progress of the work. We also acknowledge that the CLIENT is to be regularly and routinely consulted in connection with the performance hereunder.

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

EXHIBIT B

**PART I - GENERAL**

<b>1. Project</b> Prof. Eng. Services for Willow Branch Canal Stabilization	<b>2. Proposal No.</b> P-34-21
<b>3. Name of Consultant</b> Half	<b>4. Date of Proposal</b> 12/05/22

**PART II - LABOR RELATED COSTS**

<b>5. Direct Labor</b>	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$ 115.38	46	\$ 5,307.48	\$ 5,307.48
Project Manager	\$ 79.33	464	\$ 36,809.12	\$ 36,809.12
Engineer IV	\$ 66.83	674	\$ 45,043.42	\$ 45,043.42
Engineer II	\$ 50.48	814	\$ 41,090.72	\$ 41,090.72
Sr. Designer	\$ 53.61	540	\$ 28,949.40	\$ 28,949.40
Designer	\$ 37.50	446	\$ 16,725.00	\$ 16,725.00
Landscape Architect IV	\$ 74.52	236	\$ 17,586.72	\$ 17,586.72
Landscape Architect III	\$ 47.12	236	\$ 11,120.32	\$ 11,120.32
Landscape Architect I	\$ 29.92	264	\$ 7,898.88	\$ 7,898.88
Scientist IV	\$ 62.50	0	\$ 0.00	\$ -
Scientist III	\$ 42.79	0	\$ 0.00	\$ -
Scientist I	\$ 25.00	0	\$ 0.00	\$ -
Clerical	\$ 35.00	256	\$ 8,960.00	\$ 8,960.00
<b>TOTAL DIRECT LABOR</b>	<b>\$55.20</b>	<b>3976</b>		<b>\$ 219,491.06</b>
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>				
Overhead Rate	188.37 % x Total Direct Labor			\$ 413,455.31
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				<b>\$ 632,946.37</b>
<b>8. PROFIT: Labor Related Costs (Item 7)</b>				<b>\$ 63,294.64</b>
				<b>x 10%</b>

**PART III - OTHER COSTS**

<b>9. Miscellaneous Direct Costs</b>			
Transportation & Shipping		\$ 1,120.00	
Original Reproducibles		\$ 0.00	
Reproduction		\$ 4,700.00	
		\$	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>			<b>\$ 5,820.00</b>
<b>10. SUBCONTRACTS (Lump Sum)</b>			
		\$	\$ -
<b>SUB-CONTRACT SUB-TOTAL</b>			<b>\$ -</b>
<b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>			<b>\$ 702,061.01</b>
<b>11. REIMBURSABLE COSTS (Limiting Amount)</b>			
Meskel & Associates Engineering, PLLC		\$ 14,993.63	\$ 14,993.63
Smith Surveying Group, LLC		\$ 60,500.84	\$ 60,500.84
Acuity Design Group, Inc.		\$ 62,346.88	\$ 62,346.88
Civil Services, Inc.		\$ 103,638.54	\$ 103,638.54
Alpha Envirotech Consulting, Inc.		\$ 29,984.50	\$ 29,984.50
<b>SUB-TOTAL REIMBURSABLES</b>			<b>\$ 271,464.39</b>

**PART IV - SUMMARY**

<b>12. TOTAL AMOUNT AMENDMENT NO. 0 (Lump Sum + Reimbursables)</b> (Items 5, 6, 8, 9, 10 and 11)	<b>\$ 973,525.40</b>
<b>13. CURRENT CONTRACT AMOUNT</b>	
<b>14. AMENDED CONTRACT AMOUNT</b>	<b>\$ 973,525.40</b>



*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

September 20, 2022

Melissa Fleming, Strategic Pursuits Manager  
HALFF ASSOCIATES, INC.  
1201 North Bowser Road  
Richardson, Texas 75081

Dear Ms. Fleming:

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
- 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
  - 6.3.4 - Intelligent Transportation Systems Software Development
- 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
  - 8.3 - Photogrammetric Mapping
  - 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

- Group 13 - Planning
  - 13.4 - Systems Planning
  - 13.5 - Subarea/Corridor Planning
  - 13.6 - Land Planning/Engineering

Group 14 - Architect

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 projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2023, for contracting purposes.

Approved Rates

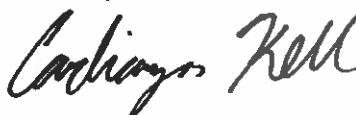
Home/ Branch Overhead	Field Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimburse Actual Expenses	Home Direct Expense	Field Direct Expense
188.37%	134.89%	0.247%	Reimbursed	No	6.04%	14.74%*

\*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,



Carliayn Kell  
Professional Services  
Qualification Administrator

MESKEL AND ASSOCIATES  
ENGINEERING, PLLC





November 1, 2022

Mr. Guillermo Simon, P.E., CFM  
Halff Associates, Inc.  
7807 Baymeadows Road East, Suite 200  
Jacksonville, Florida 32256

Subject: Proposal for Geotechnical Exploration and Engineering Services  
COJ P-34-21 Willow Branch Avenue Canal Stabilization Project  
Jacksonville, Florida  
MAE Proposal No. 010922

Dear Mr. Simon:

**MESKEL & ASSOCIATES ENGINEERING, PLLC (MAE)** is pleased to present this proposal to provide the geotechnical exploration and engineering services for the subject project. For our review and reference, we were provided:

- Project Survey and Demolition Plan titled "Willow Branch Canal Rehabilitation", prepared by Waitz & Moyer (WM), dated January 2017;
- Plan set titled "Willow Branch Canal Rehabilitation – Rebid", prepared by Waitz & Moyer (WM), dated October 2018;
- Report of Geotechnical Exploration titled, "Willow Branch Canal Rehabilitation – Riverside to Olga Place", prepared by Ellis & Associates (E&A), dated November 20, 2017;
- Several documents including a St. Johns River Water Management District (SJRWMD) permit, Tree Mitigation Costs, Tree Fund Payment, and Starratt Road Specifications.

In addition, a teleconference was held on October 28, 2022, with members of the design team to discuss the planned construction and our proposed scope.

Based on these document and our conversations with your team, we understand the project includes the regrading and reestablishing of the existing ditch stormwater conveyance system running approximately 1,780 Linear feet southeast from Sydney Street to Riverside Avenue in Jacksonville, Florida. Furthermore, we understand that three existing pedestrian bridges along the project limits will be reconstructed to match the style of an existing pedestrian bridge located at the southeastern end of the alignment, at the intersection of Willow Branch Avenue and Riverside Avenue. Like the existing bridge, these 3 bridges will be designed as 3-span, concrete structures with two end bents and an interior bent. Based on our discussion, it is believed that the end and intermediate-bent columns of the existing bridge are supported on shallow spread footing foundations.

The objective of the geotechnical exploration is to provide site and subsurface information to evaluate the subsurface conditions along the alignments and make recommendations for the planned improvements. Based on the provided information, we understand the following field services are requested:

Test Location		Test No. & Type	Test Depth ft below ground surface
Ditch Alignment	Embankment (Top)	8 SPT <sup>1</sup> Borings	20
	Embankment (Toe)	11 Hand Augers w/ DCP <sup>2</sup>	10
3 Pedestrian Bridges		3 SPT <sup>1</sup> Boring (one at each bridge)	30

1. Standard Penetration Tests performed in general accordance with the methodologies in ASTM D1586.
2. To determine the relative density of the soil at the hand auger locations, a Dynamic Cone Penetrometer will be performed in general accordance with the methodologies in ASTM STP-399.

The site appears to be accessible to our track-mounted or ATV drilling equipment, and no maintenance-of-traffic is anticipated to be required for our work.

We will locate the borings using our hand-held Garmin GPS unit and taped measurements from existing site features. Therefore, it should be anticipated that the boring locations will be as near to the intended design features/structures as possible. We will take all reasonable precautions to prevent damage to property and will reasonably restore the site to the condition existing prior to the start of our fieldwork.

In accordance with Florida law, we will attempt to locate existing underground utilities at the site by utilizing the Sunshine State One-Call (SSOC) system. Any private utilities not included in the SSOC system will need to be located by the Owner.

Once the SPT borings are completed, they will be backfilled with a lean cementitious grout. The auger borings will be backfilled with native soil cuttings. The recovered soil samples will be described in the field by the driller. The field logs and samples will be delivered to our laboratory, where the logs will be reviewed, and the samples will be classified by a geotechnical engineer. Laboratory classification and index property tests will be performed as necessary on selected soil samples to confirm the soil classification.

A geotechnical engineer, licensed in the State of Florida, will direct the geotechnical exploration and provide an engineering evaluation of the subsurface conditions encountered at the boring locations. The results of the exploration and engineering evaluation will be documented in a report that will include the following:

- Our understanding of the planned construction,
- The observed site conditions, such as topography, surface vegetation, etc. as it relates to the anticipated construction,
- A boring location plan detailing the location of each boring and type of equipment used;
- The field and laboratory test procedures performed, and the results obtained,
- The encountered subsurface conditions, including subsurface profiles, measured groundwater levels, and estimated geotechnical engineering properties, as necessary,
- An evaluation of the slope stability of the embankments,
- Recommendations for reconstruction of the ditches,
- Recommendations for shallow foundation elements including our estimate of the performance of the foundation system, and
- Recommendations for testing required during site preparation and earthwork construction.

Based on the scope of the services outlined above, we propose to complete our work for a lump sum fee of **\$14,993.63**. This fee includes submittal of an electronic copy of the report. Bound, paper copies can be provided at an additional cost of \$50 per copy. We will contact you immediately if we encounter subsurface conditions that could require the borings to be advanced to deeper depths, and/or if additional engineering analysis/evaluation outside the scope of this proposal is necessary.


Once authorization is received, a utility locate request will be submitted. We will mobilize our field crew to the site within one week once the utilities have been marked and located. We anticipate that the field work will take 2 days to complete. Verbal results can be provided within 2 to 3 days after completion of the field work. Laboratory testing will take up to 5 days depending on the amount of lab testing assigned. We expect to submit our geotechnical report 2 weeks after completion of the field and laboratory testing.

We appreciate this opportunity to provide this proposal for your project. If you have any questions concerning this proposal, or if we can serve you in any other way, please contact us.

Sincerely,

**MESKEL & ASSOCIATES ENGINEERING, PLLC**

  
W. Joshua Mele, P.E.  
Project Engineer

  
Brett H. Harbison, P.E.  
Director, Geotechnical Services

Distribution: Mr. Guillermo Simon, P.E., CFM – Halff Associates, Inc.

[gSimon@Halff.com](mailto:gSimon@Halff.com)

Mr. Mark T Llewellyn, Sr., P.E. – Halff Associates, Inc.

[mLlewellynsr@Halff.com](mailto:mLlewellynsr@Halff.com)

Attachments: COJ Fee Estimate  
Proposed Field Exploration Plan

**PROPOSAL AUTHORIZATION**  
For Geotechnical Services  
COJ P-34-21 Willow Branch Avenue Canal Stabilization Project  
Jacksonville, Florida  
MAE Proposal No. 010922

**Billing Information:**

Company Name: \_\_\_\_\_

Attention: \_\_\_\_\_

Company \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Project Contact Name:  
(if different than above) \_\_\_\_\_

**Additional Reports: Please List Below Any Additional Parties To Receive Reports.**

1. \_\_\_\_\_  
\_\_\_\_\_

No. of Reports Required: \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

No. of Reports Required: \_\_\_\_\_

**NOTE: Our fee includes submittal of an electronic copy for each report. If bound paper copies are requested, the client will be charged \$50 for each additional copy.**

**MAE invoices should be received by you by the \_\_\_\_ of each month (date required for your processing)**

The Client representative named below has read the General Conditions that are attached and made a part of this proposal, and agrees to be bound to the terms of the General Conditions.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROPOSAL DOCUMENT GENERAL CONDITIONS

**Payment** – Payment shall be due within 30 days after date of invoice.

**Insurance** – Meskel & Associates Engineering (MAE) maintains Commercial General Liability with limits of \$1,000,000 – per occurrence, \$2,000,000 general aggregate, \$2,000,000 products and completed operations aggregate. A certificate of insurance can be provided at your request evidencing such coverage. All subcontractors to MAE maintain Workers' Compensation, Employer's Liability with limits of \$1,000,000 bodily injury by accident – each accident, \$1,000,000 bodily injury by disease – each employee, \$1,000,000 bodily injury by disease – policy limit. Workers Compensation coverage is in accordance with the Workers Compensation Law for the State of Florida.

**Professional Liability:** MAE maintains Professional Liability with limits of \$2,000,000 each claim and \$3,000,000 aggregate. A certificate of insurance can be provided at your request evidencing such coverage.

**Right-of-Entry** – Unless otherwise agreed, Client will furnish right-of-entry on the property for MAE to make the planned borings, surveys, and/or exploration. MAE will take reasonable precautions to minimize damage to the property caused by its equipment and sampling procedures, but the cost of restoration or damage which may result from the planned operations is not included in the contracted amount.

**Legal Jurisdiction** – The parties agree that any actions brought to enforce any provision of this Agreement shall only be brought in a court of competent jurisdiction located in Jacksonville, Duval County, Florida.

**Damage to Existing Man-made Objects** – It shall be the responsibility of the Owner or his duly authorized representative to disclose the presence and accurate location of all hidden or obscure man-made objects relative to field tests, sampling, or boring locations. When cautioned, advised or given data in writing that reveal the presence or potential presence of underground or overhead obstructions, such as utilities, MAE will give special instructions to its field personnel. As evidenced by your acceptance of this proposal, Client agrees to indemnify and save harmless MAE from all claims, suits, losses, personal injuries, death and property liability resulting from unusual subsurface conditions or damages to subsurface structures, owned by Client or third parties, occurring in the performance of the proposed work, whose presence and exact locations were not revealed to MAE in writing, and to reimburse MAE for expenses in connection with any such claims or suits, including reasonable attorney's fees.

**Limitation of Responsibility** – Client hereby agrees to the fullest extent permitted by law the Consultant's total liability to Client for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way relating to the project, the site, or this Agreement from any cause or causes including but not limited to the Consultant's negligence, errors, omissions, strict liability, breach of contract, or breach of warranty shall not exceed the greater of the total amount paid by the Client for the services of the Consultant under this contract or \$50,000.00, whichever is greater.

Client and the Consultant agree that to the fullest extent permitted by law the Consultant shall not be liable to Client for any special, indirect or consequential damages whatsoever, whether caused by the Consultant's negligence, errors, omissions, strict liability, breach of contract, breach of warranty or other cause or causes whatsoever.

To the fullest extent permitted by law, Client agrees to defend, indemnify, and hold Consultant, its agents, subcontractors, and employees harmless from and against any and all claims, defense costs, including attorneys' fees, damages, and other liabilities arising out of or in any way related to Consultant's reports or recommendations concerning this Agreement, Consultant's presence on the project property, or the presence, release, or threatened release of asbestos, hazardous substances, or pollutants on or from the project property; provided that Client shall not indemnify Consultant against liability for damages to the extent caused by the negligence or intentional misconduct of Consultant, its agents, subcontractors, or employees.

**Use of Documents** – All documents, including but not limited to drawings, specifications, reports, and data or programs stored electronically, prepared by the Consultant are related exclusively to the services described in this Agreement, and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use, partial use or reuse by the Client or others on extensions of this project or on any other project. Any modifications made by the Client to any of the Consultant's documents, or any use, partial use or reuse of the documents without written authorization or adaptation by the Consultant will be at the Client's sole risk and without liability to the Consultant, and the Client shall indemnify, defend and hold the Consultant harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. The Consultant's electronic files and source code

developed in the development of application code remain the property of the Consultant and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client, and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by the Consultant, the hardcopy shall govern. Because data stored in electronic media format can deteriorate or be modified without the Consultant's authorization, the Client has 60 days to perform acceptance tests, after which it shall be deemed to have accepted the data.

## PURSUANT TO FLORIDA STATUTES SECTION 558.0035 (2013) AN INDIVIDUAL EMPLOYEE OR AGENT OF MAE MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

**Sampling or Testing Location** – Unless specifically stated to the contrary, the fees included in this proposal do not include costs associated with professional land surveying of the site or the accurate horizontal and vertical locations of tests. Field tests or boring locations described in our report or shown on our sketches are based on specific information furnished to us by others or estimates made in the field by our technicians. Such dimensions, depths or elevations should be considered as approximations unless otherwise stated in the report.

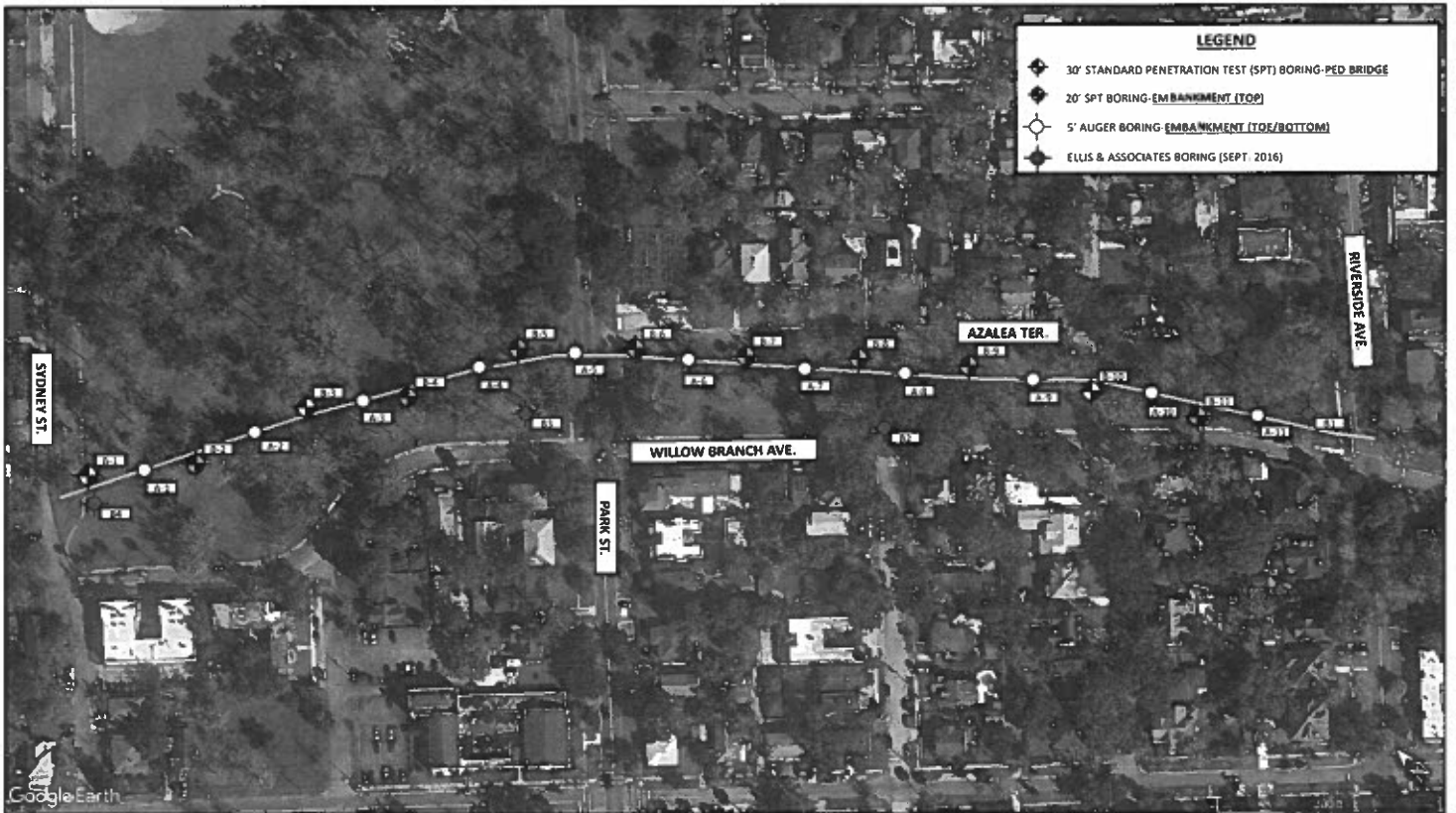
**Sample Handling and Retention** – Generally test samples or specimens are consumed and/or substantially altered during the conduct of tests and MAE, at its sole discretion, will dispose (subject to the following) of any remaining residue immediately upon completion of test unless required in writing by the Client to store or otherwise handle the samples. (a) NON HAZARDOUS SAMPLES: At Client's written request, MAE will store test samples and specimens, or the residue thereof for ninety (90) days after submission of MAE's report to Client free of storage charges. After the initial 90 days and upon written request, MAE will store test specimens or samples for a mutually acceptable storage charge and period of time. (b) HAZARDOUS OR POTENTIALLY HAZARDOUS SAMPLES: In the event that samples contain substances or constituents hazardous or detrimental to human health, safety or the environment as defined by federal, state or local statutes, regulations, or ordinances ("Hazardous Substances" and "Hazardous Constituents", respectively), MAE will, after completion of testing and at Client's expense: (i) return such samples to Client; (ii) using a manifest signed by Client as generator, will have such samples transported to a location selected by Client for final disposal. Client agrees to pay all costs associated with the storage, transport, and disposal of such samples. Client recognizes and agrees that MAE is acting as a Bailee and at no time does MAE assume title of said waste.

**Discovery of Unanticipated Hazardous Materials** – Hazardous materials or certain types of hazardous materials may exist at a site where there is no reason to believe they could or should be present. MAE and Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. MAE and Client also agree that the discovery of unanticipated hazardous materials may make it necessary for MAE to take immediate measures to protect health and safety. MAE agrees to notify Client as soon as practicable should unanticipated hazardous materials or suspected hazardous materials be encountered. Client encourages MAE to take any and all measures that, in MAE's professional opinion, are justified to preserve and protect the health and safety of MAE's personnel and the public. Client agrees to compensate MAE for the additional cost of working to protect employees' and the public's health and safety. In addition, Client waives any claim against MAE, and agrees to defend, indemnify and save MAE harmless from any claim or liability for injury or loss arising from MAE's discovery of unanticipated hazardous materials or suspected hazardous materials. Client also agrees to compensate MAE for any time spent and expenses incurred by MAE in defense of any such claim, with such compensation to be based upon MAE's prevailing fee schedule and expense reimbursement policy relative to recovery of direct project costs.

**Force Majeure** – MAE shall not be held responsible for any delay or failure in performance of any part of this Agreement to the extent such delay or failure is caused by fire, flood, explosion, war, strike, embargo, government requirement, civil or military authority, acts of God, act or omission of subcontractors, carriers, client or other similar causes beyond its control.

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

<b>PART I - GENERAL</b>				
<b>1. Project</b> COJ Willow Branch Avenue Canal Stabilization Project			<b>2. Contract Number</b> P-34-21	
<b>3. Name of Sub Consultant</b> Meskel & Associates Engineering, LLC			<b>4. Date of Proposal</b> 11/1/2022	
<b>PART II - LABOR RELATED COSTS</b>				
<b>5. Direct Labor</b>	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Branch Manager	\$70.30	0.0	\$ 0.00	
Chief Engineer	\$64.89	1.0	\$ 64.89	
Senior Engineer	\$60.58	6.0	\$ 363.48	
Staff Engineer, Registered	\$38.75	18.0	\$ 697.50	
Staff Engineer, non-Registered	\$28.13	4.0	\$ 112.52	
CAD Operator	\$28.00	4.0	\$ 112.00	
Senior Field Technician	\$28.58	14.0	\$ 400.12	
Clerical	\$25.75	2.0	\$ 51.50	
<b>TOTAL DIRECT LABOR</b>	<b>\$36.78</b>	<b>49.0</b>		<b>\$1,802.01</b>
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>				
Overhead Rate	200% x Total Direct Labor			\$3,604.02
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				<b>\$5,406.03</b>
<b>8. PROFIT: Labor Related Costs (Item 7)</b>				<b>\$540.60</b>
10% x (Labor + Overhead)				
<b>PART III - OTHER COSTS</b>				
<b>9. Miscellaneous Direct Costs</b>				
<b>Field Exploration:</b>				
Pickup Truck	1	\$250.00	250.00	
Mobilization of Crew & Eq. - Out of Street Right-Of-Way	1	\$600.00	600.00	
Soil Test Borings - On Land (ASTM D-1586) 0 to 30 feet	250	\$14.00	3,500.00	
Grouting Borings, per foot	250	\$8.00	2,000.00	
Auger Borings, per foot	55	\$13.00	715.00	
Difficult Moving, per hour	2	\$185.00	370.00	
<b>Lab Testing:</b>				
Natural Moisture Content, ea.	12	\$16.00	192.00	
Sieve Analysis, ea	12	\$60.00	720.00	
Organic Content, ea	6	\$45.00	270.00	
Liquid & Plastic Limits, ea	2	\$90.00	180.00	
Corrosion Series Tests, ea	1	\$250.00	250.00	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				<b>\$9,047.00</b>
<b>10. SUBCONTRACTS (Lump Sum)</b>				<b>0.00</b>
<b>SUB-CONTRACT SUB-TOTAL</b>				<b>\$0.00</b>
<b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>				<b>\$14,993.63</b>
<b>11. REIMBURSABLE COSTS (Limiting Amount)</b>				
<b>SUB-TOTAL REIMBURSABLES</b>				<b>\$0.00</b>
<b>PART IV - SUMMARY</b>				
<b>TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables)</b> (Items 5, 6, 8, 9, 10 and 11)				<b>\$14,993.63</b>



Project Manager <b>BHH</b>	Project No. <b>010922</b>	 <b>MAE</b> Marshal & Associates Engineering 3726 PHILIPS HIGHWAY - SUITE 208 • JACKSONVILLE, FLORIDA 32207 PH. (904) 519-8990 • FAX (904) 519-8992 • www.MarshalEngineering.com	PROPOSED FIELD EXPLORATION PLAN	FIG. NO.
Drawn by <b>WJM</b>	Scale <b>AS SHOWN</b>		COI P-34-21 WILLOW BRANCH AVENUE CANAL STABILIZATION PROJECT JACKSONVILLE, FLORIDA	<b>1</b>
Checked by <b>BHH</b>	File Name <b>010922.FEP</b>			
Approved by <b>BHH</b>	Date <b>11/01/2022</b>			



*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

June 28, 2022

Antoinette Meskel, President  
MESKEL & ASSOCIATES ENGINEERING, PLLC  
3728 Philips Highway, Suite 208  
Jacksonville, Florida 32207

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
  - 9.5 - Geotechnical Specialty Laboratory Testing
- 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, 2023, 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
261.08%	155.39%	0.396%	Reimbursed	No	5.97%	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,

Carliayn Kell  
Professional Services  
Qualification Administrator



**SMITH SURVEYING  
GROUP, LLC**



## SMITH SURVEYING GROUP

Formerly

R.E. Holland & Associates, Inc.

September 30, 2022

Guillermo Simon, PE, CFM  
**Halff and Associates, Inc.**  
7808 Baymeadows Rd. East Suite 200  
Jacksonville, Florida 32256

Re: COJ Willow Branch Canal Stabilization Topographic, Tree, Wetland Survey Proposal

Dear Mr. Guillermo:

Pursuant to your request and on behalf of the firm, we are pleased to submit our proposal for our services on the above referenced project. We are confident that our survey product will be an asset to your design activities. Based on a telephone conversation, a review of our records and a personal walk over of the site, we are pleased to offer the following scope of work and fee proposal for your review and approval:

### SCOPE OF SERVICES

**TASK 1.** Prepare a Topographic, Tree, and Wetland Survey of the Willow Branch Canal route along the public rights-of-way (see attachment) for a project centerline length of approximately 1900 feet, Width of the survey effort will be the Willow Branch Park limits. Our survey effort will be as shown on the project map as furnished by the HALFF. The route survey shall be utilized for the purposes of a civil engineering design for the Willow Branch Canal Stabilization project. Cross sections will be done at 100 foot grid intervals perpendicular to the canal. SSG will perform surveys of three road crossings (Sydney Street, Park Street, and Riverside Avenue) along with four pedestrian crossings (located near Sydney St. Lydia St. Oak St. and Riverside Ave). SSG will capture elevations of culvert inverts, channel shapes, dimensions, upper and lower road deck, and railings. The location and mapping of improvements and utilities will be limited to above ground visible evidence only. All pipe sizes, types and inverts will be obtained where accessible. SSG will locate all trees within the Willow Branch Park limits per COJ Tree Ordinance, specimen trees 5.5 inches and larger. HALFF will flag the Wetland limits and SSG will locate and map Wetland lines at \$1.30 per linear foot.

Smith Surveying Group will establish a limited right of way survey to retrace and reestablish the existing right of way lines and any parcel lines will be mapped per record plats and deed when available. No baselines or replacement of missing property corners will be established for this project, and surface features will be gathered per the specifications from Halff; see attached Survey Estimate.

Deliverables will be a Route and Topographic survey, Horizontal datum shall be referenced to State Plane Coordinates (NAD 83/2011) for the State of Florida and vertical datum shall be referenced to NAVD 1988 from a published governmental Bench Mark.

The survey deliverable to include all surveyed points in a comma delimited ASCII file format (point number, northing, easting, elevation, description). Also to be included is the Civil 3D 2018 surface (including all break lines/ feature lines) used in preparing the survey drawings. Smith Surveying Group will provide a 3D line generated Tin of the existing surface.

We anticipate delivery of the preliminary product within **90-120** days from receipt of written Notice To Proceed, weather and site conditions permitting. Final deliverables shall be two (2) signed and sealed blue-line prints, and an electronic drawing file, if requested. Additional sealed copies may be furnished at a nominal charge, if requested. We are ready to begin our services immediately upon receipt of Notification to Proceed. Our fees for the above services will be as noted on the attached man hour estimate; estimated fees will not be exceeded without prior written authorization from the CLIENT. We shall invoice you on a monthly progressive billing cycle for the to-date percent complete and we will expect full payment for each monthly invoice within 10 days from the date of the respective invoice.

This scope of work is for a "one time" performance of the services as outlined herein; any survey points that are destroyed or lost due to construction activities, vandalism, acts of God, etc. that require replacement shall be replaced at CLIENT's expense and upon your authorization. Should the scope of work be changed by CLIENT either in writing or verbally, CLIENT agrees to pay Smith Surveying Group, LLC for any additional work involved in said changes at our Standard Billing Rates, unless a supplemental contract is agreed to and executed by both parties prior to the commencement of the changes. In the event all or a portion of the work prepared or partially prepared by our firm be suspended, abandoned, or terminated by CLIENT or others, CLIENT shall pay Smith Surveying Group, LLC for all fees, charges and services provided for the project, not exceeding any contractual limits specified herein.

Smith Surveying Group, LLC will not be liable for damages resulting from the actions or inactions of any regulatory or governmental agencies, and shall only act as an advisor on behalf of CLIENT in all governmental relations. All original papers, documents and all work product and copies thereof, produced as a result of or incidental to this contract shall remain the property of Smith Surveying Group, LLC CLIENT agrees to grant us the right to assign without notice this agreement or any part thereof as we shall deem necessary for the completion of this project. We agree not to unreasonably damage the subject property, but CLIENT agrees to grant Smith Surveying Group, LLC the right to cut bushes and trees and to remove other objects interfering with our work as necessary in the performance of our work.

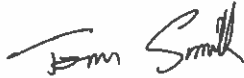
CLIENT further agrees that the standard of care for Smith Surveying Group, LLC's performance under this contract shall be the ordinary and reasonable duty and care associated with this type of work in the community of Jacksonville, Florida and that the proper venue for litigation of any cause of action hereto shall be that court of jurisdiction in Jacksonville, Florida. Should litigation be necessary to enforce any term of this agreement or any cause of action related thereto, then all litigation and collection expenses, witness fees, court costs and reasonable attorney's fees for Smith Surveying Group, LLC shall be paid by the addressee. It is further understood and agreed that this contract is between Smith Surveying Group, LLC and the addressee only, and payment to Smith Surveying Group, LLC shall not be contingent on payment(s) from a third party.

Continued next page

This agreement supersedes any prior agreement, either expressed or implied, between the parties and that the terms and conditions stated herein constitute the full and complete agreement between the parties and no change or amendment thereof shall be effective except as agreed to in writing by both parties. If the above conditions are acceptable to CLIENT, please indicate your acknowledgment and agreement by executing this proposal in the space provided below.

Once again, we appreciate this opportunity to submit this proposal to you and we look forward to hearing from you in the near future. If you have any questions, please do not hesitate to call me personally.

**Smith Surveying Group, LLC**



Tom Smith, PSM  
President

Accepted By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**SURVEY ESTIMATE**

(Survey functions based on Scope of Services above)

Field Crew – 222hrs @ \$175.00hr	\$38,850.00
Office CAD - 120hrs @ \$125.00hr.	\$15,000.00
PSM Review - 12hrs @ \$175.00hr	\$ 2,100.00
Wetland Deliniation Mapping \$1.30 Ft.	\$ 4,550.84

**Estimated Grand Total: \$60,500.84**

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

**PART I - GENERAL**

<b>1. Project</b> Prof. Eng. Services for Willow Brnch Canal Stabilizstion	<b>2. Proposal No.</b> P-34-21
<b>3. Name of Consultant</b> Smith Surveying Group	<b>4. Date of Proposal</b> 12/01/22

**PART II - LABOR RELATED COSTS**

5. Direct Labor Classification	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Project Manager	\$ 63.64	12	\$ 763.68	763.68
CADD	\$ 45.45	120	\$ 5,454.00	5,454.00
Survey Crew	\$ 63.64	222	\$ 14,128.08	14,128.08
	\$ -	1	\$ 0.00	0.00
	\$ -	1	\$ 0.00	0.00
	\$ -	1	\$ 0.00	0.00
Clerical	\$ -	1	\$ 0.00	0.00
<b>TOTAL DIRECT LABOR</b>	<b>\$56.83</b>	<b>358</b>		<b>\$ 20,345.76</b>
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>				
Overhead Rate			150 % x Total Direct Labor	\$ 30,518.64
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				<b>\$ 50,864.40</b>
<b>8. PROFIT: Labor Related Costs (Item 7)</b> x 10%				<b>\$ 5,086.44</b>

**PART III - OTHER COSTS**

<b>9. Miscellaneous Direct Costs</b>			
Wetland Delineation Mapping (estimated) \$1.30 per foot			\$ 4,550.00
			\$
			\$
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>			<b>\$ 4,550.00</b>
<b>10. SUBCONTRACTS (Lump Sum)</b>			
			\$
<b>SUB-CONTRACT SUB-TOTAL</b>			<b>\$ -</b>
<b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>			<b>\$ 60,500.84</b>
<b>11. REIMBURSABLE COSTS (Limiting Amount)</b>			
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
<b>SUB-TOTAL REIMBURSABLES</b>			<b>\$ -</b>

**PART IV - SUMMARY**

12. TOTAL AMOUNT AMENDMENT NO. <u>0</u> (Lump Sum + Reimbursables) (Items 5, 6, 8, 9, 10 and 11)	<b>\$ 60,500.84</b>
13. CURRENT CONTRACT AMOUNT	
14. AMENDED CONTRACT AMOUNT	<b>\$ 60,500.84</b>

ACUITY DESIGN  
GROUP, INC.

## ADG Scope

### 1. COMMUNITY OUTREACH

CONSULTANT (Acuity Design Group, Inc. (ADG)) will lead an outreach strategy aimed at obtaining feedback and communicating design constraints, approach, and proposed alternatives with stakeholders, following City of Jacksonville's lead. Community outreach includes the following.

1. Develop communications and outreach strategy and project brand
2. Web page
  - 2.1. Online Data gathering, survey and monthly updates for up to 12 months
3. Three (3) Community meetings
  - 3.1. Identify and secure locations, promote and staff all meetings
  - 3.2. Location to be determined
    - A. *Meeting #1: Listening session with stakeholders/community meeting*
      - a. *Prep: existing information, but should include previous design and current watershed information for water going into the creek*
      - b. *Existing Conditions Mapping / Aerials / Site Photographs\**
      - c. *Project 11x17 brochure*
      - d. *Discuss initial H&H Analysis*
      - e. *Online Survey*
    - B. *Meeting #2: Concept plans*
      - a. *Presentation of two (2) conceptual alternatives: one with wall/stepped walls and one with meandering or wetland patterns*
      - b. *Plans should address trees, constraints for existing culverts/bridges (pedestrian and vehicular), effects on surrounding park spaces*
      - c. *Rendered Site Plans\**
      - d. *Rendered Cross Sections – 3 per design\**
      - e. *Rendered Sketch of Bridge abutments and overall design, 2 per design\**
      - f. *Online Survey*
    - C. *Meeting #3: Plan Refinement*
      - a. *More details to the chosen plan, including grading/drainage, pedestrian bridge design, planting plan, tree removal plan, connection to other park spaces*
      - b. *Timeline of design and construction*
      - c. *Rendered Cross Sections – 3 per design\**
      - d. *Rendered Sketch of Bridge abutments and overall design, 2 per design\**
4. Community Presentation at Riverside Arts Market (Considered as additional community meeting)
  - 4.1. This project introduction will be consistent with Community Meeting # 3 and include similar graphics
  - 4.2. The purpose of this meeting will be to garner any additional feedback and goodwill of the project from the surrounding community

*\*These items will be produced by HALFF. ADG will review and provide input*



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

EXHIBIT B

**PART I - GENERAL**

<b>1. Project</b> Prof. Eng. Services for Willow Brnch Canal Stabilizstion	<b>2. Proposal No.</b> P-34-21
<b>3. Name of Consultant</b> Acquity Design Group Inc.	<b>4. Date of Proposal</b> 11/092022

**PART II - LABOR RELATED COSTS**

<b>5. Direct Labor Classification</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>	<b>Estimated Cost</b>	<b>TOTAL</b>
Outreach Lead	\$ 69.95	250	\$ 17,487.50	17,487.50
Communications Manager	\$ 57.50	50	\$ 2,875.00	2,875.00
Adminsitrative	\$ 35.00	20	\$ 700.00	700.00
Website Design	\$ 50.00	30	\$ 1,500.00	1,500.00
	\$ -	1	\$ 0.00	0.00
	\$ -	1	\$ 0.00	0.00
Clerical	\$ -	1	\$ 0.00	0.00
<b>TOTAL DIRECT LABOR</b>	<b>\$63.92</b>	<b>353</b>		<b>\$ 22,562.50</b>
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>				
Overhead Rate	150 % x Total Direct Labor			\$ 33,843.75
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				<b>\$ 56,406.25</b>
<b>8. PROFIT: Labor Related Costs (Item 7) x 10%</b>				<b>\$ 5,640.63</b>

**PART III - OTHER COSTS**

<b>9. Miscellaneous Direct Costs</b>				
Transportation & Shipping			\$ 0.00	
Original Reproducibles			\$ 0.00	
Reproduction			\$ 0.00	
Other			\$ 0.00	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				<b>\$ -</b>
<b>10. SUBCONTRACTS (Lump Sum)</b>				
			\$	
<b>SUB-CONTRACT SUB-TOTAL</b>				<b>\$ -</b>
<b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>				<b>\$ 62,046.88</b>
<b>11. REIMBURSABLE COSTS (Limiting Amount)</b>				
website hosting			\$ 300.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
<b>SUB-TOTAL REIMBURSABLES</b>				<b>\$ 300.00</b>

**PART IV - SUMMARY**

<b>12. TOTAL AMOUNT AMENDMENT NO. 0 (Lump Sum + Reimbursables)</b> (Items 5, 6, 8, 9, 10 and 11)	<b>\$ 62,346.88</b>
<b>13. CURRENT CONTRACT AMOUNT</b>	
<b>14. AMENDED CONTRACT AMOUNT</b>	<b>\$ 62,346.88</b>

# CIVIL SERVICES, INC.

## Scope of Work

**City of Jacksonville, Florida**  
**Professional Engineering Services for Willow Branch Canal Stabilization**  
**Replacement of Three Pedestrian Bridges**  
**Stormwater Management Structures and Retaining Walls**  
**Duval County, FL**

**December 2, 2022**

**Description:** This project consists of the analysis and design of the replacement of three pedestrian bridges over the Willow Branch Canal adjacent to Sydney Street, North of Lydia Street and north of Oak Street. In addition, stormwater management structures and retaining walls will be needed to manage, channelize and convey stormwater within the project limits. Other design activities will include, specifications, project coordination and construction cost estimating.

Work to be performed by CSI will be done in accordance with the following specific scope details for this project:

### **I. PURPOSE**

The purpose of this Exhibit is to describe the scope of work and the responsibilities of CSI and the City of Jacksonville regarding services for the above project. It shall be CSI's responsibility to utilize sound engineering judgment, practices, and principles during the execution of the work commissioned under this contract.

CSI shall demonstrate good project management practices while working on this project. These include communication with the City and others as necessary, management of time and resources, and documentation.

It is understood that survey and geotechnical engineering is to be performed by others.

### **II. PROJECT OBJECTIVE**

#### **1. General Objective:**

The general objective is to provide design services for three proposed pedestrian bridge replacements at the Willow Branch Canal, three concrete weir stormwater control structures and approximately 1,000 linear feet of conveyance retaining wall structures.

#### **2. Specifications:**

All design to be conducted in accordance with the latest standard specifications adopted by AASHTO LRFD Bridge Design Specification, AASHTO LRFD Guide Specifications for the Design of Pedestrian Bridges, FDOT Standard Specifications, FDOT Structures Manual,

FDOT Design Manual, and FDOT Standard Plans, ADA requirements and per directions provided by the City.

CSI will design and prepare a set of construction plans suitable for bidding purposes. The construction plans will detail the following sections:

**A. Design Approach**

CSI will thoroughly review the Project. The key personnel involved in designing the Project will participate in field reviews. Data collection will be done at the very beginning of the Project. After the field surveyor has completed the survey, a thorough field review by members of the design team will be performed to verify the field survey and to become familiar with the project details.

**B. Bridge Design**

**Preliminary Phase: Report of Findings Bridge Study 30% Design Development Plans:**

For this submittal, CSI will furnish a report of Findings Bridge Study for review and approval by the City. The Preliminary Bridge Study shall include but not be limited to the following:

1. General Project Information which includes existing bridge locations, Bridge Plan and Elevation, typical cross section, demolition limits and vertical clearance.
2. Three (3) Alternative Bridge Types will be evaluated at each location. Alternatives to be considered; 1) conventional cast-in-place reinforced concrete deck slabs, 2) precast deck slab and 3) pre-engineered superstructure.
3. Two (2) substructure and foundation alternatives will be evaluated at each location. Alternatives to be analyzed will be concrete spread footings and concrete pile bents.
4. Each alternative included in the Report of Findings will include structure type, span arrangement, aesthetics, and an Engineer's Cost Estimate. Additional design computations and details (as needed) will be provided for the recommended alternative.

**60% Design Submittal:**

After the formal approval of the 30% Design Development Plans including recommended preliminary design plans, preliminary Engineer's Cost Estimate, and after resolving all the Structures Plans review comments, CSI will submit 60% Structures Plans, 60% Design Computations for review and approval by the City of Jacksonville. The 60% Plans Submittal will contain substantially completed design details for each bridge which include but not be limited to:

1. Index of Sheets and General Notes
2. Summary of Structure Quantities
3. Miscellaneous Details

4. Plan and Elevation
5. Report of Core Borings
6. Foundation Layout and Pile Data Table
7. End Bent Plan and Elevation
8. Intermediate Bent Plan and Elevation (If required)
9. Finish Grade Elevations
10. Superstructure Plan and Details
11. Approach Slabs
12. Reinforcing Bar List

**90% Design Submittal:**

Upon the City of Jacksonville's formal approval of the 60% Construction Plans, CSI will proceed with preparing 90% Construction Plans and will incorporate all Final review comments and responses to review comments. CSI will submit 90% Structures Plans, 90% Design Computations, Construction Cost Estimate and Technical Specification package for review and approval by the City of Jacksonville.

**100% Design Submittal:**

Upon the City of Jacksonville's formal approval of the 90% Construction Plans, CSI will proceed with preparing 100% Construction Plans and will incorporate all 90% Submittal review comments and responses to review comments. CSI will submit 100% Structures Plans, 100% Design Computations, Construction Cost Estimate and Technical Specification package for review and approval by the City of Jacksonville.

**C. Stormwater Management Structures**

CSI will provide structural design calculations; contract plans and construction cost estimates for three (3) concrete weirs. The design of the weirs will include but not limited to the following:

- 1) Static forces from normal water pressure from both the upstream and downstream face of the weir.
- 2) Dynamic forces due to impact of floating matter against the crest on the upstream side of the weir.
- 3) Stability of the weir will be satisfied so that the maximum toe and heel pressures are below the prescribed safe limits. In addition, sliding and overturning will be satisfied.

Contract plans, estimates and calculations will be provided at 60%, 90% and 100% design submittals for review and comments. All the review comments at each submittal will be addressed and incorporated prior to proceeding with the next submittal.

**D. Retaining Wall Structures**

CSI will provide structural design calculations and contract plans for approximately 1,000 linear ft. of retaining wall. All walls shall be designed in accordance with current AASHTO LRFD

Specifications and FDOT Structures Design manual. Foundation requirements shall be in accordance with the recommendations detailed in the Geotechnical Evaluation Report. Settlement and deflection tolerances shall be in accordance with the current AASHTO LRFD Specification.

For the preliminary phase CSI will evaluate two (2) different wall types and provide the foundation type consistent with the Geotechnical Evaluation Report recommendations. The Preliminary Wall Study Report shall include but not limited to the following:

- 1) General Project Information which includes Wall Plan and Elevation and Typical section.
- 2) Two (2) wall alternatives will be evaluated. The Foundations for both alternatives will be evaluated based on the findings Geotechnical Evaluation Report.
- 3) Each alternative in the Preliminary Wall Study Report will include an Engineer's Cost Estimate and design computations and details (as needed). The report will provide a recommended alternative.

After the formal approval of the Preliminary Wall Study Report CSI will provide Contract plans and calculations will be provided at 60%, 90% and 100% design submittals for review and comments. All the review comments at each submittal will be addressed and incorporated prior to proceeding with the next submittal.

The following presents a summary of design fee estimates for the Design efforts.

<b>Pedestrian Bridges</b>	<b>\$53,937.84</b>
<b>Stormwater Control and Retaining Wall Structures</b>	<b>\$49,700.70</b>
<b>TOTAL DESIGN FEE</b>	<b>\$103,638.54</b>

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

EXHIBIT B

**PART I - GENERAL**

<b>1. Project</b> Prof. Eng. Services for Willow Branch Canal Stabilization	<b>2. Proposal No.</b> P-34-21
<b>3. Name of Consultant</b> Civil Services, Inc.	<b>4. Date of Proposal</b> 11/9/2022

**PART II - LABOR RELATED COSTS**

<b>5. Direct Labor</b> Classification	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$ 72.11	16	\$ 1,153.76	1,153.76
Project Manager	\$ 65.00	64	\$ 4,160.00	4,160.00
Design Engineer	\$ 60.00	155	\$ 9,300.00	9,300.00
Designer	\$ 32.00	88	\$ 2,816.00	2,816.00
CADD Operator	\$ 26.00	84	\$ 2,184.00	2,184.00
Clerical	\$ 28.37	0	\$ 0.00	0.00
<b>TOTAL DIRECT LABOR</b>	\$48.19	407		\$ 19,613.76
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>				
Overhead Rate			150 % x Total Direct Labor	\$ 29,420.64
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				\$ 49,034.40
<b>8. PROFIT: Labor Related Costs (Item 7)</b>				
			x	10%
				\$ 4,903.44

**PART III - OTHER COSTS**

<b>9. Miscellaneous Direct Costs</b>				
Transportation & Shipping			\$ 0.00	
Original Reproducibles			\$ 0.00	
Reproduction			\$ 0.00	
Other			\$ 0.00	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				\$ -
<b>10. SUBCONTRACTS (Lump Sum)</b>				
			\$	
<b>SUB-CONTRACT SUB-TOTAL</b>				\$ -
<b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>				\$ 53,937.84
<b>11. REIMBURSABLE COSTS (Limiting Amount)</b>				
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
<b>SUB-TOTAL REIMBURSABLES</b>				\$ -

**PART IV - SUMMARY**

<b>12. TOTAL AMOUNT AMENDMENT NO. <u>0</u> (Lump Sum + Reimbursables)</b> (Items 5, 6, 8, 9, 10 and 11)	\$	<b>53,937.84</b>
<b>13. CURRENT CONTRACT AMOUNT</b>		
<b>14. AMENDED CONTRACT AMOUNT</b>	\$	<b>53,937.84</b>

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

EXHIBIT B

**PART I - GENERAL**

<b>1. Project</b> Prof. Eng. Services for Willow Branch Canal Stabilization - Weirs	<b>2. Proposal No.</b> P-34-21
<b>3. Name of Consultant</b> Civil Services, Inc.	<b>4. Date of Proposal</b> 12/2/2022

**PART II - LABOR RELATED COSTS**

<b>5. Direct Labor</b> Classification	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$ 72.11	18	\$ 1,297.98	1,297.98
Project Manager	\$ 65.00	37	\$ 2,405.00	2,405.00
Design Engineer	\$ 60.00	167	\$ 10,020.00	10,020.00
Designer	\$ 32.00	75	\$ 2,400.00	2,400.00
CADD Operator	\$ 26.00	75	\$ 1,950.00	1,950.00
Clerical	\$ 28.37	0	\$ 0.00	0.00
<b>TOTAL DIRECT LABOR</b>	<b>\$48.58</b>	<b>372</b>		<b>\$ 18,072.98</b>
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>				
Overhead Rate	150 % x Total Direct Labor			\$ 27,109.47
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				<b>\$ 45,182.45</b>
<b>8. PROFIT: Labor Related Costs (Item 7)</b> x 10%				<b>\$ 4,518.25</b>

**PART III - OTHER COSTS**

<b>9. Miscellaneous Direct Costs</b>				
Transportation & Shipping			\$ 0.00	
Original Reproducibles			\$ 0.00	
Reproduction			\$ 0.00	
Other			\$ 0.00	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				<b>\$ -</b>
<b>10. SUBCONTRACTS (Lump Sum)</b>				
			\$	
<b>SUB-CONTRACT SUB-TOTAL</b>				<b>\$ -</b>
<b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>				<b>\$ 49,700.70</b>
<b>11. REIMBURSABLE COSTS (Limiting Amount)</b>				
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
<b>SUB-TOTAL REIMBURSABLES</b>				<b>\$ -</b>

**PART IV - SUMMARY**

<b>12. TOTAL AMOUNT AMENDMENT NO. 0 (Lump Sum + Reimbursables)</b> (Items 5, 6, 8, 9, 10 and 11)	<b>\$ 49,700.70</b>
<b>13. CURRENT CONTRACT AMOUNT</b>	
<b>14. AMENDED CONTRACT AMOUNT</b>	<b>\$ 49,700.70</b>



**ALPHA ENVIROTECH  
CONSULTING, INC.**

November 9, 2022

Via Email: [mlllewellynsr@halff.com](mailto:mlllewellynsr@halff.com)

Mark T. Llewellyn, Sr., PE  
Halff Associates, Inc.  
7807 Baymeadows Rd E Suite 200  
Jacksonville FL 32256

Reference: Proposal for Environmental Services  
City of Jacksonville Willow Branch Canal Stabilization  
Jacksonville, Florida

Dear Mr. Llewellyn:

Alpha Environmental Consultants, Inc (AEC) is pleased to provide this proposal to provide environmental services for the above referenced project.

**PROJECT INFORMATION**

It is our understanding that Halff Associates, Inc. (Halff) has been selected by the City of Jacksonville to provide design services for the Willow Branch Canal Stabilization project that is located between Sydney Street and Riverside Avenue in Jacksonville, Florida. Environmental services are required to address contamination, wetland, listed species, and cultural resources issues associated with the project.

**PROPOSED SCOPE OF SERVICES**

AEC proposes the following scope of work:

**TASK 1 – Desktop Research**

AEC will conduct desktop reviews of public repository websites such as COJ, Florida Department of Environmental Protection (FDEP), St. Johns River Water Management District (SJRWMD), the Environmental Protection Agency (EPA), USFWS National Wetland Inventory Maps, U.S. Fish and Wildlife Service (USFWS), Florida Fish and Wildlife Conservation Commission (FFWCC), and Florida Natural Areas Inventory (FNAI), and Riverside Avondale Preservation (RAP). Following the desktop review, AEC will compile readily available information regarding known soil contamination, cultural resources, wetland, and listed species of Willow Branch Creek, necessary for the creek stabilization design.

**TASK 2 – Environmental Delineation**

AEC will perform on-the-ground delineation within the proposed project area following required methodologies to identify the wetland and surface water extent and jurisdictional status, including criteria found in the Environmental Resource Permit (ERP) rules 62-340 Florida Administrative Code (F.A.C.), Delineation Of The Landward Extent Of Wetlands And Surface Waters and the US Army Corps of Engineers (USACE) Jurisdictional Determination Form Instructional Guidebook, 1987 Wetlands Delineation Manual, Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coast Plain Region (Version 2.0). CONSULTANT will map identified wetlands utilizing a GPS unit capable of sub-meter accuracy and flagged to allow for survey crews to locate each point and tie elevations.

*City of Jacksonville Willow Branch Canal Stabilization  
Jacksonville, FL*

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**TASK 3 – Environmental Assessment Report**

AEC will assist Halff to complete the Environmental Assessment Report to include findings of the desktop research and environmental delineation.

**TASK 4 – Permitting**

AEC will conduct in-field meetings with FDEP and SJRWMD, participate in pre-application meetings, and assist Halff with application preparation and issuance of responses.

**TASK 5 – Community Engagement**

AEC will attend community engagement meetings, events, and participate in project meetings upon request.

**COST ESTIMATE/PROJECT SCHEDULE**

Based on the scope of services outlined above, we propose to complete our services for a lump sum fee of **\$29,984.50**.

We will invoice for our services to Halff on a monthly basis. Payment terms on invoices are Net 30 days.

**LIMITATIONS**

The proposed scope of work and fees include only services explicit herein.

We appreciate the opportunity to provide this proposal to perform the environmental consulting services for this project. If you have any questions concerning this proposal, or if we can serve you in any other way, please contact the undersigned.

Sincerely,

**Alpha Envirotech Consulting, Inc.**



Amy Y. Fu, P.E.

Principal

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

**PART I - GENERAL**

<b>1. Project:</b> Prof. Eng. Services for Willow Brnch Canal Stabilizstion	<b>2. Proposal No. / Contract No.</b> P-34-21
<b>3. Name of Consultant</b> Alpha Envirotech Consulting, Inc.	<b>4. Date of Proposal</b> 11/9/2022

**PART II - LABOR RELATED COSTS**

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal (Partner or Senior Officer)	\$ 86.40	20	\$ 1,728.00	1,728.00
Project Manager (Responsible Professional)	\$ 68.00	8	\$ 544.00	544.00
Certified Industrial Hygienist	\$ 70.00	0	\$ 0.00	0.00
Senior Engineer / Geologist / Scientist	\$ 59.40	130	\$ 7,722.00	7,722.00
GIS Specialist	\$ 59.40	8	\$ 475.20	475.20
Engineer/Geologist/Scientist/Field Inspector	\$ 50.75	0	\$ 0.00	0.00
Project Administrator	\$ 48.60	0	\$ 0.00	0.00
Drafter or CADD Operator	\$ 27.00	8	\$ 216.00	216.00
Administrative Specialist	\$ 21.60	8	\$ 172.80	172.80
<b>TOTAL DIRECT LABOR</b>	\$59.66	182		\$ 10,858.00
<b>6. Overhead (Combined Fringe Benefit &amp; Administrative)</b>				
Overhead Rate			150 % x Total Direct Labor	\$ 16,287.00
<b>7. SUBTOTAL: Labor + Overhead (Items 5 &amp; 6)</b>				\$ 27,145.00
<b>8. PROFIT: Labor Related Costs (Item 7)</b>			x	10%
				\$ 2,714.50

**PART III - OTHER COSTS**

<b>9. Miscellaneous Direct Costs</b>				
Transportation & Shipping	200 mls round trip at 0.625/ml		\$ 125.00	
Original Reproducibles			\$ 0.00	
Reproduction			\$ 0.00	
Other			\$ 0.00	
<b>MISCELLANEOUS DIRECT COSTS SUB-TOTAL</b>				\$ 125.00
<b>10. SUBCONTRACTS (Lump Sum)</b>				
SUB-CONTRACT SUB-TOTAL				\$ -
<b>TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)</b>				\$ 29,984.50
<b>11. REIMBURSABLE COSTS (Limiting Amount)</b>				
SUB-TOTAL REIMBURSABLES				\$ -

**PART IV - SUMMARY**

12. TOTAL AMOUNT AMENDMENT NO. <u>0</u> (Lump Sum + Reimbursables) (Items 5, 6, 8, 9, 10 and 11)	\$	29,984.50
13. CURRENT CONTRACT AMOUNT		
14. AMENDED CONTRACT AMOUNT	\$	29,984.50

**JSEB FORM 1**  
**CITY OF JACKSONVILLE SMALL & EMERGING BUSINESS PROGRAM**  
**SCHEDULE OF JSEB SUPPLIER/ CONSULTANT/ SUBCONTRACTOR**

NAME OF BIDDER Half Associates, Inc.

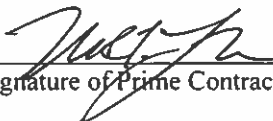
PROJECT TITLE Willow Branch Canal Stabilization Project

BID NUMBER P-34-21 TOTAL BASE BID AMOUNT \$973,525.40

NAME OF SUB FIRM	Federal I.D. NO.	JSEB (Y/N)	TYPE OF WORK TO BE PERFORMED	*TOTAL CONTRACT VALUE
Meskel & Associates Engineering, PLLC	26-2014749	Y	Geotechnical	\$14,993.63
Smith Surveying Group, LLC	84-2090369	Y	Surveying	\$60,500.84
Acuity Design Group, Inc.	26-1997195	Y	Community Engagement	\$62,346.88
Civil Services, Inc.	59-2975137	Y	Structural Engineering	\$103,638.54
Alpha Envirotech Consulting, Inc.	27-3167742	Y	Environmental	\$29,984.50

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

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

Signature:  Title: Executive Vice President Date: 12/08/2022  
 Signature of Prime Contractor

Print Name: Mark T. Llewellyn Sr., PE

\* For solicitations that are not project specific, such as: misc. services, design build, etc.; "TBD" will initially be accepted with the bid submittal on Form 1 and the Letters of Intent. For solicitations that are project specific you will be required to provide a dollar amount or percentage on Form 1 and on all Letters of Intent. "TBD" will not be accepted.

**Attach additional list of subcontractors/sub-consultants as needed**





KIDS HOPE ALLIANCE

MEMORANDUM

TO: Dustin Freeman, Chief of Procurement
FROM: Saralyn Grass, Chief Administrative Officer, Kids Hope Alliance (KHA)

Michael Weinstein, Chief Executive Officer Kids Hope Alliance (KHA)

Kenneth Darity, Chief Programs Officer, Kids Hope Alliance (KHA)

Tyrica Young, Director, Research and Grants Kids Hope Alliance (KHA)

SUBJECT: Request to exercise the first renewal option for Contract #71441-22, Acuity Design Group, Inc. for Communication and Branding Consulting Services: Amendment #2

DATE: January 20, 2023

P-22-21 AMND #2

Kids Hope Alliance, a public body acting on behalf of the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida ("KHA") respectfully requests the following:

- 1) Contract renewal option for Contract #71441-22, Acuity Design Group, Inc. for Communication and Branding Services, increase maximum indebtedness by \$40,000 for the period of January 1, 2023 - December 31, 2023. The revised total expenditure amount not to exceed \$135,000.

The above professional services provided by listed agency were initially procured through a competitive RFP, Bid # P-22-21. The contract renewal will allow listed agency to complete in progress projects.

Upon approval of the request, the contract will be executed by City of Jacksonville Office of General Counsel.

KHA anticipates funding as follows:

Table with 7 columns: Fund, Center, Account, Project, Activity, Interfund, Future. Row 1: 10901, 181005, 531090, 000000, 00000459, 00000, 0000000

Total Funding \$40,000

Cc: Alex Baker, Buyer
Jessica Pitts, Director Finance
Joyce Watson, Director, Administration, Contracts, and Purchasing
Tyrica Young, Director, Research and Grants

<b>Deliverables</b>	<b>Description</b>	<b>Activities</b>	<b>Timeline</b>	<b>Budget/Price</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li>Branding support &amp; consultation</li> <li>PR outreach as needed based on media strategy recommendations</li> <li>Marketing/design requests for events</li> </ul> <p>Commercial rollouts (social media, radio, tv spots)</p>	<p>Support KHA in its branding and marketing strategy and efforts</p>	<ul style="list-style-type: none"> <li>Assist with the rollout of the Communications plan</li> <li>Assist with logo design updates for KHA website &amp; marketing materials</li> </ul>	<p>January 2023- December 2023</p> <ul style="list-style-type: none"> <li>Each applicable deliverable activity total is to be billed monthly upon its completion.</li> </ul>	<p>\$32K total cost allowable for branding support and consultation.</p> <p>Payment will incur in monthly increments based on invoice up to the total cost for the deliverable.</p> <p>All invoices to be submitted by December 31 for payment.</p>	<p>Monthly Reimbursements</p>
<p>Publications</p> <ul style="list-style-type: none"> <li>Annual Report 2023</li> <li>Printing designs &amp; correction needs for Annual Reports</li> </ul>	<p>Design and Layout of publications</p>	<ul style="list-style-type: none"> <li>Design cover, layout (3-5 design to be submitted initially for KHA to choose from)</li> <li>Meet to discuss draft</li> <li>Revisions (3-7 rounds to finalize- if guidelines and instructions are provided per correction draft)</li> <li>Submit the final copy by the deadline</li> </ul>	<p>First draft due by November 15<sup>th</sup>.</p> <p>2<sup>nd</sup> draft December 1<sup>st</sup></p> <p>Final Draft December 27<sup>th</sup> -30<sup>th</sup>.</p> <ul style="list-style-type: none"> <li>Each applicable deliverable activity total is to be billed monthly upon its completion.</li> </ul>	<p>\$8 K is the total cost allowable for publication deliverables.</p> <p>Payment will incur in monthly increments based on invoice up to the total cost for the deliverable.</p> <p>All invoices to be submitted by December 31 for payment.</p>	<p>Deliverable (Annual report)</p>







**JASON R. TEAL  
GENERAL COUNSEL  
CITY OF JACKSONVILLE**

**OFFICE OF GENERAL COUNSEL**

**JAMES R. MCCAIN, JR.**  
Assistant General Counsel

117 W. Duval Street, Suite 480 | Jacksonville, FL 32202  
Direct: (904) 255-5064 | Fax: (904) 255-5120  
*JMcCain@coj.net*

January 24, 2023

Alex Baker  
Professional Services Specialist  
Finance and Administration Department, Procurement Division  
214 North Hogan Street, Suite 800  
Jacksonville, Florida 32202

RE: Harper & Associates Real Estate, LLC  
Delmas Harper, Broker  
Placement on Legal Related Services Listing – Real Estate Acquisition Services

Dear Ms. Baker:

I have completed my review of the information provided by Delmas Harper on behalf of Harper & Associates Real Estate, LLC and have concluded that Harper & Associates Real Estate, LLC is a qualified, interested, and available source for real estate acquisition services. Accordingly, I recommend that Harper & Associates Real Estate, LLC be added to the list maintained pursuant to Section 126.308(b), *Ordinance Code*.

Please contact me with any questions.

Sincerely,

James McCain  
Assistant General Counsel