

PUBLIC NOTICE
AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
 Thursday, August 31, 2017, 10:00 a.m.
 Eighth Floor, Conference Room 851
 Jacksonville, FL 32202

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

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTR EXP	OUTCOME
Twane Duckworth Barbara Holton	P-48-16	Contract Amendment No. 1 WC Surveillance & SIU Services Consultant Risk Management Division	That Contract No. 10272 between the City of Jacksonville and Contego Services Group for Workers Compensation Surveillance and Special Investigations Unit (SIU) Services is amended to (i) exercise the first of four renewal options extending the period of service from October 1, 2017 to September 30, 2018, with three one-year renewals remaining; and (ii) increase the maximum indebtedness by \$100,000.00 for the services to a new not-to-exceed total maximum indebtedness of \$200,000.00. 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.	09/30/17	
Jeff Foster Eric Fuller	P-02-17	Subcommittee Report Contamination Assessment & Remediation Services for State of Florida Funded Petroleum Impacted Sites	It is the consensus of the committee that of the nine (9) firms responding to the Request for Proposal (RFP) all were found to be responsive, interested, qualified and available to provide the services. The ranking of first, second, and third, designates the order of qualification of these firms to perform the required services and alphabetically they are: 2) AMEC Foster Wheeler AES, Inc. 3) Terracon, Inc. 1) Tetra Tech, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee and contract negotiations may begin with Tetra Tech, Inc., the number one ranked firm.		
Tom Fallin Steven Long	P-11-17	Fee & Contract Negotiations St. Johns Bluff Road Sidewalk Improvement Projects Department of Public Works	That the City of Jacksonville enter into a contract with Civil Services, Inc., for St. Johns Bluff Road Sidewalk Improvement Projects to (i) incorporate the attached Scope of Services Identified as Exhibit 'A'; (ii) incorporate the attached Contract Fee Summary Identified as Exhibit 'B'; (iii) provide not-to-exceed limits for Design Services for the east side of St. Johns Bluff Road in the amount of \$234,648.06; and the west side of St. Johns Bluff Road in the amount of \$117,654.19; (iv) provide a total not-to-exceed maximum indebtedness to the city of \$352,302.25; and (v) provide a period of service from date of 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. Nothing contained herein shall be amended, modified, or otherwise revised without prior approval from the PSEC and the Mayor.		

ST: Council Auditor
 Subcommittee Members

MEETING ADJOURNED



City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

August 17, 2017

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

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

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

Jeffrey Foster
Public Works Environmental Coordinator *Jeffrey Foster*

Eric Fuller *Eric Fuller*
Landfill Environmental Scientist

SUBJECT: P-02-17 Contamination Assessment & Remediation Services for State of Florida funded Petroleum Impacted Sites

The subcommittee received Nine (9) proposals for evaluation for the subject project and found all to be responsive, interested, qualified and available to provide the services required by the RFP.

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

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

2. AMEC Foster Wheeler AES, Inc.
3. Terracon, Inc.
1. Tetra Tech, Inc.

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

JPP/lw

Attachment: Scoring Matrix

EVALUATION MATRIX

EVALUATION SCALE

1-----10

PROJECT NO. P-02-17

EXTREMELY QUALIFIED

Contamination Assessment & Remediations Svcs for SOF Funded Petroleum Impacted Sites

PROJECT TITLE:

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO THE PROJECT	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	OVERALL YELLOWISES TO MEET TIME AND BUDGET (MAXIMUM 10 POINTS)	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
Total Points Assessed	10	10	10	10	10	10	10	10	10	10	100
Aerostar SES	8.50	7.50	10.00	6.50	10.00	5.00	9.50	8.50	7.00	1.00	73.50
AMEC Foster Wheeler	7.00	6.50	10.00	5.50	8.50	5.00	5.00	9.00	9.50	9.00	75.00
Apex Company	7.00	5.50	4.00	5.00	9.00	3.00	5.50	7.50	5.00	9.00	60.50
Ellis & Assoc	8.50	8.00	7.00	6.00	6.50	6.00	7.00	8.00	5.50	8.00	70.50
Environmental Consultants	7.00	4.50	4.00	3.50	9.50	2.00	6.50	6.50	5.00	9.00	56.50
Garnett Fleeming	8.00	7.50	4.00	6.50	9.50	5.00	6.00	7.50	9.00	10.00	73.00
Golder & Associates	5.50	4.00	10.00	3.50	8.50	5.00	3.00	5.00	7.00	1.00	52.50
Tetracon	7.00	8.50	4.00	5.00	8.00	6.00	8.00	10.00	9.00	9.00	74.50
Tetra Tech	10.00	8.50	10.00	8.50	10.00	5.00	8.50	10.00	9.50	1.00	81.00

DEPARTMENT OF FINANCE



MEMORANDUM

DATE: August 25, 2017

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Barbara Holton, Workers' Compensation Claims Manager *BH*
Risk Management Division

Subject: P-48-16 Workers' Compensation Surveillance and Special
Investigations Unit (SIU) Services Renewal - Amendment 1

The current term for the City Contract No. 10272, with Contego Services Group for Workers' Compensation Surveillance and Special Investigations Unit Services is from October 1, 2016 to September 30, 2017. Risk Management is exercising the first of four one-year renewal options for the period October 1, 2017 to September 30, 2018 with three renewal options remaining. The maximum indebtedness to the City will be a not -to-exceed amount of \$100,000.00 to a new maximum indebtedness of \$200,000.00. The FY 18 fee for services October 1, 2017 to September 30, 2018, described in Exhibit "B" Contract Fee Schedule. All other terms and conditions shall remain the same.

Accordingly, I recommend:

That the City Contract No. 10272, with Contego Services Group, for Workers' Compensation Surveillance and Special Investigations Unit (SIU) Services (i) be renewed for the term October 1, 2017 to September 30, 2018. The fee for the Services October 1, 2017 to September 30, 2018 as described in Exhibit "B" Contract Fee Schedule. (ii) Increase the maximum indebtedness to the City by a not exceed amount of \$100,000.00 for a new total maximum indebtedness of \$200,000.00. All other terms and conditions remain the same.

Thank you for your consideration in this matter.

Contego Services Group acknowledgement attached



August 25, 2017

To whom it may concern:

This letter serves as Contego Investigative Service's statement of intent to renew our current contract with the City of Jacksonville for the 2018 fiscal year.

Sincerely,

A handwritten signature in black ink, appearing to be "JL", written in a cursive style.

Jason Linn
President

Scope of Services

Contego Services Group will provide investigative and anti-fraud services for Workers' Compensation claims under the Risk Management's Division, Public Liability section.

Services will be commensurate with industry best-in-class surveillance techniques and protocols for documenting the veracity of injuries allegedly related to general and automotive claims against the City of Jacksonville. This service is a supplement to the investigative efforts of the internal public liability adjusters housed within the Workers' Compensation Section of the Risk Management Division.

Service shall include at a minimum:

- Detailed, well-written final reports specifying the facts of the investigation. Reports will contain proper names, addresses, times and will exclude opinion or supposition. If surveillance was an aspect of the investigation then Vendor will provide at least one DVD (or other electronic delivery) of the surveillance. The video provided by the investigator must have a time and date stamp of the subject's activities.
- At least once per quarter training on mutually agreed upon SIU topics.
- Mutually agreed upon periodic onsite audits and review of open public liability files for potential fraud indicators and surveillance needs.

City of Jacksonville

FEE SCHEDULE



Surveillance:	\$550 / Day 3 Days for \$1500
NY/CA:	\$650 / Day
Two Investigators:	\$950 / Day
Two Investigators (NY/CA):	\$1050 / Day
SwarmLink™: (Background/Criminal Check, Social Media/Internet Investigation, Geographical Mapping)	\$300 *Complimentary with Surveillance
Activity Check:	\$375.00 / location
AOE/COE/Statements:	\$65 / hour
Background/Criminal Check:	\$250
Medical Canvass (32 Facilities):	\$350
SwarmNet™ : (Social Media/Internet Investigation)	\$100 includes internet activity check, \$50 for SwarmNet Cycle (recheck)
Incarceration Check:	\$65 / hour
SSN/Match Verification Services:	\$25 / SSN Match: additional investigation \$65 / hour
LE Assist: <i>Law Enforcement (send to 5/A)</i>	\$65 / hour
Alive and Well Check:	\$65 / hour
Dependency Check:	\$65 / hour
Legal Searches & Investigative Support:	\$65 / hour
Copy Service for Legal: (claims defense litigation)	\$65 / hour (plus .50 per copy page)
DVD Copy Services:	\$25 / copy First 2 copies are complimentary
Subrogation Case Development:	\$65 / hour



City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
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ONE CITY. ONE JACKSONVILLE

August 15, 2017

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

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

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

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

SUBJECT: P-11-17 St. Johns Bluff Road Sidewalk Improvement Projects
East side: PWSD114FAIR-06505-PW0153-02 \$234,648.06
West side PWDS114FAIR-06505-PW0153-03 \$117,654.19

08/24/17 10:14:02
Professional Services

The Engineering Division has negotiated with the consultant selected for St. Johns Bluff Road Sidewalk Improvement Projects, resulting in the Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B, attached. MBE firms to be utilized to meet the Participation Percentage Plan of 20% for this contract are detailed on a separate attachment.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Civil Services, Inc. for St. Johns Bluff Road Sidewalk Improvement Projects, that includes the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B, to provide a not to exceed limit for Design Services for the east side of St. Johns Bluff Road in the amount of \$234,648.06 and the west side of St. Johns Bluff Road in the amount of \$117,654.19, with a maximum indebtedness to the City in the amount of \$352,302.25 and with an expiration date of project completion. All other terms and conditions of the Contract shall be as provided in the Request for Proposals and the Department of Public Works Prototype Agreement for professional services, as applicable.

JPP/lw

Attachment: Exhibits A & B
MBE Participation

cc: Lori West, PW Contract Specialist

ab

Scope of Work

St. Johns Bluff Road Sidewalk Design

From Beach Blvd (US 90) to Alden Road (west side of St. Johns Bluff Road) and

From Saints Road to Atlantic Blvd (east side of St. Johns Bluff Road)

Duval County, FL

August 14, 2017

RFP Number: P-11-17

Work to be performed by the CONSULTANT is to be done in accordance with the overall Scope of Services listed here.

This Exhibit forms an integral part of the agreement between the City of Jacksonville (hereinafter referred to as the "CITY") and Civil Services, Inc. (CSI) (hereinafter referred to as the "CONSULTANT") relative to the transportation facility described as follows:

I. PURPOSE

The purpose of this Exhibit is to describe the scope of work and the responsibilities of the CONSULTANT and the CITY in connection with design services for the above project. It shall be the CONSULTANT'S responsibility to utilize the very best engineering judgment, practices and principles possible during the prosecution of the work commissioned under this contract.

The CONSULTANT 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.

II. PROJECT OBJECTIVE

A. General Objective:

The general objective is to provide design services for St. Johns Bluff Road Sidewalk Improvement Projects from Beach Blvd (US 90) to Alden Road (west side of St. Johns Bluff Road) and from Saints Road to Atlantic Blvd (east side of St. Johns Bluff Road) in Duval County.

B. Specifications:

All reviews are to be conducted in accordance with the latest standard specifications adopted by CITY of Jacksonville, AASHTO, FDOT Standard Specifications, CITY of Jacksonville, FDOT Design Standards and directions provided by the CITY.

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

III ROADWAY DESIGN

A. Roadway Plans

1. 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 our sub-consultant field surveyor has completed the survey, a thorough field review by members of the design team will be accomplished to verify the field survey and to become familiar with the project details. The plan sheets anticipated include Key Sheet, Summary of Pay Items, Typical Sections, Summary of Quantities, General Notes, Sidewalk Plan Sheets, Back of Sidewalk Profile sheets, Cross Section sheets, Traffic Control Plans, Signing and Pavement Marking Plans, Structure Plans and Signalization Plans.
2. Phase I & II: 30% and 60% Plans: For Phase I, CSI will develop Concept Design Plans showing the proposed locations of the Sidewalks and after approval from CITY, CSI will develop 60% Construction Plans and estimated construction cost.
3. Phase III: 90% Plans: After approval of 60% Plans and resolving all Plans review comments, CSI will submit 90% Construction Plans and draft specifications.
4. Phase IV: 100% Plans & Specifications Submittal: The 100% Plans will incorporate all 90% review comments and response to review comments for the plans and Specifications package.
5. Phase V: Bidding: Provide responses to Bidders questions.

B. Signing and Pavement Markings Enhancements:

1. The signing and pavement marking plans in selective areas will be prepared. Design of new signs and pavement marking will be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), the Elder Road User's Program, and the FDOT Roadway and Traffic Design Standards latest edition.

C. Traffic Control Plans:

1. A detailed traffic control plan (TCP) will be designed for the project. Included in these plans will be general notes and a plan for sequence of construction and phasing. The TCP sheets will be developed to ensure that traffic can be accommodated through construction zones with minimum delay and exposure to unsafe conditions. The TCP will provide adequate details for all construction phases, traffic flow patterns, placement of control devices (barriers, warning signs, etc.) and for the safe movement of pedestrian traffic through the work zone. The TCP will specifically address traffic detours for vehicles, pedestrians and for lane closures during the specific construction phases. The TCP will provide a detailed narrative for construction phasing, ensures that the Contractor will implement the workable TCP concept envisioned by CSI.

D. Drainage Design:

1. Information gathered during data collection will define the extent of drainage improvements. A field review will be performed to find out the condition of the existing drainage structures within the project limit. The drainage design will be in compliance with the CITY and DOT Drainage Manuals.

IV WETLAND DELINEATION AND PERMITTING ASSISTANCE:

Permitting Services - West Sidewalks

Environmental Resource Solutions, Inc. (ERS) will perform the following tasks at the proposed bridge replacement locations:

- A. Task 1 – Wetland Delineation:** ERS will delineate the on-site jurisdictional wetlands along St. Johns Bluff Road from Beach Boulevard to Alden Road pursuant to the current regulations and guidance of the St. Johns River Water Management District (SJRWMD), Florida Department of Environmental Protection (FDEP) and U.S. Army Corps of Engineers (USACE). Wetland limits will be flagged in the field with survey tape and each point given an individual alpha-numeric designation. Upon completion of the delineation, the Client will be supplied with a flagging key map indicating the approximate limits of the jurisdictional wetlands, the approximate acreage, and the beginning and ending alpha-numeric designations of the beginning and ending flag of each wetland line established.
- B. Task 2 – Pre-application Meetings (if required):** ERS staff will conduct a pre-application meeting with regulatory agency staff concerning wetland impacts and permitting implications.

- C. **Task 3 – Permitting Assistance:** ERS will assist CSI with SJRWMD and USACE permitting efforts for the proposed sidewalk project. ERS will prepare the text, tables and graphics needed to address the environmental portions of the environmental resource permit (ERP) and USACE applications. This task assumes that impacts will be less than 0.5 acre and will qualify for a General Permit (62-330.443, F.A.C.) from SJRWMD Nationwide Permit 14 from USACE. Once wetland impacts are determined and if mitigation is required, ERS will prepare a functional assessment to determine the amount of mitigation needed to offset permanent (unavoidable) impacts. It is our assumption that if compensatory mitigation is required, off-site (mitigation bank) mitigation will be utilized to offset unavoidable impacts. ERS will require final plans in AutoCAD format prior to initiating permit application preparation.

Permitting Services - East Sidewalks

Environmental Resource Solutions, Inc. (ERS) will perform the following tasks at the proposed bridge replacement locations:

- D. **Task 1 – Wetland Delineation:** ERS will delineate the on-site jurisdictional wetlands along St. Johns Bluff Road from Saints Road to Atlantic Boulevard pursuant to the current regulations and guidance of the St. Johns River Water Management District (SJRWMD), Florida Department of Environmental Protection (FDEP) and U.S. Army Corps of Engineers (USACE). Wetland limits will be flagged in the field with survey tape and each point given an individual alpha-numeric designation. Upon completion of the delineation, the Client will be supplied with a flagging key map indicating the approximate limits of the jurisdictional wetlands, the approximate acreage, and the beginning and ending alpha-numeric designations of the beginning and ending flag of each wetland line established.
- E. **Task 2 – Pre-application Meetings (if required):** ERS staff will conduct a pre-application meeting with regulatory agency staff concerning wetland impacts and permitting implications.
- F. **Task 3 – Permitting Assistance:** ERS will assist CSI with SJRWMD and USACE permitting efforts for the proposed sidewalk project. ERS will prepare the text, tables and graphics needed to address the environmental portions of the environmental resource permit (ERP) and USACE applications. This task assumes that impacts will be less than 0.5 acre and will qualify for a General Permit (62-330.443, F.A.C.) from SJRWMD Nationwide Permit 14 from USACE. Once wetland impacts are determined and if mitigation is required, ERS will prepare a functional assessment to determine the amount of mitigation needed to offset permanent (unavoidable) impacts. It is our assumption that if compensatory mitigation is required, off-site (mitigation bank) mitigation will be utilized to offset unavoidable impacts. ERS will require final plans in AutoCAD format prior to initiating permit application preparation.

V. SURVEYING SERVICES:

- A. St. Johns Bluff Road Westside Sidewalk Survey Scope of Work - Project Limits:** The limits of this Project are along the easterly portion of the Right of Way of Saint Johns Bluff Road South and are specifically defined as: bounded on the east to 10' east of the existing Right of way line, bounded on the west by the easterly edge of the travel lane (white stripe) and lying between the approximate centerline of Saints Road and the southerly right of way line of Atlantic Boulevard.
- B. Topographic Survey:** DRMP will provide a full 3D DTM Topographic Survey along of the project limits. We will acquire above ground topographic features visible during the survey process. Items included, but not limited to, are: sidewalks, driveways, drainage structures, drainage culverts, utility poles, water valves, and utility indicators. All break lines of 0.5' or greater will be located.

The right of way will be recovered and shown on the maps to an expect accuracy of 0.25'.

A survey control baseline will be created and staked in the field. Benchmarks will be set at a maximum of every 1000'.

The survey shall be in the Florida State Plane System, East Zone, U.S. Survey Feet, NAD 83/2011. The vertical datum will be NAVD 88.

The deliverables will be a Bentley Microstation .dgn file and a Surveyor's Report. No paper copies will be furnished.

All survey field efforts and maps will be performed and prepared in accordance with the State of Florida Standards of Practice, as set forth by the Board of Professional Surveyors and Mappers, Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

- C. St. Johns Bluff Road Eastside Sidewalk Survey Scope of Work - Project Limits:** The limits of this Project are along the easterly portion of the Right of Way of Saint Johns Bluff Road South and are specifically defined as: bounded on the east to 10' east of the existing Right of way line, bounded on the west by the easterly edge of the travel lane (white stripe) and lying between the approximate centerline of Saints Road and the southerly right of way line of Atlantic Boulevard.
- D. Topographic Survey:** DRMP will provide a full 3D DTM Topographic Survey along of the project limits. We will acquire above ground topographic features visible during the survey process. Items included, but not limited to, are: sidewalks, driveways, drainage structures, drainage culverts, utility poles, water valves, and utility indicators. All break lines of 0.5' or greater will be located.

The right of way will be recovered and shown on the maps to an expect accuracy of 0.25'.

A survey control baseline will be created and staked in the field. Benchmarks will be set at a maximum of every 1000'.

The survey shall be in the Florida State Plane System, East Zone, U.S. Survey Feet, NAD 83/2011. The vertical datum will be NAVD 88.

The deliverables will be a Bentley Microstation .dgn file and a Surveyor's Report. No paper copies will be furnished.

All survey field efforts and maps will be performed and prepared in accordance with the State of Florida Standards of Practice, as set forth by the Board of Professional Surveyors and Mappers, Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

VI. SUE SERVICES:

- A. Part I - Subsurface Utility Designations:** DRMP will provide Subsurface Utility Designation, Level "B" for the above referenced project. Limits of our designation will be the northeast corner of Lost Pine Drive at St. Johns Bluff Road. Designation flags will contain detailed information on utilities such as type of facility, size, material and identification mark that will need to be imputed into the survey data collected. Efforts will be performed in accordance with Section 472.027, Florida Statutes Underground Facility Damage Prevention and Safety Act, Chapter 556, Florida Statutes. All work shall conform to ASCE C-1 38 -02 utilizing quality level B. Designation for the utilities located at the northeast quadrant of this intersection are estimated to take four (4) crew hours.

- B. Part II - Subsurface Utility Clearance Hole:** DRMP will perform one (1) clearance hole to determine the horizontal and vertical location of existing utilities near the proposed mast arm foundation. Exact location of the clearance hole to be determined by others and analyzed by others. Our staff will coordinate this effort with the engineering Project Manager before the commencement of this work effort, if needed. During the process of the field work DRMP will prepare a detailed report utilizing a subsurface utility form to describe the utilities and provide detailed information as to the size, type, material, owner (if known) and the depth from an iron pin marking the utility location at the surface. All efforts will be performed in accordance with the Underground Facility Damage Prevention and Safety Act, Chapter 556, Florida Statutes. All work shall conform to CI/ASCE 38 -02 utilizing quality level A.

Under this proposal DRMP will perform 1 clearance hole.

All survey field efforts and maps will be performed and prepared in accordance with the State of Florida Standards of Practice, as set forth by the Board of Professional Surveyors and Mappers, Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

VII. PEDESTRIAN BRIDGE STRUCTURAL DESIGN:

- A. Project Background Information:** It is our understanding the City of Jacksonville would like a design a sidewalk crossing on the east side of St. Johns Bluff Road at the drainage ditch located approximately 350-feet north of Lost Pine Drive. The proposed bridge is assumed to be a single span prestressed concrete bridge.
- B. Scope of Proposed Services:** The intent of these services is to furnish final design services for the pedestrian bridge on St. Johns Bluff Rd. It is the intention of the Client to utilize a single span bridge for the superstructure. CSI will prepare all plans in accordance with City of Jacksonville, AASHTO and FDOT specifications and requirements. Plans provided will include substructure details, pile
- C. Bridge Plans Design**
1. **Phase I: 30% Plans:** CSI will develop 30% Design Bridge Plans for review and approval by the City of Jacksonville. The 30% submittal shall include but not be limited to the following:
 - a) General Project Information
 - b) Substructure: Preliminary design end bents.
 - c) The structures design will be performed with input from the field investigations.
 - d) Utilities: Address the impact of existing utilities for the proposed bridge (if applicable).
 - e) Design Computations, Cost Estimates and Recommendations: Provide preliminary design computations, structures quantities and construction cost estimate.
 - f) Structures submittal will include General Notes, Plan and Elevation Sheet and Typical Section Sheet.
 2. **Phase III: 90% Plans Submittal:** After the approval of the 30% Plans Submittal including recommended preliminary design plans, preliminary design computations, preliminary Engineer's Cost Estimate, and after resolving all the Structures Plans review comments, CSI will submit 90% Structures Plans, and Design Computations for review and approval by the City The 90% Plans Submittal will contain substantially completed design details which include but not be limited to:

- a) Project Key sheet.
 - b) Summary of Quantities
 - c) General Notes
 - d) Plan & Elevation.
 - e) Typical Section
 - f) Substructure Detail Sheets
 - g) Foundation Layout Sheet
 - h) Superstructure Detail Sheets
 - i) Table of Quantities
3. Phase IV: 100% Plans Submittal: The 100% Plans will incorporate all 90% review comments from CITY and response to review comments

VIII. MAST ARM STRUCTURAL DESIGN

- A. Project Background Information:** It is our understanding the City of Jacksonville would like to design a new mast arm structure at the intersection of St. Johns Bluff Road and Lost Pine Drive in Jacksonville Florida.
- B. Scope Of Proposed Services**
1. The intent of these services is to furnish final design of one (1) new mast arm structure and foundation at the subject intersection.
 2. CSI will prepare all plans in accordance with City of Jacksonville, AASHTO and FDOT specifications and requirements. Plans provided will include substructure details, pile
 3. All design criteria shall be based on the latest editions of the "FDOT Structures Design Guidelines", FDOT Standard Specifications for Road and Bridge Construction and "AASHTO Specifications for Structural Supports for Highway Signs, Luminaries and Traffic Signals".

IX. SIGNALIZATION DESIGN:

- A. Scope of Proposed Services:** Peters & Yaffee will prepare signalization design plans for five intersections along St. Johns Bluff Road. These include Saints Road, Alden Road, Lost Pine Drive, I-295 On-Ramp, and Bahia Drive. The design will add and/or modify pedestrian signals and loop detectors at each of the signals in conjunction with the addition of sidewalk along the corridor.

The design will meet the requirements of both the City of Jacksonville and Florida Department of Transportation (FDOT) and the Manual on Uniform Traffic Control Devices (MUTCD). The traffic engineering services required to perform the design are as follows:

- B. Traffic Signal Design:** Topographic survey, utility locations, roadway design plans and signing pavement marking design plans will be provided by the Prime Consultant.

The design plans will include a key sheet, tabulation of quantities sheet, project notes sheet, signalization plan sheets and special detail sheets. The plans will be prepared in 11-in x 17-in format and will be submitted for review to the appropriate agencies. Review comments received will be incorporated into the plans, along with written responses.

The vehicle detection that is to be replaced will be discussed with Carlton Copeland during the design phase.

Post design services will also be provided. These services may entail responding to requests for additional information, shop drawing review and design interpretation.

X. GEOTECHNICAL SERVICES:

- A. Pedestrian Bridge:** The geotechnical services will be performed by CSI-Geo. The geotechnical exploration for the pedestrian bridge will include field exploratory borings, laboratory testing, and a geotechnical analysis of the collected data. Two (2) Standard Penetration Test (SPT) borings will be performed to a depth of 50 feet in the areas of the approaches for evaluation of the proposed bridge foundations. In addition, one (1) soil sample will be tested for corrosion series. Sufficient laboratory testing will be performed on soils recovered from the borings for classification purposes. The results of the exploration and engineering study will be presented in a report containing the following:

1. A brief discussion of the planned construction and imposed loading conditions.
2. A graphical representation of the subsurface conditions encountered as well as the existing on-site conditions, such as topography, surface vegetation, encountered water tables, etc., as they relate to the planned construction.
3. A summary of all field and laboratory tests results and procedures.
4. Written discussion of the subsurface conditions encountered.
5. Foundation recommendations for the proposed pedestrian bridge.

- B. New Mast Arm Traffic Signal:** The geotechnical exploration for the new mast arm traffic signal will include field exploratory borings, laboratory testing, and a

geotechnical analysis of the collected data. One (1) Standard Penetration Test (SPT) boring will be performed to a depth of 25 feet in the area of the proposed traffic signal mast arm. One soil sample will also be tested for environmental classification testing. Sufficient laboratory testing will be performed on soils recovered from the boring for classification purposes. The results of the exploration and engineering study will be presented in a report containing the following:

1. A brief discussion of the planned construction and imposed loading conditions.
2. A graphical representation of the subsurface conditions encountered as well as the existing on-site conditions, such as topography, surface vegetation, encountered water tables, etc., as they relate to the planned construction.
3. A summary of all field and laboratory tests results and procedures.
4. Written discussion of the subsurface conditions encountered.
5. Soil properties for design of mast arm foundation.

XI. UTILITY COORDINATION:

The CONSULTANT will provide all utility agency coordination for these projects. The CONSULTANT will obtain utility information in the project corridor and verified conditions in the field.

XII. PROJECT SCHEDULE:

- A. The preliminary time schedule is listed below (subject to change based on City/Consultant agreement). Durations are in calendar days.
 1. Project kick-off meeting with City's Project Manager/Staff to be conducted within 7 days of notice to proceed (NTP).
 2. 30% Submittal within 30 days of received survey from DRMP. Estimated survey completed by DRMP within 60 days from NTP.
 3. 60% Submittal within 45 days after receipt of City comments on 30% submittal.
 4. 90% Submittal within 60 days after receipt of City comments on 60% submittal.
 5. 100% Submittal within 30 days after receipt of City comments on 90% submittal.
- B. This schedule assumes City reviews will be completed within 15 days of each submittal.

Upon receipt of NTP, Consultant will produce a Gantt style project schedule to identify deliverable dates.

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

PART I - GENERAL				
1. Project St Johns Bluff Road Sidewalk Design East			2. City RFP No. / Contract No.	
3. Name of Consultant Civil Services, Inc.			4. Date of Proposal 8/9/2017	
PART II - LABOR RELATED COSTS				
5. Direct Labor (Limiting Amount)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Project Manager	\$ 58.55	109	\$ 6,381.95	
Sr. Drainage Engineer	\$ 44.23	217	\$ 9,597.91	
Roadway Engineer	\$ 44.85	326	\$ 14,621.10	
Designer	\$ 26.00	401	\$ 10,426.00	
Clerical	\$ 24.23	33	\$ 799.59	
TOTAL DIRECT LABOR	\$ 38.51	1086		\$ 41,826.55
6. Overhead (Combined Fringe Benefit & Administrative) Overhead Rate 175 % x Total Direct Labor				\$ 73,196.46
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 115,023.01
8. PROFIT: Labor Related Costs (Item 7) x 10%				\$ 11,502.30
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs (Lump Sum)				
	Quantity	Unit Cost	\$	
			\$	
			\$	
			\$	
			\$	
			\$	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ -
10. SUBCONTRACTS (Limiting Amount)				
DRMP SURVEYORS + SUE Services at Lost Pine Drive			\$ 36,996.14	
Environmental Resource Solutions			\$ 6,962.82	
Peters & Yaffee + Signal Design at Lost Pine Drive			\$ 22,185.81	
Pedestrian Bridge + Signal Design at Lost Pine Drive			\$ 33,442.48	
Geotech for Pedestrian Bridge + Signal Design at Lost Pine Drive			\$ 8,535.50	
SUB-CONTRACT SUB-TOTAL				\$ 108,122.75
TOTAL LIMITING AMOUNT (Items 5, 6, 8, 9 and 10)				
11. REIMBURSABLE COSTS (Limiting Amount)				
			\$	
			\$	
SUB-TOTAL REIMBURSABLES				\$ 234,648.06
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)				\$ 234,648.06

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

PART I - GENERAL				
1. Project St Johns Bluff Road Sidewalk Design West			2 City RFP No. / Contract No.	
3. Name of Consultant Civil Services, Inc.			4 Date of Proposal 7/26/2017	
PART II - LABOR RELATED COSTS				
5. Direct Labor (Limiting Amount)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Project Manager	\$ 58.55	67	\$ 3,922.85	
Sr. Drainage Engineer	\$ 44.23	134	\$ 5,926.82	
Roadway Engineer	\$ 44.85	181	\$ 8,117.85	
Designer	\$ 26.00	267	\$ 6,942.00	
Clerical	\$ 24.23	20	\$ 484.60	
TOTAL DIRECT LABOR	\$ 37.96	669		\$ 25,394.12
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate			175 % x Total Direct Labor	\$ 44,439.71
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 69,833.83
8. PROFIT: Labor Related Costs (Item 7)				\$ 6,983.38
				x 10%
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs (Lump Sum)				
	Quantity	Unit Cost		
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ -
10. SUBCONTRACTS (Limiting Amount)				
DRMP SURVEYORS			\$ 17,331.96	
Environmental Resource Solutions			\$ 6,962.82	
Peters & Yaffee			\$ 16,542.20	
SUB-CONTRACT SUB-TOTAL				\$ 40,836.98
TOTAL LIMITING AMOUNT (Items 5, 6, 8, 9 and 10)				
11. REIMBURSABLE COSTS (Limiting Amount)				
			\$	
			\$	
SUB-TOTAL REIMBURSABLES				\$ 117,654.19
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)				\$ 117,654.19

DEPARTMENT OF PUBLIC WORKS



MINORITY PARTICIPATION
Attachment to Fee & Contract Negotiations
or Contract Amendment

Title: Professional Design Services for St. Johns Bluff Road Sidewalk Improvement Projects

Project No.: P-11-17
Date: 8-16-2017

	Company's Name (Minority Subconsultant)	Classification (Minority Status)	Type of Work (Scope of Services)	Dollar Value
1.)	<u>Environmental Resource Solutions, Inc. (ERS)</u>	<u>WBE</u>	<u>Wetland Delineation & Permitting</u>	<u>\$12,659.68</u>
2.)	<u>Peters & Yaffee, Inc.</u>	<u>DBE</u>	<u>Signalization Design</u>	<u>\$ 38,728.01</u>
3.)	<u>CSI-Geo, Inc.</u>	<u>DBE</u>	<u>Geotechnical Engineering</u>	<u>\$ 8,535.50</u>
4.)	<u>Civil Services, Inc.</u>	<u>DBE</u>	<u>Roadway, Sidewalk & Bridge Designs</u>	<u>\$257,882.88</u>
5.)	<u>.</u>			<u>\$</u>
6.)	<u>.</u>			<u>\$</u>
	<u>.</u>			<u>\$</u>

Check one:

This is: Original Fee Negotiation Yes

This is: Contract Amendment No.: _____

Date of this Document: August 16, 2017