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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: NPDES Engineering and Permit Administration Services

Requested Action and Justification:

Recommend approval of Amendment #4 to the award with England, Thims, & Miller, Inc. to incorporate the attached Scope and Fee, Exhibit F&G, and a requested CPI rate increase in the amount of 2.54% as detailed in Exhibit H. The increase to the maximum indebtedness is $1,137,104.17, for a new maximum indebtedness of $4,051,824.45. Terms to remain unchanged.

To be executed by formal contract amendment through the Office of General Counsel.

Funding detail attached.

Supplier:	England, Thims, & Miller, Inc.	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	5/11/2022

POA #:	70224-23	**PO #:**	654712-23	**Change Order #:**	N/A
Solicitation #:	PDS P-03 22	**Contract #:**	70224-23	**Contract ADM #:**	4
Term:	Project Completion	**Options:**	N/A	**Options Used:**	N/A

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	Yes	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	44101	**Center:**	156002	**Acct:**	531090	**Proj:**	000000	**Activity:**	00000000	$ 996,965.17
Fund:	00111	**Center:**	154005	**Acct:**	531090	**Proj:**	000000	**Activity:**	00000000	$ 40,000.00
Fund:	11401	**Center:**	153002	**Acct:**	531090	**Proj:**	000000	**Activity:**	00000000	$ 75,139.00

New NTE/GMP:	$ 4,051,824.45	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	PWEN:ENGINEERING AND CONSTRUCTION MANAGEMENT			
Concurrence:	Signed by: Scott Carter 5D99CF8ADFC937E...	**Title:**	CHIEF OF ENGINEERING CONSTRUCTION MANAGEMENT	1/28/2026
Concurrence:	Melissa M. Long	**Title:**	CHIEF OF ENVIRONMENTAL QUALITY	1/29/2026
Concurrence:	Signed by: 9A4CB3166C9947D...	**Title:**	DIRECTOR OF PUBLIC WORKS	1/29/2026
Concurrence:	1EFA223D5D23487...	**Title:**		

Initial DT

Initial DT

Procurement Analyst/Buyer:	Signed by: Kemp, Benjamin 4C8860DFACE2449C...	**Chief of Procurement:**	Signed by: 2/3/2026 B10F1D517352456...
Name:	Kemp, Benjamin	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

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PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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Goods and/or Services:
England Thims & Miller, Inc.
NPDES Engineering and Permit Administration Services
Amendment 4 P-03-22 Contract 70224-23/ PO 654712-23

Funding:

ACCOUNTS:	TOTAL
44101-156002-531090-000000-00000000-00000-0000000	$996,965.17
00111-154005-531090-00000-00000000-00000-0000000	$40,000.00
11401.153002.531090.010263.00000000.00000.0000000	$75,139.00
54101.155007.534100.000000.00000000.00000.0000000	$25,000.00
TOTAL	$1,137,104.17

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Exhibit F

APPROVED

John M. Baxter

January 12, 2026

Scope of Services- Draft
City of Jacksonville Contract
NPDES Engineering and Permit Administrative Services for FY25/26,
Amendment 4 to Contract 70224-23
July 30, 2025

Introduction

The Public Works Department of the City of Jacksonville (City) is responsible for the operation and maintenance of the Municipal Storm Sewer System (MS4). The following City departments and divisions actively support the Stormwater Management Program (SWMP).

- Public Works Department (PWD)
  - Engineering and Construction Management Division
  - Right of Way and Stormwater Maintenance (RWSM) Division
  - Mowing and Landscape Maintenance (MLM) Division
  - Solid Waste Division
- Neighborhoods Department
  - Environmental Quality Division (EQD) Water Branch
- Planning & Development Department
  - Development Services Division

This Contract Amendment 4 is consistent with the Term of Agreement in the RFP (two years from Contract issuance and a two year renewal) and defines/funds the services of England, Thims, & Miller, Inc. (ETM) for the Fiscal Year (FY25/26, October 1, 2025 through September 30, 2026) which depending upon permit issuance (pending). We assume that the permit will be issued and have an effective date of October 1, 2025 which will be the start of NPDES Permit Cycle 5 Year 1.

Rate Increase Proposal: We hereby request a labor rate increase according to the calculated Consumer Price Index (CPI) as of June 2025. The percentage increase in CPI from March 2024 (rates approved for Amendment 2) to June 2025 is 2.54% and shown on the attached CPI calculation sheet along with the proposed rates.

The objective of this Scope of Services is to support the City with the update and ongoing implementation of its Stormwater Management Program as required by the pending NPDES Permit and includes the following:

- Update and Maintenance of the City and FDOT District 2 MS4 asset GIS Database.
- Update and support of the web asset management application system.
- Conduct MAXIMO (TIVOLI) work order data analysis to assess and enable the reporting of stormwater infrastructure maintenance and inspection activities and effectiveness in accordance with NPDES Permit requirements.
- Preparation support of the City's NPDES Cycle 4 Year 9 (C4Y9) Annual Report for the period October 2024 through September 2025 (C4Y9), due in March 2026.
- Preparation support of the Ribault River and Strawberry Creek Bacteria Pollution Control Plan (BPCP) Status Reports for the period October 2024 through September 2025 (C4Y9), due in March 2026.

- Preparation support of the City's Tributaries I & II BMAP Annual Report for the period October 2024 through September 2025, due on January 15, 2026.
- Assist EQD with the implementation of the SWMP Assessment Program and preparation of the NPDES C4Y9 SWMP Assessment Status Report for the period October 2024 through September 2025 (C4Y9), due in March 2026.
- Provide NPDES related special project services as requested and authorized.

Scope of Services

The following is a per task description of ETM's scope of services for FY25/26.

Task 1 - MS4 Inventory Update and Maintenance

The NPDES Permit requires that the City maintain a current map-based inventory of MS4 infrastructure to support MS4 operations, maintenance and inspection activities, and the reporting of these activities in its Annual Report.

Task 1.A - MS4 Inventory Update

ETM shall, in accordance with NPDES Permit requirements, maintain a current inventory of the MS4 infrastructure owned and maintained by the City and FDOT District 2.

Update of MS4

- ETM will update MS4 information in the GIS on a daily basis, although due to the QA process and conflict resolutions, updates may not be seen in the database for a few weeks to a month. Data edits that have been validated via the QA process will be added to the web accessible MS4 map (OpenGov) on an approximately monthly to quarterly basis.

- When City inspectors or other City staff request that assets be added to the inventory based on inspection findings or observations, data regarding the asset to be added, and any related connected asset, should be submitted with the request. Similarly, if a request is made to remove an asset from the inventory, a description of the extent of the features to be removed should accompany the request.

- A copy of the updated MS4 GIS inventory database will be forwarded to the City's Information Technologies Division (ITD) on a quarterly basis through the end of the fiscal year.

- The updated MS4 GIS inventory database will be used to update the interactive maps in OpenGov and the ETM Mapping tool approximately monthly to quarterly basis through the end FY25/26.

- All updated MS4 inventory work will be posted to the NPDES GIS database, and the hosted asset management system (OpenGov) will be maintained by ETM.

- The MS4 inventory maintained in ETM's software platform will serve as the MS4 infrastructure dataset which will be accessed and used by the City to support MS4 structural control inspections, proactive and reactive Illicit Discharge Detection & Elimination (IDDE) investigations, and other stormwater management plans and activities as required by the NPDES Permit.

- Positional accuracy of information will be relative to the City's parcel layer which is maintained by the Duval County Property Appraisers Office and will serve as the NPDES GIS parcel interactive map.

- The MS4 inventory shall be updated based upon as-builts, minor drainage addition and repair projects, and requests from City inspectors and other City staff.

- ETM will coordinate with the City PWD staff, City Planning and Development Department staff, FDOT, SJRWMD, JTA, and the City NPDES Coordinator regarding as-builts or other plans. Confirmation of both the ownership and maintenance entity of the assets will be provided by the City.

- All City provided as-built drawings will be forwarded to ETM as CAD drawing files or PDF files. Drainage as-built drawings for FDOT District 2 MS4 infrastructure within the City's MS4 jurisdiction will be forwarded to ETM by the FDOT District 2 NPDES Administrator or downloaded from the FDOT portal.

- Private, FDOT District 2, and City-owned and maintained roadways will be depicted via line style and/or color in the GIS applications.

- The FDOT District 2 NPDES Administrator will inform ETM of MS4 infrastructure and/or roadways transferred from FDOT to the City. ETM will review and confirm transfer information provided by FDOT with the City, prior to updating the MS4 inventory.

- Only private development and redevelopment project as-builts, for which the roadways and MS4 infrastructure has been transferred to the City, will be forwarded by the Development Services authorized representative for input into the MS4 inventory.

- Pipelining data will also be updated in the GIS based on information from the City.

- ETM will also provide any available as-builts to the City upon request.

- Private developments are not included in MS4 updates unless specifically requested by the City on an individual development basis.

- ETM will update parcel and roadway centerlines and related attribute information via a download of Duval County Property Appraisers Office parcel map regularly during FY25/26. Aerials will be updated twice a year. ETM will update the interactive maps in the web asset management application and ETM Mapping tool with the information as needed.

MS4 attributes collected from as-builts include the following:

- Manhole, inlet, and control structure rim and bottom pipe invert elevation.
- Control structure weir elevations
- Manhole, inlet, and control structure type
- Open and closed conveyance segment lengths
- Open and closed conveyance upstream and downstream invert/bottom elevations
- Open and closed conveyance material and year constructed
- Closed conveyance (pipe) dimensions and shape
- Check valve information

- All MS4 features will include owner (either City, FDOT, or private) information if known.

Major Outfall Inventory and Mapping

- All new major outfalls will be analyzed and reviewed with the COJ. ETM will track which major outfalls have been removed or added annually. A major outfall map or shapefile will be created annually for the COJ or FDEP, if requested

Non-Major Outfall Inventory and Mapping

- Non-Major Outfalls. ETM will complete an initial screening of the geodatabase once a year to determine new non-major outfall locations. Endwalls, end of open conveyances, and closed conveyances near waterways will be screened as potential non-major outfalls. Major outfall parameters will also be screened out. The remaining potential non-major outfalls will be reviewed individually by ETM and then submitted to the City for review.

Inspection Batch Closing (City As-built and Markups).

- ETM will batch create and batch inspection close inspections for City As-builts and Markups within a month after rectifying and posting the GIS information in the OpenGov Application.

Catch Basin/Inlet Procedures.

- ETM will assist the City in developing a Catch Basin procedures plan. ETM will help the City to identify catch basins and inlets. Priority areas will be identified and activities to reduce litter in catch basins and inlets will be investigated for these areas. Maintenance and inspection procedures and frequencies will be developed by the City. During inspections, upgrades to the structures will be evaluated and determined.

Task 1.B - MLM Division Database Update

The MLM Division is responsible for routine maintenance (mowing, litter removal, and vegetation management/spraying) of roadside and off-road ditches, right-of-ways (ROWs), neighborhoods, parks, conveyance swales, MS4 ponds, and City-owned parcels. To support effective maintenance of these MS4 structures, ROW's, and public lands, ETM will:

- Ditch update. Add any new roadside and outfall ditches to be cleaned/re-graded by SWAT crews and/or cleaned as part of the Outfall Ditch Cleaning Project to the MLM Division's Application database as directed by the MLM Administrator.

- Ponds update. Update and add to the MLM Division's Application, City ponds posted to the NPDES GIS database (Task 1.A) and/or transferred to the MLM Division for routine maintenance as requested by MLM.

- MLM ROW, MLM Neighborhoods, MLM Parcels, MLM Ponds, MLM Ditch routes, and MLM Parks update. Update and add these MLM maintained assets to the MLM Division's Application as directed by the MLM Administrator.

- Contractor Schedules. Review and update all MLM Division contractor maintenance schedules for Fiscal Year 2026/27. If a contractor review is required, then final receipt of MLM Contractor schedules review will be no later than August 1, 2026. Coordination with the MLM Administrator and contractors will be required to complete this task. Any contractor discrepancies (quantities, additions, deletions, and nomenclature) with the provided MLM asset list and schedule form will be sent to the MLM Administrator for review. Additional work for cycle changes for assets from the previous year will be charged to Task 6C. MLM Reimbursables Task.

- Contractor Schedule Check. ETM will configure the FY26/27 schedules to comply with MLM specifications.

TASK 2 – Stormwater Management Plan (SWMP) Update and Permit Required Reports

The NPDES Permit requires that the SWMP be updated as needed to reflect changes in City standard operating procedures and/or resource allocation.

Task 2.A - SWMP Update (Smart Book)

ETM will update the SWMP "Smart Book" which compiles all the related reports, documents, and procedures concerning the SWMP. ETM will also insert new plans and reports submitted to the FDEP as well as updated and new SOPs implemented by the City during FY25/26.

Task 2.B - NPDES Cycle 4 Year 9 (C4Y9) FY 24/25 Annual Report Preparation Support

- Assist with Annual Report. ETM will assist the City NPDES Coordinator with the collection of data maintained by various City departments. ETM will work with the City NPDES Coordinator to analyze, and format the data as well as draft supporting text for the following NPDES C4Y9 Annual Report Sections:
    - Section II Major Outfall Inventory
    - Section IV Fiscal Analysis
    - Section VII Stormwater Management Program
        - Part III.A.1 Structural Controls and Stormwater Systems Operations
        - Part III.A.3 Roadways - Street Sweeping and Nutrient Reduction Calculation
        - Part III.A.4 Flood Control Projects
        - Part III A.7.c Illicit Discharges and Improper Disposal
        - Part III A.7.g Limitation of Sanitary Sewer Seepage

  The collection, analysis and summarizing of data for all sections of the NPDES C4Y9 Annual Report form not listed in Task 2.B above will be completed by the City NPDES Coordinator or authorized representatives.

- Inspection Batch Closing (City SWAT program). ETM will batch create and batch close inspections for City SWAT programs as requested by the City for C4Y9 time period so they may be included in the inspection count for the NPDES C4Y9 Annual Report due March 2026.

- FDOT MS4 Structures. In addition to the above, ETM will, in accordance with the City's inter-agency agreement with FDOT District 2, forward to the FDOT NPDES Administrator an updated count of MS4 structures within the City's MS4 jurisdiction and IDDE inspection information. This will assist FDOT in the completion of some sections of the FDOT C4Y9 Annual Report.

Task 2.C – Tributaries I & II BMAP Annual Report (FY 24/25) Preparation Support

The City is required to submit, by January 15, 2026, a status report summarizing planned, ongoing, and completed activities/projects for the tributaries I and II listed for the LSJR BMAP for the period since submittal of the most recent annual report.

- ETM will assist the City NPDES Coordinator with the preparation of the Tributaries I and II BMAP Annual Report for the period October 2024 through September 2025 (FY24/25).
- ETM will geocode CIP projects that can be included in this report.

The City NPDES Coordinator and PWD Engineering Division Chief or their authorized representative(s) are responsible for the addition and update of Stormwater Capital and DSR projects underway and completed as required in the instruction documentation provided by the FDEP. This information will be forwarded to ETM by the City for inclusion in the report.

Task 2.D – Ribault River and Strawberry Creek Bacteria Pollution Control Plan (BPCP) Status Reports for C4Y9 (FY24/25)

Ribault River and Strawberry Creek BPCP Status Reports. ETM will assist the City NPDES Coordinator with the preparation of the Ribault River and Strawberry Creek Bacteria Pollution Control Plan Status Reports for C4Y9 (October 2024 to September 2025). More specifically ETM will, in coordination with the City NPDES Coordinator, assemble necessary data and prepare an activity table for each report summarizing the following for the reporting year:

- EQD proactive and reactive IDDE, private lift station, and water quality complaint inspections and investigations.
- RWSM proactive and reactive maintenance activities.
- Septic tanks phased out during the current reporting year.
- FDOH of Duval County septic tank inspections and enforcement actions, and JEA's SSO response and maintenance activities. This data will be obtained by the City and forwarded to ETM.

The preparation of water quality monitoring trend analysis narrative along with related tables and maps will be completed by EQD staff.

TASK 3 – SWMP Assessment Program Implementation

The City submitted an updated SWMP Assessment Program Plan with their NPDES C4Y4 Annual Report in March 2021. The City is currently waiting for approval of this Plan. ETM will continue to assist City staff with the implementation of the FDEP-approved SWMP Assessment Program.

Task 3.A – SWMP Assessment Annual Report Preparation Support for C4Y9

ETM will assist the City NPDES Coordinator with the preparation of the NPDES C4Y9 SWMP Assessment Annual Status Report as defined from the FDEP-approved plan.

More specifically ETM will:

- Assemble and analyze all rainfall data and prepare draft narrative benchmark EMC text.
- Prepare draft narrative text for each of the following SWMP Assessment Key Performance Indicators (KPI's).
    - KPI 1 - MS4 Capital Improvement and Retrofit Projects Completed
    - KPI 2 - Septic Tank Phase Out
    - KPI 3 - Maintenance Activities Undertaken
    - KPI 4 - Load Reductions Achieved through Street Sweeping, Roadway Litter Removal, and Inlet Cleaning
    - KPI 5 - Structural Control Inspection Findings and Follow-up Maintenance

The City's water quality monitoring staff, at the direction of the City NPDES Coordinator will:

- Utilize long-term and current permit reporting year water quality monitoring data to summarize current permit year water quality sample results and the long-term water quality trend for each of the SWMP Assessment Program's focus waterbodies.
- Assemble data and prepare narrative text for KPI 6 – BMP Effectiveness.

TASK 4 – Permit Administration Application Technical Support

The purpose of this task is for ETM to provide user and technical support of the inspection and permit administration applications, dashboards, and reports during FY25/26.

Task 4.A – MAXIMO Extract Refinement

With the assistance of PWD MAXIMO (TIVOLI) support staff, ETM will, on an approximately quarterly basis, extract and geocode the drainage-related work orders. The geocoded work orders will enable ETM to assess and report MS4 maintenance activity and effectiveness.

- Summarize and update SWAT accomplishments.
- Consolidate work order data for the NPDES C4Y9 Annual Report and Ribault River and Strawberry Creek BPCP Annual Status Reports, and SWMP Assessment Annual C4Y9 Report.
- Analyze and format extracted MAXIMO (Tivoli) data to support PWD special project reporting and presentation needs.
- Download, analyze and format daily rainfall data from NOAA.

As in prior years, preparation and updated Maximo (TIVOLI) extract scripts and related documentation will be completed by City staff.

Task 4.B – Technical Support & Systems Administration

Maintain Web -based Applications. ETM will perform the following to maintain the web-based platforms:

- Maintain the inspection applications and MS4 viewer in the web-based platforms (OpenGov and ETM's Esri GIS Mapping Tool).
- Address City minor configuration requests and updates from the City.
- Site information such as WBID name and number, CPAC, Council District, etc. will be populated for new IDDE, private lift stations, and HRF assets on a monthly basis.
- Add information to Task or Asset drop down menus as requested by the City.
- Correct non-reoccurring, incorrectly entered, data from the inspectors as directed by the City.
- Correct any incorrect automations in the application.
- Provide contour data for requested areas as directed by the City.
- General administration of user accounts at the direction of the City.
- Update Application manuals as needed.

All technical support requests will be forwarded to ETM by the appropriate City functional group manager/supervisor via email. The email forwarded will include a description of the issue and related screen shots of the problem encountered if needed.

ETM will respond to all technical support requests within 24 hours of receipt. ETM will resolve technical issues in a timely manner but cannot commit to resolving all technical support requests within 24 hours.

ETM is not responsible for resolving connectivity or performance issues caused by City or FDOT District 2 owned or maintained desktop and notebook PCs, local area networks, routers, air cards, or web site access restrictions.

TASK 5 – Project Management

Task 5-A -Project Management

ETM is responsible for the preparation and distribution of monthly status reports to the project stakeholders. The status report will summarize work in progress, describe work completed and in progress as well as outstanding issues that may impact timely completion of work authorized in this amendment. Other project management responsibilities include the following:

- The general day to day coordination and supervision of the ETM and sub-consultant project team.
- Preparing for and attending program status and other meetings as requested and scheduled by the City Engineer, the City NPDES Coordinator or their authorized representative.
- Meetings with RWSM, EQD, MLM, and PWD to review work in progress and resolve issues that may impede the completion of the work as described in this scope of services.
- Assist with preparation for and participate in bi-monthly PWD/EQD coordination meetings and quarterly executive briefings.
- Interface with appropriate FDEP personnel on NPDES Permit requirements.

TASK 6 – Reimbursable Services

The purpose of the reimbursable services, Tasks 6A through 6C is to enable the City Project Manager, City NPDES Coordinator, and RWSM, MLM and EQD Division Chief(s) to authorize ETM to provide NPDES Permit special project services on an as-needed basis as budget permits.

Budget amounts allocated to each reimbursable service task (6.A, 6.B, and 6.C) can be redistributed as deemed necessary by the City NPDES Coordinator or authorized representative.

ETM will prepare and submit to the requesting department/division's authorized representative and the City NPDES Coordinator a statement of work and cost estimate for each special project request requiring more than 40 hours of labor to complete. For requests that require less than 40 hours of labor to complete, email or meeting correspondence between ETM and the City authorized representative will be used to authorize and document the work to be performed.

New Staff and Contractor Training and Layer Set Up in OpenGov Application or ETM Mark-up Mapping Tool to Reimbursable Task.

- ETM will add, delete, and replace users to the City Applications as requested during the contract period. Additional OpenGov software user's fee will NOT be an additional cost the City since the contract with OpenGov includes an unlimited number of users. However, OpenGov training and user set for new City staff will be billed at an hourly rate under Reimbursable Services.
- ETM will add, delete, and replace users to the Esri accounts as requested during the contract period. Any Esri licensing costs for additional users (above the existing 116 users) will be a prorated cost, billed to the Reimbursables Tasks at time of order. Renewal of that Esri license will be applied to the following year's contract.
- ETM will also provide initial user training and support for new City software application users as directed by the City during the contract amendment period.
- New settings and automations will be added and revised with regard to new users.
- Layers and screen dashboards will also be created for new users during the contract amendment period.

After the initial training, the City is responsible for assessing and maintaining integrity of all inspection findings and other data entered into the database by City staff and associated with each inspection type within the software platform.

Reimbursable services authorized may include but are not limited to the following:

Task 6.A - PWD NPDES Permit Special Project Requests

- Maps and related structure excel files to support SWAT crew field activities.
- SWAT accomplishment mapping and reports.
- Creation of City Council, public meeting, and other special purpose reports or presentation maps.
- Funding of certification and annual refresher level training courses for PW staff or any other COJ Division staff not listed. Courses to be conducted by FSA or other state certified trainer.
- Special purpose MAXIMO (TIVOLI) work order history/trend reports and maps.
- Perform upgrades to the existing inspection application as directed by RWSM.
- Prepare enhancement layers or gadgets to use in the OpenGov Application.
- Assist with the update of SOPs associated with RWSM.
- Outfall ditch cleaning program scheduling and coordination with contractors.
- Prepare Street Sweeping map updates.

Task 6.B - EQD NPDES Permit Special Project Requests

- Creation of City Council, public meeting, and other special purpose reports or presentation maps.
- Funding of certification level and annual refresher training courses of EQD staff. Courses to be conducted by FSA or other state certified trainer.
- Perform upgrades to the existing inspection application as directed by EQD.
- Prepare enhancement layers or gadgets to use in the OpenGov Application.
- Assist with the update of SOPs associated with EQD.
- Integration support of maintenance requests responses from the MyJax platform complaint system back to the OpenGov Application.
- Drone services for inspection of waterways or outfalls.
- Perform CCTV services of storm systems.
- Assistance with the BMAP Mainstem Wastewater plan.

Task 6.C - MLM Division NPDES Permit Special Project Requests

- Creation of City Council, public meeting, and other special purpose reports or presentation maps.
- Perform upgrades to the existing inspection and maintenance application as directed by MLM.
- Prepare enhancement layers or gadgets to use in the OpenGov Application.
- Assist with update of SOPs associated with MLM.
- Training MLM personnel on the mobile application for the OpenGov Application.
- Funding of certification level and annual refresher training courses of MLM staff. Courses to be conducted by FSA or other state certified trainer.

Task 6.D - Direct Expenses

Direct expenses include costs associated with asset management application licensing fees, transportation, reproduction, printing, shipping, and hard copy data extracts.

- OpenGov license fees
- Esri License fees
- Transportation, shipping, reproduction and hard copy data extract fees.

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Exhibit G

Contract Fee Summary Format for Public Works Department
City of Jacksonville, Florida

PART I - General	
1. Project NPDES Engineering & Permit Administration Amendment 4, FY25/26	**2. Proposal Number/Contract** P-03-22/ Contract 70224-23
3. Name of Consultant England-Thims & Miller, Inc.	**4. Date of Proposal** 7/30/2025

PART II - Labor Related Costs

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal-in-Charge	$ 113.04	5	$ 565.20	
Client Manager		0	$ 0.00	
Project Manager	$ 71.85	1063	$ 76,376.55	
Senior Engineer	$ 71.44	0	$ 0.00	
Engineer	$ 60.98	15	$ 914.70	
Senior Programmer	$ 60.29	405	$ 24,417.45	
GIS Programmer	$ 37.41	580	$ 21,697.80	
GIS Analyst	$ 33.40	134	$ 4,475.60	
GIS Technician III	$ 27.58	1795	$ 49,506.10	
Clerical	$ 31.88	88	$ 2,805.44	
Total Direct Labor		4085		$ 180,758.84
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	200 % x Total Direct Labor			$ 361,517.68
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				$ 542,276.52
8. PROFIT: Labor Related Costs (Item 7)	x 10%			$ 54,227.65

PART III - Other Costs

9. Miscellaneous Direct Costs			
Transportation	$ 0.00		
Reproduction	$ 0.00		
Shipping	$ 0.00		
Provide Data Extracts and Maps to Other Agencies	$ 0.00		
	$ 0.00		
Sub-total Miscellaneous Direct Costs	$		$ -
10. Subconsultants			
Tasks 1-5 Subconsultant - Four Waters Engineering, Inc. (JSEB)	$ 103,000.00		
Subconsultants Sub-total	$ 103,000.00		$ 103,000.00
Total Lump Sum Amount (Items 5, 6, 8, 9 and 10)			$ 699,504.17
11. Reimbursable Service Costs - Limiting Amount			
Task 6A - PWD NPDES Special Project Requests	$ 47,000.00		
Task 6B - EQD NPDES Special Project Requests	$ 25,000.00		
Task 6C - MLM Division NPDES Special Project Requests	$ 40,000.00		
Task 6D - Application Platform fees, other direct costs, shipping	$ 325,600.00		
Sub-total Reimbursable Services			$ 437,600.00

PART IV - Summary

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)	$ 1,137,104.17
12. Prior Contract Amount	$ -
Amended Amount of Contract	**$ 1,137,104.17**

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Exhibit H

RATE ADJUSTMENT COMPUTATION FORM

Consultant Name:	England - Thims & Miller, Inc.
Project Name	NPDES Engineering and Permit Administration Services
RFP#	P-03-22
Contract #	70224
Amendment #	4

Rate Request Worksheet (Using the following website):

Consumer Price Index for All Urban Consumers: All Items in U.S. City Average (CPIAUCNS) | FRED | St. Louis Fed (stlouisfed.org)

Formula: Current CPI Amount **minus** Last CPI Amount Used **divided** by Last CPI Amount Used **equals** % for new increase

Calculation:

	Month	Year	CPI Amount
Current CPI	June	2025	321.5
Date of contract or last contract amendment	Apr	2024	313.548
		Increase =	7.952
		Percentage increase in CPI =	2.54%

	Current Rates	2.54% Increase	Requested: New Rates
Principal-in-Charge	$ 110.24		$ 113.04
Client Manager	$ -		$ -
Project Manager	$ 70.07		$ 71.85
Senior Engineer	$ 69.67		$ 71.44
Engineer	$ 59.47		$ 60.98
Senior Programer	$ 58.80		$ 60.29
GIS Programmer	$ 36.48		$ 37.41
GIS Analyst	$ 32.57		$ 33.40
GIS Technician III	$ 26.90		$ 27.58
GIS Technician	$ 22.80		$ 23.38
Clerical	$ 31.09		$ 31.88

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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: NPDES Engineering and Permit Administration Services

Requested Action and Justification:

Recommend approval to utilize the first of two (2) two (2) year renewal options with England Thims & Miller, Inc.

The period of service will be from February 23, 2025 through February 22, 2027. The total not to exceed amount will remain unchanged at $2,914,720.28.

Supplier:	England Thims & Miller, Inc.	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	05/11/2022

POA #:	70224-23	**PO #:**	654712-23	**Change Order #:**	N/A
Solicitation #:	PDS P-03 22	**Contract #:**	70224-23	**Contract Amd #:**	3
Term:	2 years	**Options:**	2	**Options Used:**	0

Federally Funded:	N/A	**JSEB Rec:**	Encouragement	**Bonds Waived Pursuant To:**	N/A
Licenses Verified:	Yes	**JSEB %:**	0		

Fund:	000000	**Center:**	000000	**Acct:**	000000	**Proj:**	000000	**Activity:**	00000000	$ 0
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	2,914,720.28	**Contingent Amt:**	0	**DMP/ODPO Amt:**	0

Using Agency/BU:	PWEN:ENGINEERING_AND_CONSTRUCTION_MANAGEMENT		
Concurrence:	Signed by: Gibbs, Sheldon 8A0E27A46A74CA...	**Title:**	CHIEF OF ENGINEERING CONSTRUCTION MANAGEMENT 2/4/2025
Concurrence:	Nina Sicker 1EFA223D5D23487...	**Title:**	DIRECTOR OF PUBLIC WORKS 2/5/2025
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Initial DT
Initial DT

Procurement Analyst/Buyer:	Signed by: Kemp, Benjamin 12483D5BB0EA4C...	**Chief of Procurement:**	DocuSigned by: B19F1D517352488... 2/18/2025
Name:	Kemp, Benjamin	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	DocuSigned by: Karen Bowling 1C34E1215562481...
Date:	2/20/2025	**Date:**	2/20/2025

DS
Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

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PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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Scope of Services
City of Jacksonville Contract
NPDES Engineering and Permit Administrative Services for FY24/25, Amendment 2 to Contract 70224-23
July 2024

Introduction

The Public Works Department of the City of Jacksonville (City) is responsible for the operation and maintenance of the Municipal Storm Sewer System (MS4). The following City departments and divisions actively support the Stormwater Management Program (SWMP).

- Public Works Department (PWD)
  - Engineering and Construction Management Division
  - Right of Way and Stormwater Maintenance (RWSM) Division
  - Mowing and Landscape Maintenance (MLM) Division
  - Solid Waste Division
- Neighborhoods Department
  - Environmental Quality Division (EQD) Water Branch
- Planning & Development Department
  - Development Services Division

This Contract Amendment 2 is consistent with the Term of Agreement in the RFP (two years from Contract issuance) and defines/funds the services of England, Thims, & Miller, Inc. (ETM) for the Fiscal Year (FY24/25, October 1, 2024 through September 30, 2025) which depending upon permit issuance (pending). We assume that the permit will be issued and have an effective date of October 1, 2024 which will be the start of NPDES Permit Cycle 5 Year 1.

Contract Renewal. The Contract (70224-23) term continues until February 23, 2025 with two additional two-year renewal periods upon satisfactory performance. ETM hereby requests a renewal period for an additional two years from the contract term limit to February 23, 2027.

Rate Increase Proposal: ETM labor rates have remained the same since the beginning of the contract in February 2023. We hereby request a labor rate increase according to the calculated Consumer Price Index (CPI) as of April 2024. The percentage increase in CPI is 4.22% and shown on the attached CPI calculation sheet along with the proposed rates.

Labor Title: ETM requests creating a labor title of GIS Technician III for an employee that has been working on the NPDES project for the past 10 years and working in the GIS field for over 15 years. We propose a base rate for the GIS Technician III title of $26.90/hr using the CPI increase for this year just slightly higher than the $22.80 for a GIS Technician title.

The objective of this Scope of Services is to support the City with the update and ongoing implementation of its Stormwater Management Program as required by the pending NPDES Permit and includes the following:

- Update and Maintenance of the City and FDOT District 2 MS4 asset GIS Database.
- Update and support of the web asset management application system.

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- Conduct MAXIMO (TIVOLI) work order data analysis to assess and enable the reporting of stormwater infrastructure maintenance and inspection activities and effectiveness in accordance with NPDES Permit requirements.
- Preparation support of the City's NPDES Cycle 4 Year 8 (C4Y8) Annual Report, due in March 2025.
- Preparation support of the Ribault River and Strawberry Creek Bacteria Pollution Control Plan (BPCP) Status Reports for the period October 2023 through September 2024 (C4Y8), due in March 2025.
- Preparation support for the TMDL Prioritization Report due six months after Permit issuance.
- Preparation support of the City's Tributaries I & II BMAP Annual Report for the period October 2023 through September 2024, due on January 15, 2025.
- Assist EQD with the implementation of the SWMP Assessment Program and preparation of the NPDES C4Y8 SWMP Assessment Status Report due in March 2025.
- Provide NPDES related special project services as requested and authorized.

Scope of Services

The following is a per task description of ETM's scope of services for FY24/25.

Task 1 - MS4 Inventory Update and Maintenance

The NPDES Permit requires that the City maintain a current map-based inventory of MS4 infrastructure to support MS4 operations, maintenance and inspection activities, and the reporting of these activities in its Annual Report.

Task 1.A - MS4 Inventory Update

ETM shall, in accordance with NPDES Permit requirements, maintain a current inventory of the MS4 infrastructure owned and maintained by the City and FDOT District 2.

Update of MS4

- ETM will update MS4 information in the GIS on a daily basis, although due to the QA process and conflict resolutions, updates may not be seen in the database for a few weeks to a month. Data edits that have been validated via the QA process will be added to the web accessible MS4 map (OpenGov) on an approximately weekly to monthly basis.

- When City inspectors or other City staff request that assets be added to the inventory based on inspection findings or observations, data regarding the asset to be added, and any related connected asset, should be submitted with the request. Similarly, if a request is made to remove an asset from the inventory, a description of the extent of the features to be removed should accompany the request.

- A copy of the updated MS4 GIS inventory database will be forwarded to the City's Information Technologies Division (ITD) on a quarterly basis through the end of the fiscal year.

- The updated MS4 GIS inventory database will be used to update the interactive maps in OpenGov and the ETM Mapping tool approximately monthly to quarterly basis through the end FY24/25.

- All updated MS4 inventory work will be posted to the NPDES GIS database, and the hosted asset management system (OpenGov) will be maintained by ETM.

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- The MS4 inventory maintained in ETM's software platform will serve as the MS4 infrastructure dataset which will be accessed and used by the City to support MS4 structural control inspections, proactive and reactive Illicit Discharge Detection & Elimination (IDDE) investigations, and other stormwater management plans and activities as required by the NPDES Permit.

- Positional accuracy of information will be relative to the City's parcel layer which is maintained by the Duval County Property Appraisers Office and will serve as the NPDES GIS parcel interactive map.

- The MS4 inventory shall be updated based upon as-builts, minor drainage addition and repair projects, and requests from City inspectors and other City staff.

- ETM will coordinate with the City PWD staff, City Planning and Development Department staff, FDOT, SJRWMD, JTA, and the City NPDES Coordinator regarding as-builts or other plans. Confirmation of both the ownership and maintenance entity of the assets will be provided by the City.

- All City provided as-built drawings will be forwarded to ETM as CAD drawing files or PDF files. Drainage as-built drawings for FDOT District 2 MS4 infrastructure within the City's MS4 jurisdiction will be forwarded to ETM by the FDOT District 2 NPDES Administrator or downloaded from the FDOT portal.

- Private, FDOT District 2, and City-owned and maintained roadways will be depicted via line style and/or color in the GIS applications.

- The FDOT District 2 NPDES Administrator will inform ETM of MS4 infrastructure and/or roadways transferred from FDOT to the City. ETM will review and confirm transfer information provided by FDOT with the City, prior to updating the MS4 inventory.

- Only private development and redevelopment project as-builts, for which the roadways and MS4 infrastructure has been transferred to the City, will be forwarded by the Development Services authorized representative for input into the MS4 inventory.

- Pipelining data will also be updated in the GIS based on information from the City.

- ETM will also provide any available as-builts to the City upon request.

- Private developments are not included in MS4 updates unless specifically requested by the City on an individual development basis.

- ETM will update parcel and roadway centerlines and related attribute information via a download of Duval County Property Appraisers Office parcel map regularly during FY24/25. Aerials will be updated twice a year. ETM will update the interactive maps in the web asset management application and ETM Mapping tool with the information as needed.

MS4 attributes collected from as-builts include the following:

- Manhole, inlet, and control structure rim and bottom pipe invert elevation.
- Control structure weir elevations
- Manhole, inlet, and control structure type

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- Open and closed conveyance segment lengths
- Open and closed conveyance upstream and downstream invert/bottom elevations
- Open and closed conveyance material and year constructed
- Closed conveyance (pipe) dimensions and shape
- Check valve information
- All MS4 features will include owner (either City, FDOT, or private) information if known.

Major Outfall Inventory and Mapping

- All new major outfalls will be analyzed and reviewed with the COJ. ETM will track which major outfalls have been removed or added annually. A major outfall map or shapefile will be created annually as requested by the COJ or FDEP, if requested

Non-Major Outfall Inventory and Mapping

- Non-Major Outfalls. ETM will complete an initial screening of the geodatabase once a year to determine new non-major outfall locations. Endwalls, end of open conveyances, and closed conveyances near waterways will be screened as potential non-major outfalls. Major outfall parameters will also be screened out. The remaining potential non-major outfalls will be reviewed individually by ETM and then submitted to the City for review.

Inspection Batch Closing (City As-built and Markups).

- ETM will batch create and batch inspection close inspections for City As-builts and Markups within a few weeks to a month after rectifying and posting the GIS information in the OpenGov Application.

Catch Basin/Inlet Procedures.

- ETM will assist the City in developing a Catch Basin procedures plan. ETM will help the City to identify catch basins and inlets. Priority areas will be identified and activities to reduce litter in catch basins and inlets will be investigated for these areas. Maintenance and inspection procedures and frequencies will be developed by the City. During inspections, upgrades to the structures will be evaluated and determined.

Task 1.B - MLM Division Database Update

The MLM Division is responsible for routine maintenance (mowing, litter removal, and vegetation management/spraying) of roadside and off-road ditches, right-of-ways (ROWs), neighborhoods, parks, conveyance swales, MS4 ponds, and City-owned parcels. To support effective maintenance of these MS4 structures, ROW's, and public lands, ETM will:

- Ditch update. Add any new roadside and outfall ditches to be cleaned/re-graded by SWAT crews and/or cleaned as part of the Outfall Ditch Cleaning Project to the MLM Division's Application database as directed by the MLM Administrator.

- Ponds update. Update and add to the MLM Division's Application, City ponds posted to the NPDES GIS database (Task 1.A) and/or transferred to the MLM Division for routine maintenance as requested by MLM.

- MLM ROW, MLM Neighborhoods, MLM Parcels, and MLM Parks update. Update and add these MLM maintained assets to the MLM Division's Application as directed by the MLM Administrator.

- Contractor Schedules. Review and update all MLM Division contractor maintenance schedules for Fiscal Year 2025/26. If a contractor review is required, then final receipt of MLM Contractor

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schedules review will be no later than August 1, 2025. Coordination with the MLM Administrator and contractors will be required to complete this task. Any contractor discrepancies (quantities, additions, deletions, and nomenclature) with the provided MLM asset list and schedule form will be sent to the MLM Administrator for review. Additional work for cycle changes for assets from the previous year will be charged to Task 6C. MLM Reimbursables Task.

- Contractor Schedule Check. ETM will configure the FY25/26 schedules to comply with MLM specifications.

TASK 2 – Stormwater Management Plan (SWMP) Update and Permit Required Reports

The NPDES Permit requires that the SWMP be updated as needed to reflect changes in City standard operating procedures and/or resource allocation.

Task 2.A - SWMP Update (Smart Book)

ETM will update the SWMP "Smart Book" which compiles all the related reports, documents, and procedures concerning the SWMP. ETM will also insert new plans and reports submitted to the FDEP as well as updated and new SOPs implemented by the City during FY24/25.

Task 2.B - NPDES Cycle 4 Year 8 (C4Y8) FY 23/24 Annual Report Preparation Support

- Assist with Annual Report. ETM will assist the City NPDES Coordinator with the collection of data maintained by various City departments. ETM will work with the City NPDES Coordinator to analyze, and format the data as well as draft supporting text for the following NPDES C4Y8 Annual Report Sections:
  - Section II Major Outfall Inventory
  - Section IV Fiscal Analysis
  - Section VII Stormwater Management Program
    - Part III.A.1 Structural Controls and Stormwater Systems Operations
    - Part III.A.3 Roadways - Street Sweeping and Nutrient Reduction Calculation
    - Part III.A.4 Flood Control Projects
    - Part III A.7.c Illicit Discharges and Improper Disposal
    - Part III A.7.g Limitation of Sanitary Sewer Seepage

  The collection, analysis and summarizing of data for all sections of the NPDES C4Y8 Annual Report form not listed in Task 2.B above will be completed by the City NPDES Coordinator or authorized representatives.

- Inspection Batch Closing (City SWAT and Outfall Ditch Cleaning programs). ETM will batch create and batch close inspections for City SWAT and Outfall Ditch Cleaning projects as requested by the City for C4Y8 time period so they may be included in the inspection count for the NPDES C4Y8 Annual Report due March 2025.

- FDOT MS4 Structures. In addition to the above, ETM will, in accordance with the City's inter-agency agreement with FDOT District 2, forward to the FDOT NPDES Administrator an updated count of MS4 structures within the City's MS4 jurisdiction and IDDE inspection information. This will assist FDOT in the completion of some sections of the FDOT C4Y8 Annual Report.

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Task 2.C – Tributaries I & II BMAP Annual Report (FY 23/24) Preparation Support

The City is required to submit, by January 15, 2025, a status report summarizing planned, ongoing, and completed activities/projects for the tributaries I and II listed for the LSJR BMAP for the period since submittal of the most recent annual report.

- ETM will assist the City NPDES Coordinator with the preparation of the Tributaries I and II BMAP Annual Report for the period October 2023 through September 2024 (FY23/24.
- ETM will geocode CIP projects that can be included in this report.

The City NPDES Coordinator and PWD Engineering Division Chief or their authorized representative(s) are responsible for the addition and update of Stormwater Capital and DSR projects underway and completed as required in the instruction documentation provided by the FDEP. This information will be forwarded to ETM by the City for inclusion in the report.

Task 2.D – Ribault River and Strawberry Creek Bacteria Pollution Control Plan (BPCP) Status Reports for C4Y8 (FY23/24) and Total Maximum Daily Load (TMDL) Prioritization Plan

Ribault River and Strawberry Creek BPCP Status Reports. ETM will assist the City NPDES Coordinator with the preparation of the Ribault River and Strawberry Creek Bacteria Pollution Control Plan Status Reports for C4Y8 (October 2023 to September 2024). More specifically ETM will, in coordination with the City NPDES Coordinator, assemble necessary data and prepare an activity table for each report summarizing the following for the reporting year:

- EQD proactive and reactive IDDE, private lift station, and water quality complaint inspections and investigations.
- RWSM proactive and reactive maintenance activities.
- Septic tanks phased out during the current reporting year.
- FDOH of Duval County septic tank inspections and enforcement actions, and JEA's SSO response and maintenance activities. This data will be obtained by the City and forwarded to ETM.

The preparation of water quality monitoring trend analysis narrative along with related tables and maps will be completed by EQD staff.

TMDL Prioritization Plan. ETM will assist the City with the TMDL Prioritization Plan for waterbodies with a TMDL and without a BMAP. This report is due six months following the effective date of the pending NPDES Cycle 5 Permit.

TASK 3 – SWMP Assessment Program Implementation

The City submitted an updated SWMP Assessment Program Plan with their NPDES C4Y4 Annual Report in March 2021. The City is currently waiting for approval of this Plan. ETM will continue to assist City staff with the implementation of the FDEP-approved SWMP Assessment Program.

Task 3.A – SWMP Assessment Annual Report Preparation Support for C4Y8

ETM will assist the City NPDES Coordinator with the preparation of the NPDES C4Y8 SWMP Assessment Annual Status Report as defined from the FDEP-approved plan.

More specifically ETM will:

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- Assemble and analyze all rainfall data and prepare draft narrative benchmark EMC text.
- Prepare draft narrative text for each of the following SWMP Assessment Key Performance Indicators (KPI's).
    - KPI 1 - MS4 Capital Improvement and Retrofit Projects Completed
    - KPI 2 - Septic Tank Phase Out
    - KPI 3 - Maintenance Activities Undertaken
    - KPI 4 - Load Reductions Achieved through Street Sweeping, Roadway Litter Removal, and Inlet Cleaning
    - KPI 5 - Structural Control Inspection Findings and Follow-up Maintenance

The City's water quality monitoring staff, at the direction of the City NPDES Coordinator will:

- Utilize long-term and current permit reporting year water quality monitoring data to summarize current permit year water quality sample results and the long-term water quality trend for each of the SWMP Assessment Program's focus waterbodies.
- Assemble data and prepare narrative text for KPI 6 – BMP Effectiveness.

TASK 4 – Permit Administration Application Technical Support

The purpose of this task is for ETM to provide user and technical support of the inspection and permit administration applications, dashboards, and reports during FY24/25.

Task 4.A – MAXIMO Extract Refinement

With the assistance of PWD MAXIMO (TIVOLI) support staff, ETM will, on an approximately quarterly basis, extract and geocode the drainage-related work orders. The geocoded work orders will enable ETM to assess and report MS4 maintenance activity and effectiveness.

- Summarize and update SWAT accomplishments.
- Consolidate work order data for the NPDES C4Y8 Annual Report and Ribault River and Strawberry Creek BPCP Annual Status Reports, and SWMP Assessment Annual C4Y8 Report.
- Analyze and format extracted MAXIMO (Tivoli) data to support PWD special project reporting and presentation needs.
- Download, analyze and format daily rainfall data from NOAA.

As in prior years, preparation and updated Maximo (TIVOLI) extract scripts and related documentation will be completed by City staff.

Task 4.B – Technical Support & Systems Administration

Maintain Web -based Applications. ETM will perform the following to maintain the web-based platforms:

- Maintain the inspection applications and MS4 viewer in the web-based platforms (OpenGov and ETM's Esri GIS Mapping Tool).
- Address City minor configuration requests and updates from the City.
- Site information such as WBID name and number, CPAC, Council District, etc. will be populated for new IDDE, private lift stations, and HRF assets on a monthly basis.
- Add information to Task or Asset drop down menus as requested by the City.
- Correct non-reoccurring, incorrectly entered, data from the inspectors as directed by the City.
- Provide contour data for requested areas as directed by the City.
- General administration of user accounts at the direction of the City.
- Update Application manuals as needed.

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All technical support requests will be forwarded to ETM by the appropriate City functional group manager/supervisor via email. The email forwarded will include a description of the issue and related screen shots of the problem encountered if needed.

ETM will respond to all technical support requests within 24 hours of receipt. ETM will resolve technical issues in a timely manner but cannot commit to resolving all technical support requests within 24 hours.

ETM is not responsible for resolving connectivity or performance issues caused by City or FDOT District 2 owned or maintained desktop and notebook PCs, local area networks, routers, air cards, or web site access restrictions.

TASK 5 – Project Management

Task 5-A -Project Management

ETM is responsible for the preparation and distribution of monthly status reports to the project stakeholders. The status report will summarize work in progress, describe work completed and in progress as well as outstanding issues that may impact timely completion of work authorized in this amendment. Other project management responsibilities include the following:

- The general day to day coordination and supervision of the ETM and sub-consultant project team.
- Preparing for and attending program status and other meetings as requested and scheduled by the City Engineer, the City NPDES Coordinator or their authorized representative.
- Meetings with RWSM, EQD, MLM, and PWD to review work in progress and resolve issues that may impede the completion of the work as described in this scope of services.
- Assist with preparation for and participate in bi-monthly PWD/EQD coordination meetings and quarterly executive briefings.
- Interface with appropriate FDEP personnel on NPDES Permit requirements.

TASK 6 – Reimbursable Services

The purpose of the reimbursable services, Tasks 6A through 6C is to enable the City Project Manager, City NPDES Coordinator, and RWSM, MLM and EQD Division Chief(s) to authorize ETM to provide NPDES Permit special project services on an as-needed basis as budget permits.

Budget amounts allocated to each reimbursable service task (6.A, 6.B, and 6.C) can be redistributed as deemed necessary by the City NPDES Coordinator or authorized representative.

ETM will prepare and submit to the requesting department/division's authorized representative and the City NPDES Coordinator a statement of work and cost estimate for each special project request requiring more than 40 hours of labor to complete. For requests that require less than 40 hours of labor to complete, email or meeting correspondence between ETM and the City authorized representative will be used to authorize and document the work to be performed.

New Staff and Contractor Training and Layer Set Up in OpenGov Application or ETM Mark-up Mapping Tool to Reimbursable Task.

- ETM will add, delete, and replace users to the City Applications as requested during the contract period. Additional OpenGov software user's fee will NOT be an additional cost the City since the

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contract with OpenGov includes an unlimited number of users. However, OpenGov training and user set for new City staff will be billed at an hourly rate under Reimbursable Services.

- ETM will add, delete, and replace users to the Esri accounts as requested during the contract period. Any Esri licensing costs for additional users (above the existing 93 users) will be a prorated cost, billed to the Reimbursables Tasks at time of order. Renewal of that Esri license will be applied to the following year's contract.
- ETM will also provide initial user training and support for new City software application users as directed by the City during the contract amendment period.
- New settings and automations will be added and revised with regard to new users.
- Layers and screen dashboards will also be created for new users during the contract amendment period.

After the initial training, the City is responsible for assessing and maintaining integrity of all inspection findings and other data entered into the database by City staff and associated with each inspection type within the software platform.

Reimbursable services authorized may include but are not limited to the following:

Task 6.A - PWD NPDES Permit Special Project Requests

- Maps and related structure excel files to support SWAT crew field activities.
- SWAT accomplishment mapping and reports.
- Creation of City Council, public meeting, and other special purpose reports or presentation maps.
- Funding of certification and annual refresher level training courses for PW staff or any other COJ Division staff not listed. Courses to be conducted by FSA or other state certified trainer.
- Special purpose MAXIMO (TIVOLI) work order history/trend reports and maps.
- Perform upgrades to the existing inspection application as directed by RWSM.
- Prepare enhancement layers or gadgets to use in the OpenGov Application.
- Assist with the update of SOPs associated with RWSM.
- Outfall ditch cleaning program scheduling and coordination with contractors.
- Prepare Street Sweeping map updates.

Task 6.B - EQD NPDES Permit Special Project Requests

- Creation of City Council, public meeting, and other special purpose reports or presentation maps.
- Funding of certification level and annual refresher training courses of EQD staff. Courses to be conducted by FSA or other state certified trainer.
- Perform upgrades to the existing inspection application as directed by EQD.
- Prepare enhancement layers or gadgets to use in the OpenGov Application.
- Assist with the update of SOPs associated with EQD.
- Integration support of maintenance requests responses from the MyJax platform complaint system back to the OpenGov Application.
- Drone services for inspection of waterways or outfalls.
- Perform CCTV services of storm systems.
- Assistance with the BMAP Mainstem Wastewater plan.

Task 6.C - MLM Division NPDES Permit Special Project Requests

- Creation of City Council, public meeting, and other special purpose reports or presentation maps.
- Perform upgrades to the existing inspection and maintenance application as directed by MLM.

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- Prepare enhancement layers or gadgets to use in the OpenGov Application.
- Assist with update of SOPs associated with MLM.
- Training MLM personnel on the mobile application for the OpenGov Application.
- Funding of certification level and annual refresher training courses of MLM staff. Courses to be conducted by FSA or other state certified trainer.

Task 6.D - Direct Expenses

Direct expenses include costs associated with asset management application licensing fees, transportation, reproduction, printing, shipping, and hard copy data extracts.

- OpenGov license fees
- Esri License fees
- Transportation, shipping, reproduction and hard copy data extract fees.

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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: NPDES Engineering and Permit Administration Services - P-03-22

Requested Action/Authority:

Recommend approval to increase award to England-Thims & Miller contract number 70224-23 by $1,045,942.96 for a new NTE amount of $2,914,720.28 for the period ending February 23, 2025.

Justification/Explanation:

See attached for information & funding information

Legal Contract #:	70224-23	Contract Date:	02/23/2023	Change Order/AMD #:	Amendment #2	
PO/Release #:	654712-23	Bid Date:	05/11/2022	Awarded Supplier:	England Thims & Miller Inc.	
Licenses Verified:	N/A	Effective Date:	10/03/2024	Basis of Award:	Highest Evaluated	
Federally Funded:	N/A	No. Invited:	N/A	Responses Received:	1	Attachments:
Solicitation:	N/A - P-03 - 22			Procurement Contract #:	POA - 70224-23	
Executed By:	Office of General Counsel					

PoP:Base:	2 years	Options:	Two (2) Two Year Additional Year Options	Extension(s):	N/A
JSEB Rec.:	Encouragement	%:	0	Bonds Waived Pursuant To:	N/A

Fund:	00000	Center:	000000	Acct:	000000	Proj:	000000	Activity:	00000000	$	1,045,942.96
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 2,914,720.28	Contingent Amount:	$ 0.00	DMP/ODPO Amount:	$ 0.00

Using Agency/BU:	PWGM:R-O-W_AND_STORMWATER_MAINTENANCE			
Concurrence:	Signed by: Gibbs, Sheldon	Title:	CHIEF OF ENGINEERING CONSTRUCTION MANAGEMENT	9/18/2024
Concurrence:	Signed by: Long, Melissa	Title:	CHIEF OF ENVIRONMENTAL QUALITY	9/18/2024
Concurrence:	DocuSigned by: Nina Suttles	Title:	DIRECTOR OF PUBLIC WORKS	9/18/2024
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Warchol, LeeAnn	Chief of Procurement:	DocuSigned by: 9/23/2024
Name:	Warchol, LeeAnn	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations

All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	3
Members Who Disapprove:	0
Other Action:	N/A

Date: 10/3/2024

Part 3: Final Awarding Authority Action

Action: Approved

Date: 10/3/2024

Signature: DocuSigned by: Karen Bowling

DS
Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

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City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

January 12, 2023

The Honorable Lenny Curry, Mayor
City of Jacksonville
4th Floor, St. James Building
Jacksonville, FL 32202

Dear Mayor Curry:

Ref: P-03-22 NPDES Engineering and Permit Administration Services
Department of Public Works/Engineering & Construction Management Division

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of concluding fee and contract negotiations with the number one ranked company for the above-captioned project.

The following motion/recommendation was **adopted**:

That the City of Jacksonville enter a contract with England, Thims & Miller, Inc., for NPDES Engineering and Permit Administration Services that incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B': provide a lump-sum amount for NPDES Engineering and Permit Administration Services in the amount of $842,140.28 and not-to-exceed limits for: PWD Special Project Requests in the amount of $25,000.00; EQD Special Project Requests in the amount of $25,000.00, and M&LM Division Special Project Requests in the amount of $35,000.00 with the maximum indebtedness to the City in the amount of $922,140.28. The initial Period of Service will be for one (1) year with the option to extend such contract for two (2) additional two-year periods upon satisfactory performance by the Consultant.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

Edward N Waremburg PDR Dustin

Dustin Freeman, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:

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

Lenny Curry, Mayor

This 13th day of January, 2023

DF: ab

cc Council Auditor
James McCain, Jr., OGC
Subcommittee Members

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City of Jacksonville, Florida

Donna Deegan, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

A NEW DAY.

December 14, 2023

The Honorable Donna Deegan, Mayor
City of Jacksonville
4th Floor, St. James Building
Jacksonville, FL 32202

Dear Mayor Deegan:

Ref: P-03-22 NPDES Engineering and Permit Administration Services (Amendment No. 1)
Department of Public Works/Engineering & Construction Management Division

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of amending the above referenced contract

The following motion/recommendation was **adopted:**

That Contract No. 70224-23, originally executed February 23, 2023, between the City of Jacksonville and England-Thims & Miller, Inc., for NPDES Engineering and Permit Administration Services be amended to incorporate the attached Scope of Services identified as Exhibit 'C' and Contract Fee Summary identified as Exhibit 'D'; increase the lump-sum amount for NPDES Engineering and Permit Administration Services by $741,637.04, to a new limit of $1,583,777.32, to increase the not-to-exceed limits for: PWD Special Project Requests by $23,500.00 to a new limit of $48,500.00; EQD Special Project Requests by $23,500.00 to a new limit of $48,500.00 and M&LM Division Special Project Requests by $30,000.00 to a new limit of $60,000.00 and to add a new not-to-exceed category for application Platform Fees, other direct costs and shipping in the amount of $128,000.00; thereby increasing the maximum indebtedness to the city by $946,637.04 to a new maximum indebtedness of 1,868,777.32; with all other terms and conditions of the agreement remaining unchanged.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

Dustin Freeman, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:

Karen Bowling
Donna Deegan, Mayor

This 15th day of December, 2023

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

DF ab

cc Council Auditor
James McCain, Jr., OGC
Subcommittee Members

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