Docusign Envelope ID: 912E208B-3E87-4897-9878-461E94417DA2

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance

Requested Action and Justification:

Recommend approval to award England, Thims & Miller, Inc. as the highest scoring responsive, responsible firm. Negotiations have been completed, scope of services and the terms for consultant services have been fully agreed upon.
The period of service for the initial term will be three (3) years from the date of execution of the contract, with two (2), one (1) year renewal options. The total expenditure not-to-exceed is $250,000.00.

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

Supplier:	England, Thims & Miller, Inc.	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	2/19/2026

POA #:	N/A	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	RFP-NONCON 17485 26	**Contract #:**	N/A	**Contract ADM #:**	N/A
Term:	3 years	**Options:**	2, 1-year renewal	**Options Used:**	N/A

Federally Funded:	No	**JSEB Rec:**	Participation
Licenses Verified:	No	**JSEB %:**	20
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	11312	**Center:**	105102	**Acct:**	531090	**Proj:**	000000	**Activity:**	00000296	$	250,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$	
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$	

New NTE/GMP:	$ 250,000.00	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	JEJE:OFFICE OF ECONOMIC DEVELOPMENT		
Concurrence:	Signed by: 54715D95CE36469...	**Title:**	ECONOMIC DEVELOPMENT OFFICER 8/19/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Ruth Keith C58E7E28D7654E9...	**Chief of Procurement:**	Signed by: 8/24/2026 B10F1D517352456...
Name:	Ruth Keith	**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:**	

Docusign Envelope ID: 912E208B-3E87-4897-9878-461E94417DA2

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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ATTACHMENT B

ENGLAND - THIMS & MILLER, INC.

HOURLY FEE SCHEDULE - 2025

CEO / Chairman / Founder	$ 475.00	/ Hr.
Executive Vice President	$ 370.00	/ Hr.
Principal - Vice President	$ 305.00	/ Hr.
Vice President	$ 295.00	/ Hr.
Senior Advisor	$ 325.00	/ Hr.
Senior Engineer / Senior Project Manager	$ 255.00	/ Hr.
Project Manager / Construction Project Manager	$ 225.00	/ Hr.
Director	$ 210.00	/ Hr.
Engineer	$ 190.00	/ Hr.
Assistant Project Manager	$ 165.00	/ Hr.
Senior Planner / Planning Manager	$ 225.00	/ Hr.
Senior Environmental Scientist	$ 240.00	/ Hr.
Planner	$ 170.00	/ Hr.
CEI Senior Project Engineer	$ 320.00	/ Hr.
Senior Construction Representative	$ 205.00	/ Hr.
Construction Representative	$ 180.00	/ Hr.
CEI Inspector	$ 140.00	/ Hr.
Senior Landscape Architect	$ 215.00	/ Hr.
Landscape Architect	$ 190.00	/ Hr.
GIS Director	$ 205.00	/ Hr.
GIS Solutions / Engineer / Manager	$ 185.00	/ Hr.
GIS Analyst	$ 155.00	/ Hr.
GIS Consultant	$ 165.00	/ Hr.
GIS Specialist	$ 150.00	/ Hr.
Senior Engineering Designer	$ 170.00	/ Hr.
Senior Landscape Designer	$ 170.00	/ Hr.
Engineering / Landscape Designer	$ 155.00	/ Hr.
Engineering Intern	$ 150.00	/ Hr.
CADD / GIS Technician	$ 145.00	/ Hr.
Project Coordinator / CSS	$ 120.00	/ Hr.
Administrative Support	$ 110.00	/ Hr.

* ETM's standard hourly billing rates are reevaluated annually, prior to the beginning of the calendar year.

Revised December 27, 2024

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Exhibit A

The Consultant will be asked to perform the following:

1. Develop land plans, as needed, for development parcels shown in master plan. The land plans should include but should not be limited to the following: conceptual building size and layout (based on use), proposed retention pond locations, wetland boundaries, points of ingress and egress, and any known easements or other impediments to development.
2. Plan traffic circulation and utility infrastructure to adequately serve development parcels and sub-parcels, as needed.
3. Manage and the CCC master stormwater system permits currently in place.
4. Review and modify (if necessary) any traffic concurrency agreements for CCC.
5. Provide topographical and boundary surveys as well as wetland delineations for development parcels, as needed.
6. Provide construction contract management and construction inspection services (CEI) on all City Engineering projects at CCC.
7. Attend all CCC related meetings as requested by OED staff.
8. Coordinate and communicate, at the request of OED staff, with all City and State agencies that regulate development at CCC.
9. Coordinate with the City's current Master Stormwater Management Plan (MSMP) update/upgrade effort and FEMA Federal Insurance Rate map (FIRM) modernization process. Coordination will include, but not limited to, attending meetings, providing necessary survey, stormwater modeling, and miscellaneous engineering services to ensure the Cecil Commerce Center area stormwater model matches and is compatible with the current County wide MSMP upgrading/updating effort and that the FIRM, for the Cecil Commerce Center.
10. Any and all such engineering and land planning services, which are deemed necessary by the OED staff, for the Cecil Commerce Center.

Docusign Envelope ID: 912E208B-3E87-4897-9878-461E94417DA2

A NEW DAY.

City of Jacksonville, Florida
Donna Deegan, Mayor

Office of Economic Development
117 West Duval Street, Suite 250
Jacksonville, FL 32202
(904) 255-5444
www.jaxdevelopment.org

MEMORANDUM

August 14, 2026

TO: Dustin Freeman, Chairman
Jacksonville Procurement Awards Committee

FROM: Paul Crawford, Director of Business Development
Office of Economic Development

Paul Crawford

SUBJECT: Request for Award of RFP 17485-26 Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance Florida

The Office of Economic Development has successfully negotiated with the number one ranked consultant that submitted a proposal and was selected to provide the **Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance Florida** resulting in the attached Scompe of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonvillee enter into a contract with England, Thims and Miller, Inc., to provide the **Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance Florida**, that incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for three years from date of execution of a contract, with two (2) one-year renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of $250,000.00. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachments: Exhibits A & B

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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance

Requested Action and Justification:

Recommend approval to enter into contract negotiations with the highest scoring supplier, England, Thims & Miller, Inc. for Civil Engineering and Land Planning Services for Cecil Commerce Center:

1. England, Thims & Miller, Inc. (107.00 Points)
2. GAI Consultants Inc. (106.67 Points)
3. Dewberry Engineering Inc. (106.33 Points)

The results of the negotiations for Scope will be brought back to JPAC for approval.

Supplier:	England, Thims & Miller, Inc	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	02/13/2026

POA #:	N/A	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	RFP-NONCON 17485 26	**Contract #:**	N/A	**Contract ADM #:**	N/A
Term:	3 years	**Options:**	2, 1 year renewal	**Options Used:**	N/A

Federally Funded:	No	**JSEB Rec:**	Participation
Licenses Verified:	N/A	**JSEB %:**	25
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	11312	**Center:**	105102	**Acct:**	531090	**Proj:**	000000	**Activity:**	00000296	$ 0
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 0	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	JEJE:OFFICE OF ECONOMIC DEVELOPMENT		
Concurrence:	Signed by: Crawford, Paul C59E1810BA9C412...	**Title:**	DIRECTOR OF BUSINESS DEVELOPMENT 6/30/2026
Concurrence:	Signed by: Sonia Carroll A65D286B0C01412...	**Title:**	DIRECTOR OF OPERATIONS 7/1/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Ruth Keith C58E7E28D7854E9...	**Chief of Procurement:**	Signed by: Robert Warembourg, for Dustin Freeman 7/7/2026 4912CA1D431247A...
Name:	Ruth Keith	**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:**	Signed by: kelli O'Leary 92A2898FE95E4AC...
Date:	7/9/2026	**Date:**	7/9/2026

Signed by:

Docusign Envelope ID: 912E208B-3E87-4897-9878-461E94417DA2

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

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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.

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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.

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Title: Title of person electronically signing form.

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

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Award Solicitation: Civil Engineering and Land Planning Services for Cecil Commerce Center/

Solicitation **RFP - NonCentralized CSB**	Responses Received **8**	Invited Suppliers **112**
Procurement BU **CSU Bid**	Active Responses **7**	Will Participate **12**
Close Date **Wednesday 16:00**	Shortlisted Responses **7**	Requested **7**
Solicitation Currency **USD**		

Line Summary

Line	Item	Item Revision	Supplier	Business Relationship	UOM	Estimated Quantity	Estimated Total Amount	Award	Agreement Quantity	Rank	Response Price	Score	Response Minimum Release Amount	Supplier Site	Response Status	Target Minimum Release Amount	Category Name	Line Type
1 Please insert 81.00			Dewberry and Associates In	Spend Authorized				No		2	1.00	100.00	1.00	DewPlacer	Active		999-IT Advisory Services, Professi	
2 Please insert 81.00			Dewberry Engineering Inc	Spend Authorized				No		3	1.00	100.00	1.00		Active		999-IT Advisory Services, Professi	
3 Please insert 81.00			Engineer Trees & Water Inc	Spend Authorized				No		4	1.00	100.00	1.00		Rejected		999-IT Advisory Services, Professi	
4 Please insert 81.00			Fort Infrastructure & Environ	Spend Authorized				No		7	1.00	100.00			Active		999-IT Advisory Services, Professi	
5 Please insert 81.00			Jon Construction Inc	Spend Authorized				No		6	1.00	100.00	1.00		Active		999-IT Advisory Services, Professi	
6 Please insert 81.00			Kimley-Horn and Associates	Spend Authorized				No		1	1.00	100.00	1.00	DewPlacer	Active		999-IT Advisory Services, Professi	
7 Please insert 81.00			Stantec Design Group LLP	Spend Authorized				No		5	1.00	100.00		DewPlacer	Active		999-IT Advisory Services, Professi	

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Award Solicitation: Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance

Solicitation **RFP - Non-Construction 17485** Procurement BU **COJ BU** Close Date **2/19/2026 16:00** Solicitation Currency **USD**	Responses Received **8** Active Responses **7** Shortlisted Responses **7**	Invited Suppliers **212** Will Participate **12** Responded **7**

Overview

	Chen Moore and Associates Inc Response: 458702	Dewberry Engineering Inc. Response: 458704	England, Thims & Miller, Inc Response: 458539	Foth Infrastructure & Environment, LLC. Response: 458606	GAI Consultants Inc Response: 458517	Kevin C. Knowles Civil Engineering, Inc. Response: 458607	Matthews Design Group, LLC Response: 458670
Business Relationship	Spend Authorized	Spend Authorized	Spend Authorized	Spend Authorized	Spend Authorized	Spend Authorized	Spend Authorized
Supplier Site	Order/Remit					Order/Remit	Order/Remit
Supplier Contact	Acosta, Jose	Harbin, Constance	Hadziavdic, Medina	Kalka, Heather	Adams, Shaina	KNOWLES, KEVIN	Washington, Rachel
Response Status	Active	Active	Active	Active	Active	Active	Active
Shortlist Status	Included	Included	Included	Included	Included	Included	Included
Response Amount	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Overall Rank	3	4	5	7	2	1	6
Total Award Amount							
Time of Response	2/19/2026 12:06	2/19/2026 12:54	2/19/2026 14:38	2/19/2026 15:48	2/19/2026 11:52	2/18/2026 12:46	2/19/2026 15:18
Response Valid Until							
Reference Number							
Note to Buyer							
Attachments	No	Yes	No	Yes	Yes	Yes	No

Requirements (View Scoring Criteria)

	Requirement	Target Value	Chen Moore and Associates Inc Response: 458702	Dewberry Engineering Inc. Response: 458704	England, Thims & Miller, Inc Response: 458539	Foth Infrastructure & Environment, LLC. Response: 458606	GAI Consultants Inc Response: 458517	Kevin C. Knowles Civil Engineering, Inc. Response: 458607	Matthews Design Group, LLC Response: 458670
	Total Score		**98.67**	**106.33**	**107.00**	**94.33**	**106.67**	**78.50**	**98.33**
1.	**Affirmation**								
1.	Type name, title, and e-mail of person submitting bid in the comments box.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Comments		Tatiana Maschi Marketing Manager tmaschi@chenmoore.com	Amy Tracy, Associate Vice President (Contract Role: Program Manager), on behalf of Dewberry Engineers Inc.	Robert Kermitz, Vice President, KermitzR@etminc.com	Jeff Muenkel, Senior Client Leader, Jeff.Muenkel@foth.com	Shaina Adams, Marketing Coordinator, s.adams@gaiconsultants.com	Kevin C. Knowles, President, kckcei@juno.com, (904)725-9513	Rob A. Matthews III, PE President, NE Florida rmatthews@dccm.com
2.	Type name of company in the comments box.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Comments		Chen Moore and Associates, Inc.	Dewberry Engineers Inc.	England-Thims, & Miller, Inc.	Foth Olsen	GAI Consultants, Inc.	Kevin C. Knowles Civil Engineering, Inc.	DCCM Infrastructure, Inc.
3.	No Alterations: Bidder has not altered the original Solicitation Document in any way and further understands that any such alteration of the original solicitation document may result in rejection of the bid.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
4.	Solicitation Silence: The Solicitation Silence policy is in effect for this solicitation and all communications related to this solicitation must be in writing to the designated procurement representative. Violations of the solicitation silence policy may result in the rejection/disqualification of the submission.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
5.	Legal authorization and solicitation specific minimum requirements: All bidders must be legally authorized to do business in Duval County and shall comply with all minimum requirements for this bid. Failure to submit evidence for meeting any of these requirements may be grounds for rejection. Vendor shall provide proof of applicable local business licenses and particulars such as specific licensure, experience on similar projects, years of expertise in the area etc.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Comments		*Please refer to ChenMoore's RFP Response for Additional Information Year of Incorporation: 1986 Year Jacksonville Office Established: 2021 CMA Florida Certificate of Status: J41454 Chen Moore and Associates Inc, Local Business Tax Receipt Duval County, Account Number: 302212, Classification Code: 326008 Peter Michael Moore, Local Business Tax Receipt Duval County, Account Number: 302206, Classification Code: 325012		ETM meets all minimum requirements for this RFP.	Attached in Submittal	All items provided in the Overall Proposal Document	Kevin C. Knowles Civil Engineering, Inc. is authorized to do business in Duval County and maintains all required professional licenses and qualifications.	Matthews Design Group, LLC dba Matthews | DCCM is transitioning to operate under the unified name DCCM. Certain licenses remain registered under Matthews Design Group, LLC during this administrative transition. Updated licenses under DCCM Infrastructure, Inc. can be provided when issued.
6.	Certification of No Conflict of Interest: Supplier certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Supplier's company. Supplier must complete and submit the attached Conflict of Interest Statement fully detailing any potential conflicts.		a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.	a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.	a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.	a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.	a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.	a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.	a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.
7.	**Equal Business Opportunity Program**: Pursuant to Part 6 of Chapter 126, Jacksonville Ordinance Code, the City of Jacksonville encourages the utilization and participation of Jacksonville **Small and Emerging Businesses (JSEBs)** in its contract awards based upon availability. It is the City's intent in adopting this program to reflect the philosophy with regards to enhancing participation of JSEBs in all areas of procurement.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Attachments		Yes	Yes	Yes	Yes	Yes	Yes	Yes
8.	Electronic Signature: I understand this acknowledgment serves as my electronic signature and has the same force and effect as my manual signature.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
2.	**Submittal Statement**								
1.	Submittal Statement Bidder certifies that this proposal is made in good faith, without collusion or connection withany other entity bidding on this work. Bidder has examined and read all Drawings, Specifications, General and Special Conditions,and other Contract Documents, and all Addenda thereto; and is acquainted with and fullyunderstands the extent and character of the work covered by this Proposal and the specifiedrequirements, for the proposed work. Bidder certifies that no officer or agent of the CITY will directly or indirectly benefit from this bid.Bidder states that this Proposal is made in conformity with the Contract Documents and agreesthat in case of any discrepancy or differences between its Proposal and the Contract Documents,the provisions of the latter shall prevail. Bidder certifies that it has carefully examined the foregoing Proposal after the same wascompleted and has verified every item placed thereon; and agrees to indemnify, defend and saveharmless the CITY against any cost, damage or expense which may be incurred or caused by anyerror in the Bidder's preparation of same. Bidder states that all applicable taxes are included in the unit prices or Lump Sum Bid andacknowledges this project is not exempt from the State or Local Sales or Use taxes, and paymentof such taxes is the responsibility of the Bidder. The undersigned Bidder agrees to keep its bid in effect for 120 calendar days after theBid Opening date to allow the CITY time to award the bid, should it be awarded, and timeto prepare and execute the contract (or issue the purchase order). This time period begins atthe time bids are opened and ends upon the issuance of Notice to Proceed (NTP) by the CITY.The bid prices shall remain in effect throughout the life of the Contract. Failure of the CITY toissue NTP within the specified time period shall allow Bidder to withdraw its Bid andterminate its contract without penalty or forfeiture of Bid Bond. Failure of the CITY to issueNTP within the specified time period shall not entitle Bidder to an adjustment of its Bid prices,unless mutually agreeable by the CITY. Bidder certifies, under penalty of perjury and contract rescission, that it has all required licenses toperform the work required to fulfill the terms of the contract resulting from a successful bid.Furthermore, the Bidder affirms that all subcontractors requiring to be licensed are listed in itsresponse and are properly licensed to perform work on their respective portions of this project.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
3.	**General Requirements**								
1.	**Scope of Services and Deliverables**: The Office of Economic Development of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s) or service(s) as outlined in the bid documents provided. See the attachment(s) for additional information. The Consultant will be asked to perform the following: 1. Develop land plans, as needed, for development parcels shown in master plan. The land plans should include but should not be limited to the following: conceptual building size and layout (based on use), proposed retention pond locations, wetland boundaries, points of ingress and egress, and any known easements or other impediments to development. 2. Plan traffic circulation and utility infrastructure to adequately serve development parcels and sub-parcels, as needed. 3. Manage the Cecil Commerce Center (CCC) master stormwater system permits currently in place. 4. Review and modify (if necessary) any traffic concurrency agreements for CCC. 5. Provide topographical and boundary surveys as well as wetland delineations for development parcels, as needed. 6. Provide construction contract management and construction inspection services (CEI) on all City Engineering projects at CCC. 7. Attend all CCC related meetings as requested by OED staff. 8. Coordinate and communicate, at the request of OED staff, with all City and State agencies that regulate development at CCC. 9. Potentially assist in the following projects: · Ongoing sitewide drainage maintenance and improvement		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
2.	**Specifications: Provide all items or services as identified on each line or identified below in accordance with all other Terms and Conditions specified herein See Minimum Requirements for additional information.**		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
3.	**Contractors must satisfy the following mandatory minimum requirements to have their responses evaluated. By submitting a response, Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements in the form of written documentation at the time of bid opening will result in the response not being evaluated and being rejected as non-responsive.** A. Authorized and licensed under Florida Statutes to perform the professional services sought by this RFP. B. Must show in a statement that you have the capability to deliver final drawings in electronic form using either a standard .dxf or .dwg format C. Must possess a Local Business Tax Certificate in Duval county, if applicable. D. Bidders should be licensed Professional Engineers (PE) and must show PE in a statement.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
4.	**Response Format** To maintain comparability and facilitate the evaluation process, Responses shall be organized in the manner set forth below. Tab delineations for each of the sections would be helpful. The formal response to the RFP. Each proposer will clearly indicate within the Cover Letter that your response is for the RFP. The RFP shall contain no more than thirty (30) single-sided, 1.5-spaced, 8½" by 11" pages, excluding appendices. The font style shall be Arial with a minimum font size of 11 points. The title page and a single-page cover letter will not be counted as part of the 30-page limit. A cover letter in excess of one page and any other information submitted beyond that noted in the requirements will be counted as part of the 30-page limit. Any RFP exceeding these format guidelines will be rejected without being considered by the City. Provide proof of insurance, bonding capacity, and licensing. Copies of these documents may be included as appendices and will not be counted against the 30-page limit. **1) Title Page:** Include only RFP Title, RFP Number, Contractor's full name, address, phone number. **2) Cover Letter:** Include only the following: RFP Title and Number Contractor's full name, address and phone number. Names of the person(s) who will be authorized to make representations for the Contractor, their titles, addresses (including email address) and telephone numbers. Contractor's Federal Employer ID Number. Written acknowledgement that (i) the Response is based on the terms set forth in the RFP and all amendments thereto posted on Buyer's website as of the date of the Response, and (ii) the Contractor will be responsible for monitoring Buyer's website for subsequent amendments and for either maintaining, amending or withdrawing the Response prior to the Response Due Date based on those subsequent amendments. Signature of Authorized Representative. **3) Required Forms.** (Not included as part of Thirty page limitation) Attach all forms identified in RFP, each signed by an authorized representative. Examples of the forms that may be required and placed in Section 3 include: **Local Business Tax Certificate** **Business References (include bank reference letters, financial reports/audits, insurance certificates, etc.). If the proposer desires, the Company financial reports can be submitted in a separate .pdf file from the proposal file. However, the file name must include the word "Confidential". For Example: "XYZ Engineering – Confidential Financial Info.pdf".** **Certificate of Insurance (COI)** **Equal Business Opportunity Program Forms (JSEB participation is one of the grading criteria).** **4) Proof of Minimum Requirements.** (Not included as part of Thirty-page limitation) Responses will ONLY be accepted from companies meeting the minimum requirements in Section 2.3.2 of this solicitation. Contractor must address and provide clear documentation that they meet all minimum requirements. **5) Statement of Qualifications. (Maximum of 30** written pages for this section) This portion of the Response will be used to provide the information Buyer needs to evaluate how well the Contractor meets the criteria listed in Section 2.3 – Evaluation Criteria. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the Response as non-responsive. Please divide this portion of the Response into ten subsections (one subsection for each of the listed criteria).		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
5.	Federal Funding does not apply to this bid.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
4.	**RFP Requirements**								
1.	**1. Introduction** The City of Jacksonville ("Buyer") intends to hire an individual or firm ("Contractor") to provide the services described in this Request for Proposal ("RFP"). Persons interested in submitting a response to this RFP (a "Response") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. **2. Questions and Requests for Amendment to RFP.** If a Contractor (i) has questions about the RFP, (ii) finds discrepancies, omissions or ambiguities in the RFP, or (iii) believes any term or condition of the RFP is unreasonable, Contractor should request an amendment to the RFP. The request should reference the RFP section at issue and include any specific language that Contractor recommends using. All requests for amendment must be submitted in writing (via the 1Cloud Procurement System) and, unless otherwise specified in the RFP, be received by the Purchasing Analyst (Analyst) at least ten (10) calendar days before the Response Due Date. Questions and requests for amendments directed to the Analyst or to any other Buyer personnel shall not constitute a formal protest of the RFP. Failure to request an interpretation or change will be considered evidence that Contractor understands and agrees to the provisions of the RFP. The posting of a written amendment is the only official method by which interpretations, clarifications, changes or additional information will be given by Buyer prior to the opening of Responses. Any other interpretation, clarification, change or information will have no legal effect. Buyer reserves the right to amend, cancel or reissue the RFP at its discretion. Buyer reserves the right to request or obtain additional information about any and all Statement of Qualifications submitted in response to RFP. They may also issue addenda to this RFP which will be sent to each Supplier who received this RFP. This includes the right to change the Response Due Date and the Contract award date. Notice of all amendments and cancellations will be posted on Buyer's website (please contact the Analyst if you are uncertain of the website address or if you experience problems accessing it). Contractor is responsible for monitoring this website for new or changing information. **3. Terms of Agreement.** After award to the successful Contractor, Buyer and Contractor will promptly enter into a written agreement (the "Contract") incorporating the terms of the RFP, the successful Response, and other terms and conditions as may be agreed to between the parties. To the extent the Response contains exceptions to or modifications of the RFP, such exceptions or modifications are stricken unless Buyer affirmatively accepts the exceptions or modifications in the Contract. The Contract will be substantially in the form set forth in an attachment to the RFP. Buyer will not be obligated to pay Contractor for the RFP services until the Contract is signed by both parties. Buyer retains the right to reject all bids and/or amend its notice of award at any time prior to the full execution of the Contract. If the successful Contractor fails to perform the Services as agreed, Buyer reserves the right to (i) issue a new solicitation for the Services; (ii) reopen the RFP for the purpose of awarding a second contract to another Contractor in accordance with the criteria and processes set forth herein; and/or (iii) take such other actions permitted by law. **4. Public Meetings and Special Accommodations.** Any meetings of the RFP evaluation committee (i.e., the Jacksonville Procurement Awards Committee or Technical Review Committee) shall be noticed on Buyer's website and shall comply with Florida's Open Meetings Laws. Please contact the Analyst if you are uncertain of Buyer's website address or if you experience problems accessing it. Persons requiring a special accommodation because of a disability should contact the Analystidentified in the Overview Section at least forty-eight (48) hours prior to the meeting. **5. Cost of Developing RFP Response.** All costs related to the preparation of RFP Responses and any related activities are the sole responsibility of Contractor. Buyer assumes no liability for any costs incurred by Contractors throughout the entire selection process. **6. Response Ownership.** All Responses, including attachments, supplementary materials, addenda, etc., shall become property of Buyer and shall not be returned to Contractor. Buyer will have the right to use any and all ideas or adaptation of ideas presented in any Response. Acceptance or rejection of a Response shall not affect this right. **7. Public Records Law; Process For Protecting Trade Secrets and Other Information.** Article 1, Section 24, Florida Constitution, guarantees every person access to all public records, and Section 119.011, Florida Statutes, provides a broad definition of public records. As such, all responses to the RFP are public records unless exempt by law. If Contractor considers any portion of its Response to be exempt from disclosure under Florida law, Contractor must provide Buyer with a separate redacted copy of the Response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation. Contractor shall be responsible for defending its determination that the redacted portions of its Response are confidential, trade secret or otherwise not subject to disclosure. Further, Contractor shall protect, defend, and indemnify Buyer for any and all claims arising from or relating to Contractor's determination that the redacted portions of its Response are confidential, trade secret or otherwise not subject to disclosure. If Contractor fails to submit a Redacted Copy with its Response, Buyer is authorized to produce the entire Response in answer to a public records request. In accordance with Section 119.0701, Florida Statutes, the Contractor shall: (a) Keep and maintain public records required by Buyer to perform the services; and (b) Upon request from Buyer's custodian of public records, provide Buyer with a copy of the requested records or allow records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes, or as otherwise provided by law; and (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of this Contract if Contractor does not transfer the records to Buyer; and (d) Upon completion of this Contract, transfer to Buyer at no cost all public records in possession of Contractor or keep and maintain public records required by Buyer to perform the service. If Contractor transfers all public records to Buyer upon completion of this Contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Contract, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Buyer upon request from Buyer's custodian of public records in a format that is compatible with Buyer's information technology systems. The above requirements apply to a "Contractor" as defined in Section, 119.0701, Florida Statutes. IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE BUYER'S CUSTODIAN OF PUBLIC RECORDS AT (904) 255-7674; REQUEST@COJ.NET; BUYER OF JACKSONVILLE, PUBLIC RECORDS REQUEST, 214 N. HOGAN STREET, SUITE 1180, JACKSONVILLE, FLORIDA 32202. **8. Multiple Responses from Same Contractor; No Collusion.** More than one Response from an individual firm, partnership, corporation or association under the same or different names is not permitted. Reasonable grounds for believing that a Contractor is involved in more than one Response for the same work will be cause for rejection of all Responses in which such Contractor is believed to be involved. Any or all Responses will be rejected if there is reason to believe that collusion exists between Contractors. Responses in which the prices obviously are unbalanced will be grounds for rejection. **9. Convicted Vendor List.** A person or affiliate placed on the State of Florida convicted vendor list pursuant to Section 287.133, Florida Statutes, following a conviction for a public entity crime may not do any of the following for a period of 36 months from the date of being placed on the convicted vendor list: submit a bid on a contract to provide any goods or services to a public entity; submit a bid on a contract with a public entity for the construction or repair of a public building or public work; submit bids on leases of real property to a public entity; be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge

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5.	**Insurance Requirements**								
1.	**RFP Indemnification and Insurance Requirements.**		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
6.	**Price Sheet**								
1.	**Price Sheet: Please download the attached spreadsheet to enter prices and upload back. Please do not make any changes to the item descriptions or quantities indicated. See the attachment for additional information.**		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Attachments		Yes	Yes	Yes	Yes	Yes	Yes	Yes
7.	**Sample Services Contract**								
1.	Please review and acknowledge the attached sample Professional Services Contract.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
8.	**Evaluation Criteria**								
	Score		98.67	106.33	107.00	94.33	106.67	78.50	98.33
1.	**EVALUATION COMMITTEE:** The evaluation committee will consist of ~~three~~ five (3-5) City employees. Through the Procurement Division, the evaluation committee will have the counsel and advice of Subject Matter Experts (SMEs) for this RFP. These SMEs will consist of internal city representatives from the City. In coordination with the Procurement Division, the evaluation committee reserves the right to include additional, non-voting technical advisors during its review of the responses. In assessing the strengths and weaknesses of each submission, the SMEs may, at their own discretion, request clarification, through the Procurement Division, from the committee.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
2.	The evaluations will be based upon the following criteria, and Contractors are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** The response to each of the criterion will be evaluated relative to the other responses received and will be awarded a score of 1 through maximum points. ~~Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.~~		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
3.	**COMPETENCE.** Including professional and/or technical education and training; experience in the kind of projects to be undertaken; availability of adequate personnel, equipment and facilities and the extent of repeat business of the persons. Provide names and resumes of all individuals to be assigned to this project. List previous projects similar to the one in the RFP, which have been satisfactorilycompleted. Provide resumes of principal staff/project manager showing years of experience in the field to which they are assigned for this project. (20 points maximum score)		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		17.33	18.67	19.33	18.00	19.00	11.33	16.33
4.	**CURRENT WORKLOAD.** Provide the number and size of the projects currently being performed. Discuss past ability to deliver projects on a timely basis under similar current workload conditions. (10 points maximum score)		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		7.67	9.33	8.00	6.67	9.00	5.00	7.33
5.	**FINANCIAL RESPONSIBILITY.** Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion. (10 points maximum score)		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		8.67	8.33	8.33	6.67	9.33	5.00	7.67
6.	**ABILITY TO OBSERVE AND ADVISE WHETHER PLANS AND SPECIFICATIONS ARE BEING COMPLIED WITH, WHERE APPLICABLE.** Describe experience, ability, and understanding of Contractor and assigned personnel in observing and monitoring instruction or direction to similarly related tasks. (10 points maximum score)		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		8.33	9.00	9.00	9.00	9.33	5.00	9.00
7.	**PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS.** Provide a list of completed projects that are similar in nature and scope to the project under consideration with references to include owner's contact person and telephone number. Describe any outstanding accomplishments that relate to specific services being sought. Responding to this evaluation criterion necessitates that Consultant include statements of their past and present record of professional accomplishments or performance with the City of Jacksonville and its various "using agencies," which is defined in the Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of Buyer and an independent agency required by law or voluntarily requesting to utilize for services of the (Procurement) Department"; and with any of Buyer's "Independent Authorities"; and on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. (10 points maximum score)		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		6.33	8.33	9.00	7.00	9.00	5.67	6.33
8.	**PROXIMITY TO THE PROJECT.** Document the location of Contractor's corporate headquarters, which, if located in Jacksonville, Florida, no further information is required under this criterion and maximum points will be awarded. If Contractor's corporate headquarters are not located in Jacksonville, Florida, please document the location and the nature of business of Contractor's branch office(s), if any, that are located in and/or that are closest to Jacksonville, Florida, the number of employees assigned thereto and the period of continuous existence thereof. Additionally, Consultant are requested to demonstrate, define and provide examples of their ability to provide the services contemplated herein in a manner comparable to having a local office in Jacksonville, Florida or to show that a local office is not necessary to satisfactorily perform the services required for this project, in which event maximum points may be awarded. (10 points maximum score)		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		8.67	8.67	10.00	7.67	9.33	10.00	7.33
9.	**PAST AND PRESENT DEMONSTRATED COMMITMENT TO SMALL AND EMERGING BUSINESSES AND CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE.** Responding to this evaluation criterion necessitates that Contractors indicate their past and present commitment to small and emerging businesses. More specifically, responses to this evaluation criterion should include, without limitation, statements that document the Contractor's: (i) commitment to diversity among the directors, officers, members and/or employees that make up its firm; (ii) commitment to diversity within its community and beyond; (iii) commitment to and/or utilization of small and emerging businesses on past projects; and (iv) commitment to and/or utilization of small and emerging businesses, certified JSEBs in particular, for the project solicitation in question. (10 points maximum score)		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		8.67	9.33	9.33	6.33	7.00	9.00	8.00
10.	**ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS.** Describe the Contractor's understanding of the requirements of this solicitation, and its ability, approach and/or plan to satisfy the same. Identify time and cost saving possibilities. (20 points maximum score)		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		15.67	18.00	19.00	16.67	18.67	13.00	17.33
11.	<u>AN</u> **AN OVERALL WILLINGNESS TO MEET BOTH TIME AND BUDGET REQUIREMENTS FOR THE PROJECT.** In an effort to remain consistent with Chapter 287, Florida Statutes, responding to this evaluation criterion necessitates that a proposer include statements and references demonstrating that the proposer met both time and budget requirements on projects of similar size and scope that were completed by the proposer within the past three years and that the proposer is meeting both time and budget requirements on projects of similar size and scope that are currently being performed by the proposer ("Reference Projects"). As part of its response to this evaluation criterion, the proposer: 1. must submit an expressed statement of its overall willingness to meet both time and budget requirements for the project in question; and 2. should submit, without limitation, project narratives, schedules, cost and fee summaries and owner references for any Reference Projects. During contract negotiations, successful proposers will be required to provide a Schedule of Proposed Rates on the **Price Sheet** provided. Such rates and costs will be used in the negotiation of fees and shall remain in effect throughout the length of the contract, except such rates may be adjusted when an amendment to the original agreement is being negotiated; provided any increases in rates shall not exceed actual increases in the CPI since the date of response to the RFP. Unless specifically identified otherwise on the Price Sheet, rates for subcontractors also shall not exceed those shown on the Price Sheet. Proposed Overhead rate is limited to 175% of direct labor. Proposed overhead rates in excess of 175% shall conform to Federal Acquisition regulations as established by a governmental audit certified to by Certified Public Accountant. However, under no circumstance shall the overhead rate exceed 200%. Profit rate shall only be applied to direct labor plus overhead. No mark-up or profit shall be paid on nonlabor related costs, reimbursables or on services provided by subcontractors or others. (10 points maximum score)		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		9.00	9.00	9.33	8.67	9.33	6.83	9.00
12.	**THE VOLUME OF CURRENT AND PRIOR WORK PERFORMED FOR USING AGENCIES SHALL BE CONSIDERED A MINUS FACTOR.** Provide a list of all local government projects including the fees awarded for each on which the Prime Contractor has been awarded during the past five (5) years. Include only those projects on which Contractor was the Prime Contractor (do not delete fees paid to subcontractors or others). Such list shall include all work for the City of Jacksonville and its various "using agencies," which is defined in the Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of Buyer and independent agency required by law or voluntarily requesting to utilize the services of the [Procurement] Division"; and with any of Buyer's Independent Authorities"; and on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. If the Contractor has not performed work for any of these agencies during the past five (5) years, the **response** should so clearly state. Former and current JSEBs should not include work awarded while in the JSEB program. The minus factor methodology for this criterion will be based on the fees awarded. The higher the volume of fees the lower the score, less volume of fees the higher the score. (10 points maximum score)		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Score		8.33	7.67	5.67	7.67	6.67	7.67	10.00
9.	**Response Attachments**								
1.	**Attach Overall Proposal Document Here, Use the following naming convention: Supplier_Name Overall Proposal Document. Include all response pages in a single ".PDF" format file.** If the proposer desires, the Company financial reports can be submitted in a separate .pdf file from the proposal file. However, <u>the file name must include the word "Confidential"</u>. For Example: "<u>XYZ Engineering – Confidential Financial Info.pdf"</u>.		a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge	a. Acknowledge
	Attachments		Yes	Yes	Yes	Yes	Yes	Yes	Yes

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Award Solicitation: Civil Engineering and Land Planning Services for Cecil Commerce Center/Allian

Solicitation **RFP - Non-Construction 174**	Responses Received **8**	Invited Suppliers **212**
Procurement BU **COJ BU**	Active Responses **7**	Will Participate **12**
Close Date **2/19/2026 16:00**	Shortlisted Responses **7**	Responded **7**
Solicitation Currency **USD**		

Lines

Number of Awarded Lines **0**
Number of Awarded Suppliers **0**

Total Award Amount

1 Please insert $1.00

Line Type **Dollars**
Category Name **906.07 Architect Services, Professional**

Start Price
Current Price
Estimated Total Amount

Award Amount
Savings
Savings

	Target Value	Chen Moore and Associates Inc Response: 458702	Dewberry Engineering Inc. Response: 458704	England, Thims & Miller, Inc Response: 458539	Foth Infrastructure & Environment, LLC. Response: 458606	GAI Consultants Inc Response: 458517	Kevin C. Knowles Civil Engineering, Inc. Response: 458607	Matthews Design Group, LLC Response: 458670
Business Relationship		Spend Authorized	Spend Authorized	Spend Authorized	Spend Authorized	Spend Authorized	Spend Authorized	Spend Authorized
Supplier Site		Order/Remit					Order/Remit	Order/Remit
Response Status		Active	Active	Active	Active	Active	Active	Active
Shortlist Status		Included	Included	Included	Included	Included	Included	Included
Rank		2	4	5	7	3	1	6
Line Pricing								
Response Price		1.00	1.00	1.00	1.00	1.00	1.00	1.00
Unit Price Savings								
Unit Price Savings Percent								
Award Decision								
Award		No	No	No	No	No	No	No
Award Amount								
Note to Buyer								
Attachments		No	No	No	No	No	No	No

Last Downloaded **6/3/2026 15:20**

Docusign Envelope ID: 912E208B-3E87-4897-9878-461E94417DA2

Award Solicitation: Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance

Solicitation **RFP - Non-Construction 17485**	Responses Received **8**	Invited Suppliers **212**
Procurement BU **COJ BU**	Active Responses **7**	Will Participate **12**
Close Date **2/19/2026 16:00**	Shortlisted Responses **7**	Responded **7**
Solicitation Currency **USD**		

Requirements Scoring

Requirements

Requirement		Acceptable Values	Score	Maximum Score
8.	**Evaluation Criteria**			**120**
3.	**COMPETENCE.** Including professional and/or technical education and training; experience in the kind of projects to be undertaken; availability of adequate personnel, equipment and facilities and the extent of repeat business of the persons. Provide names and resumes of all individuals to be assigned to this project. List previous projects similar to the one in the RFP, which have been satisfactorilycompleted. Provide resumes of principal staff/project manager showing years of experience in the field to which they are assigned for this project. (20 points maximum score)	a. Acknowledge		20
4.	**CURRENT WORKLOAD.** Provide the number and size of the projects currently being performed. Discuss past ability to deliver projects on a timely basis under similar current workload conditions. (10 points maximum score)	a. Acknowledge		10
5.	**FINANCIAL RESPONSIBILITY.** Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion. (10 points maximum score)	a. Acknowledge		10
6.	**ABILITY TO OBSERVE AND ADVISE WHETHER PLANS AND SPECIFICATIONS ARE BEING COMPLIED WITH, WHERE APPLICABLE.** Describe experience, ability, and understanding of Contractor and assigned personnel in observing and monitoring instruction or direction to similarly related tasks. (10 points maximum score)	a. Acknowledge		10
7.	**PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS.** Provide a list of completed projects that are similar in nature and scope to the project under consideration with references to include owner's contact person and telephone number. Describe any outstanding accomplishments that relate to specific services being sought. Responding to this evaluation criterion necessitates that Consultant include statements of their past and present record of professional accomplishments or performance with the City of Jacksonville and its various "using agencies," which is defined in the Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of Buyer and an independent agency required by law or voluntarily requesting to utilize for services of the (Procurement) Department"; and with any of Buyer's "Independent Authorities"; and on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. (10 points maximum score)	a. Acknowledge		10
8.	**PROXIMITY TO THE PROJECT.** Document the location of Contractor's corporate headquarters, which, if located in Jacksonville, Florida, no further information is required under this criterion and maximum points will be awarded. If Contractor's corporate headquarters are not located in Jacksonville, Florida, please document the location and the nature of business of Contractor's branch office(s), if any, that are located in and/or that are closest to Jacksonville, Florida, the number of employees assigned thereto and the period of continuous existence thereof. Additionally, Consultant are requested to demonstrate, define and provide examples of their ability to provide the services contemplated herein in a manner comparable to having a local office in Jacksonville, Florida or to show that a local office is not necessary to satisfactorily perform the services required for this project, in which event maximum points may be awarded. (10 points maximum score)	a. Acknowledge		10
9.	**PAST AND PRESENT DEMONSTRATED COMMITMENT TO SMALL AND EMERGING BUSINESSES AND CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE.** Responding to this evaluation criterion necessitates that Contractors indicate their past and present commitment to small and emerging businesses. More specifically, responses to this evaluation criterion should include, without limitation, statements that document the Contractor's: (i) commitment to diversity among the directors, officers, members and/or employees that make up its firm; (ii) commitment to diversity within its community and beyond; (iii) commitment to and/or utilization of small and emerging businesses on past projects; and (iv) commitment to and/or utilization of small and emerging businesses, certified JSEBs in particular, for the project solicitation in question. (10 points maximum score)	a. Acknowledge		10
10.	**ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS.** Describe the Contractor's understanding of the requirements of this solicitation, and its ability, approach and/or plan to satisfy the same. Identify time and cost saving possibilities. (20 points maximum score)	a. Acknowledge		20
11.	AN **AN OVERALL WILLINGNESS TO MEET BOTH TIME AND BUDGET REQUIREMENTS FOR THE PROJECT.** In an effort to remain consistent with Chapter 287, Florida Statutes, responding to this evaluation criterion necessitates that a proposer include statements and references demonstrating that the proposer met both time and budget requirements on projects of similar size and scope that were completed by the proposer within the past three years and that the proposer is meeting both time and budget requirements on projects of similar size and scope that are currently being performed by the proposer ("Reference Projects"). As part of its response to this evaluation criterion, the proposer: 1. must submit an expressed statement of its overall willingness to meet both time and budget requirements for the project in question; and 2. should submit, without limitation, project narratives, schedules, cost and fee summaries and owner references for any Reference Projects. During contract negotiations, successful proposers will be required to provide a Schedule of Proposed Rates on the **Price Sheet** provided. Such rates and costs will be used in the negotiation of fees and shall remain in effect throughout the length of the contract, except such rates may be adjusted when an amendment to the original agreement is being negotiated; provided any increases in rates shall not exceed actual increases in the CPI since the date of response to the RFP. Unless specifically identified otherwise on the Price Sheet, rates for subcontractors also shall not exceed those shown on the Price Sheet. Proposed Overhead rate is limited to 175% of direct labor. Proposed overhead rates in excess of 175% shall conform to Federal Acquisition regulations as established by a governmental audit certified to by Certified Public Accountant. However, under no circumstance shall the overhead rate exceed 200%. Profit rate shall only be applied to direct labor plus overhead. No mark-up or profit shall be paid on nonlabor related costs, reimbursables or on services provided by subcontractors or others. (10 points maximum score)	a. Acknowledge		10
12.	**THE VOLUME OF CURRENT AND PRIOR WORK PERFORMED FOR USING AGENCIES SHALL BE CONSIDERED A MINUS FACTOR.** Provide a list of all local government projects including the fees awarded for each on which the Prime Contractor has been awarded during the past five (5) years. Include only those projects on which Contractor was the Prime Contractor (do not delete fees paid to subcontractors or others). Such list shall include all work for the City of Jacksonville and its various "using agencies," which is defined in the Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of Buyer and independent agency required by law or voluntarily requesting to utilize the services of the [Procurement] Division"; and with any of Buyer's Independent Authorities"; and on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. If the Contractor has not performed work for any of these agencies during the past five (5) years, the **response** should so clearly state. Former and current JSEBs should not include work awarded while in the JSEB program. The minus factor methodology for this criterion will be based on the fees awarded. The higher the volume of fees the lower the score, less volume of fees the higher the score. (10 points maximum score)	a. Acknowledge		10

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Department of Finance and Administration

A NEW DAY.

August 19, 2026

To: Dustin L. Freeman, Chief
Procurement Division

Initial
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From: Gregory Grant, EBO/JSEB Administrator
Amin Raja, Business Compliance Analyst
EBO Office / Jacksonville Small & Emerging Business Program

Re: 17485-26 Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance

The Equal Business Opportunity Office has reviewed the highest scoring, responsive bidder/proposer for compliance with the Jacksonville Small and Emerging Business (JSEB) program. Based upon the review, and the areas of certification, the highest scoring, responsive bidder/proposer is **England, Thims and Miller Inc.** with a total score of 107.00 points**.** Based upon review of the JSEB schedule of work, the letters of intent, and the areas of certification, highest scoring bidder/proposer satisfied the goal of 20**%** JSEB participation that was requested.

JSEB	Score	Commodity Codes
England Thims and Miller Inc.	107.00	**906.07; 906.57; 918.15; 925.17; 925.28; 925.61**

Our review efforts are documented and available upon request. Please let us know if you have any questions or concerns. I can be reached at (904) 255-8167

cc: Benjamin Kemp
Gregory Grant