# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Department of Public Works
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ONE CITY. ONE JACKSONVILLE.

December 4, 2019

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

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

**FROM:** William J. Joyce, P. E.
Director of Operations

Robin G. Smith, P.E.
Chief, Engineering and Construction Management

**SUBJECT:** P-40-16 Master Stormwater Management Plan (MSMP) Program Management Services- Annual Contract Contract # 6354-16 Amendment 4
Consultant Services Account Nos.: PDDS159 – 03109
Internal Services Account No.: PWEN011AD

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Professional engineering services are needed to support the City's floodplain management program as it relates to the Community Rating System (CRS) compliance under the National Flood Insurance Program. Negotiations with the consultant have resulted in the Attached Scope of Services, Exhibit G and Fee Summary, Exhibit H. There is no rate increase associated with this amendment. CDM Smith, Inc. is committed to meeting the 15% JSEB participation goals established for this contract.

Accordingly, this is to recommend that Contract # 6354-16, originally executed June 23, 2017, between the City of Jacksonville and CDM Smith Inc. for Master Stormwater Management Plan (MSMP) Program Management Services- Annual Contract be amended to incorporate the attached Scope of Services, Exhibit G and Fee Summary, Exhibit H to add a new not to exceed limit for CRS Support in the amount of $40,000.00, thereby increasing the maximum indebtedness to the City by $40,000.00 to a new limit of $372,209.00.. All other terms and conditions of the Agreement remain unchanged.

JPP/lw

Attachment:

cc: Lori A. West, PW Contract Specialist, Engineering and Construction Management

EXHIBIT G

# CITY OF JACKSONVILLE SCOPE OF SERVICES FOR

# COMMUNITY RATING SYSTEM ASSISTANCE FOR FISCAL YEAR 2020

**October 15, 2019**

## PROJECT BACKGROUND

CDM, Smith, Inc. (CONSULTANT) has been requested by the City of Jacksonville (CITY) to provide professional engineering services to support the CITY's floodplain management program as it relates to the Community Rating System (CRS) compliance under the National Flood Insurance Program (NFIP).

This scope addresses services and support associated with the meeting NFIP CRS compliance. Through the continued assistance of CONSULTANT, the CITY has maintained annual requirements. The CONSULTANT will continue to assist the CITY in CRS activities, including producing the response the 2019 Verification Visit and subsequent annual recertification requests.

## SCOPE OF WORK

### Task 1 – Five-Year Verification Visit Corrective Actions

CONSULTANT will assist with meeting the deficiencies identified during the 5-year Verification Visit performed by ISO and outlined in a letter dated October 10, 2019. CONSULTANT will assist the City in developing the requested documentation and CONSULTANT will coordinate with City Departments to document their activities.

### Task 2 – Develop Processes and Policies for Ongoing CRS Activities

After the completion of Task 1 CONSULTANT will develop a responsible City Department matrix based on CRS Activities for which credit was applied for in the 2019 CRS Verification Visit along with work-flows and procedures for the new City CRS Coordinator to implement and coordinate with City Departments. The matrix, workflow and procedures will be based on those activities which were identified in the 2019 ISO Verification visit listed below. CONSULTANT will not perform these activities on behalf of the City.

**Public Information Activities (Series 300)**

- Activity 310: Elevation Certificates
- Activity 320: Map Information Services
- Activity 330: Outreach Projects
    - 330-OP: Outreach Projects
    - 330-FRP: Flood Response Preparations
- Activity 340: Hazard Disclosure
    - 340-DFH: Disclosure of the flood hazard
    - 340-ORD: Other Disclosure Requirements
- Activity 350: Flood Protection Information
    - 350-LIB: Flood Protection Library
    - 350-LPD: Locally Pertinent Documents
    - 350-WEB: Flood Protection Website
- Activity 360-PPA: Flood Protection Assistance
    - 360-PPA: Property Protection Advice
    - 360-PPV: Protection Advice Provided After Site Visit

**Flood Hazard Mapping (Series 400)**

- Activity 410: Flood Hazard Mapping
    - 410-NS: New Study

- Activity 420: Open Space Preservation
    - 420-OSP: Open Space Preservation
    - 420-DR: Deed Restrictions
    - 420-NFOS: Natural Function Open Space
    - 420-LZ: Low Density Zoning
- Activity 430: Higher Regulatory Standards
    - 430-FRB: Freeboard
    - 430-BC: Building Code
    - 430-LDP: Local Drainage Protection
    - 430-CAZ: Coastal A Zone
    - 430-RA: Regulations Administration
- Activity 440: Flood Data Maintenance
    - 440-AMD: Additional Map Data
    - 440-FM: FIRM Maintenance
    - 440-BMM: Benchmark Maintenance
- Activity 450: Stormwater Management
    - 450-SMR: Stormwater Management Regulations
    - 450-ESC: Erosion and Sedimentation Control
    - 450-WQ: Water Quality Regulations

**Flood Damage Reduction Activities (Series 500)**

- Activity 501: Repetitive Losses
- Activity 510: Floodplain Management
    - 510-FMP: Flood Management Planning
    - 510-RLAA: Repetitive Loss Area Analysis
- Activity 520: Acquisition and Relocation
- Activity 530: Flood Protection
- Activity 540: Drainage System Maintenance
    - 540-CDR: Channel Debris Removal
    - 540-PSM: Problem Site Maintenance
    - 540-CIP: capital Improvement Program
    - 540-SDR: Stream Dumping Regulations
    - 540-SBM: Storage Basin Maintenance

**Warning and Response (Series 600)**

- Activity 610 Flood Warning and Response
    - 610-FTR: Flood Threat Recognition System
    - 610-EWD: Emergency Warning Dissemination
    - 610-FRO: Flood Response Operations
    - 610-CFP: Critical Facilities Planning
    - 610-SRC: Storm Ready Community

**Task 3 - Participation in Local Mitigation Strategy Update**

The City is required to update their Local Mitigation Strategy (LMS) by August of 2020. CONSULTANT will attend the LMS update meetings and document the LMS update in accordance with the requirements of Activity 510-FMP. CONSULTANT will coordinate with LMS Update committee organizers to invite and document the appropriate staff participation, planning process, risk assessment, mitigation strategy development, and plan maintenance.

**DATA OR COORDINATION ASSISTANCE TO BE PROVIDED BY THE OWNER**

- OWNER will timely complete information and data requests from CONSULTANT that can only be fulfilled by OWNER.

**TIME OF COMPLETION/SCHEDULE**

CONSULTANT will provide support to the City CRS Coordinator and Development Services Department through October 1, 2020.

**COMPENSATION AND PAYMENT**

CONSULTANT will invoice for services on a monthly basis up to the upper limit established in the attached exhibit. Labor costs shall be invoiced at the agreed billing rates and labor categories. Miscellaneous direct expenses will be billed at cost. In the event that incurred costs approach 80 percent of the upper limit, CONSULTANT will notify the OWNER. Additional service tasks outside the scope of services provided herein will be negotiated under an amendment or the issuance of a new workorder.

EXHIBIT H

| EXHIBIT | | | | |
|---|---|---|---|---|
| CONTRACT FEE SUMMARY FORMAT | | | | |
| CITY OF JACKSONVILLE, FLORIDA | | | | |
| **PART I - GENERAL** | | | | |
| **1. Project** | | | | |
| CRS Support FY2020 Support | | | | |
| **3. Name of Consultant** | | | **Date of Proposal** | |
| CDM Smith Inc. | | | 10/15/2019 | |
| **PART II - LABOR RELATED COSTS** | | | | |
| **5. Direct Labor** | Hourly Rate | Estimated Hours | | TOTAL |
| Officer/Technical Expert | 74.32 | 2 | | $ 148.64 |
| Principal / Associate / Project Manager | 63.06 | 20 | | $ 1,261.20 |
| Senior Profesional | 50.11 | 120 | | $ 6,013.20 |
| Project Engineer II / GIS Speicalist III | 41.10 | 120 | | $ 4,932.00 |
| Project Engineer I / GIS Specialist II | 34.34 | 0 | | $ - |
| Sr. GIS Specialist/Designer | 40.54 | 0 | | $ - |
| GIS Specialist I /Drafter/Technician | 29.28 | 0 | | $ - |
| Clerical | 20.83 | 100 | | $ 2,083.00 |
| Field Staff Support Services | 28.15 | 0 | | $ - |
| **TOTAL DIRECT LABOR** | | | | $ 14,438 |
| **6. Overhead (Combined Fringe Benefit & Administrative)** | | | | |
| Overhead Rate | 150.0% | x Total Direct Labor | | $ 21,657 |
| **7. SUBTOTAL: Labor + Overhead (Items 5 & 6)** | | | | $ 36,095 |
| **8. PROFIT: Labor Related Costs (Item 7)** | | x | 10% | $ 3,610 |
| **PART III - OTHER COSTS** | | | | |
| **9. Miscellaneous Direct Costs** | | | | |
| Transportation, Per Diem and Equipment | | | | |
| Presentation Boards | | | | |
| Reproduction | | | | |
| MISCELLANEOUS DIRECT COSTS SUB-TOTAL | | | | $ 295 |
| **10. SUBCONTRACTS (Lump Sum)** | | | | |
| SUB-CONTRACT SUB-TOTAL | | | | $ - |
| TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10) | | | | $ 40,000 |
| **11. REIMBURSABLE COSTS (Limiting Amount)** | | | | |
| SUB-TOTAL REIMBURSABLES | | | | $ - |
| **PART IV - SUMMARY** | | | | |
| TOTAL AMOUNT OF AM 15B CONTRACT (Lump Sum Plus Reimbursables) | | | | **$ 40,000** |

**EBO FORM 1**
**SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION**

Name of Proposer: **CDM Smith Inc.**

Project Title: **City of Jacksonville Master Stormwater Management Plan – Amendment 3 CRS Support**

Proposal Number: **P-55-17** Total Base Proposal Amount (if applicable):

***Please list all JSEBs first**

| Full Company Name | JSEB Category (African-American, Women, Asian, Native American, Non-MBE or Hispanic) | Type of Work to be Performed | Total Contract Value or Percentage |
|---|---|---|---|
| CDM Smith Inc.. | | Floodplain Management and Regulatory Compliance Support | $40,000 |
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| | | | |

Attach additional list of subcontractors/sub-consultants as needed

| CONSULTANT/SUBCONTRACTOR/SUPPLIER TOTAL VALUES | |
|---|---|
| African-American Participation Total | |
| Hispanic-American Participation Total | |
| Native-American Participation Total | |
| Asian-American Participation Total | |
| Woman Participation Total | |
| Non-MBE Participation Total | **$ 40,000.00** |

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

Signature of Proposer: Patrick Victor Title: Vice President Date: 11/20/2019

Print Name: Patrick R. Victor