City of Jacksonville, Florida

Lenny Curry, Mayor

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Engineering & Construction Management Division
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ONE CITY. ONE JACKSONVILLE.

September 2, 2020

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

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

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

Jill Enz, Chief
Natural and Marine Resources

SUBJECT: P-52-17 Professional Services for Dock Inspections and Designs
Contract # 8567-02 Amendment 8

Permitting assistance is needed to replace the navigation buoys within the waterways at Huguenot Memorial Park that were damaged and/or destroyed by Hurricanes Mathew and Irma. Negotiations have resulted in the attached Scope of Services, Exhibit X and Fee Summary, Exhibit Y to provide these services. The City's JSEB program is not applicable to this project.

Accordingly, this is to recommend that Contract # 8567-02, originally executed November 14, 2017, between the City of Jacksonville and Taylor Engineering, Inc. for Professional Services for Dock Inspections and Designs, be amended to incorporate the attached Scope of Services, Exhibit X and Fee Summary, Exhibit Y, to increase the not to exceed limit for Bidding Assistance and Construction Administration Services by $17,126.67 to a new limit of $429,691.55, thereby increasing the maximum indebtedness to the City by $17,126.67 to a new maximum of $1,138,401.90, with all other terms and conditions of the Agreement remaining unchanged.

Funding for the amendment to be encumbered as follows:

Account	TOTAL
001410	
PRNM Natural and Marine Resources-Emergency Disaster Relief Svcs	
565050	
27	
10602-381910-AFA01701	
$17,126.67	$17,126.67

WJJ/lw

Attachment: Exhibits X & Y

cc: Lori West, Engineering and Construction Management
Robert Scott, P.E., Engineering and Construction Management

TAYLOR ENGINEERING, INC.

SCOPE OF WORK
FOR
CITY OF JACKSONVILLE

PERMITTING ASSISTANCE FOR HUGUENOT NAVIGATION BUOY REPLACEMENT

INTRODUCTION

The City of Jacksonville (COJ) has requested Taylor Engineering provide permitting assistance to replace navigation buoys within waterways at Huguenot Memorial Park that were damaged and/or destroyed during Hurricanes Mathew and Irma.

This Scope of Work includes all labor and materials for Taylor Engineering to manage permit authorization applications from the Florida Department of Environmental Protection (FDEP), U.S. Department of Army (USACE), and U.S. Coast Guard (USCG) to authorize the replacement of six navigation buoys at Huguenot Memorial Park.

In 1997, the FDEP authorized (Permit No. 97-037) the installation of three buoys and eleven pilings/poles with signs. Under a modification of the permit in 2000, the FDEP authorized eight buoys and three pilings/poles with signs. The original authorization and the modified authorization included no expiration date for the proposed work. COJ did not have a record of the USACE and USCG authorizations. Therefore, replacing the hurricane damaged buoys will require authorization from these Federal agencies.

Attachment A identifies the presumed locations of buoys slated for replacement. COJ will advise Taylor Engineering if these locations are incorrect before issuing a notice to proceed for the scope of work indicated herein.

ASSUMPTIONS

- COJ will provide historical permit authorizations related to the project site.
- Locations of buoys set for replacement differ from 1997 authorization and will require a permit modification with FDEP and authorizations from USACE and USCG.
- COJ will pay for all permit application fees.
- The project will not include or require boundary, topographic, or bathymetric survey services performed by a licensed surveyor.
- The project will not include or require any geotechnical investigation.
- The design for the buoys and anchoring system will be the same as or very similar to the system authorized in 1997/2000. COJ will provide design drawings and text describing that system to Taylor Engineering. This scope of work excludes engineering design, calculations, or modifications to COJ's previous design and focuses solely on regulatory authorizations for in-kind replacement of the buoys.

- Because there was no termination date on the authorizations, Taylor Engineering assumes that the FDEP will only require a permit modification to revise the locations of installations described in the 2000 permit modification.
- The project will not require a sovereign submerged land lease; authorization for the use of state-owned lands will not require additional information (official survey or related work products).
- The permit will require a Nationwide Permit (NWP 1 Aids to Navigation) from the USACE.
- Any NEPA or Endangered Species Act consultation will be performed by USACE and will not require additional information from Taylor Engineering.
- The project will require authorization from the USCG for Private Aids to Navigation (PATON).
- Taylor Engineering does not assure, guarantee, ensure, or otherwise warranty that the project as envisioned will receive necessary authorizations.

If any of these assumptions proves incorrect, Taylor Engineering will consult with COJ regarding a revised scope of services and cost for any additional work.

SCOPE OF WORK

Task 1 Permitting Assistance

1.1 Site Visit and Data Collection

Taylor Engineering will make one site visit to observe site conditions and record water depths at the locations of buoys presented in 1997 permit.

1.2 Permit Drawing Set Development

Following completion of Task 1.1, Taylor Engineering will develop a draft permit drawing set and transmittal package for use in pre-application meetings (Task 1.3).

1.3 Pre-application meeting with FDEP, FWC, and USACE

Taylor Engineering will conduct pre-application meetings via Zoom with the FDEP/FWC, and USACE to understand the agencies requirements to obtain authorizations for buoy replacement. While not essential, COJ staff are encouraged to participate in these meetings.

1.4 FDEP Permit Application

Taylor Engineering will develop and submit a permit application for modification of the existing state authorization to revise the number and location of buoys. The application will include:

- FDEP-required forms, additional sheets, and attachments to provide the set of information identified in the pre-application meetings
- Permit drawings revised per recommendations obtained during pre-application meetings.

1.5 U.S. Department of Army Permit

Taylor Engineering will complete USACE form 4345 and related materials, complete all necessary checklists (including but not limited to the USACE Jacksonville District's Programmatic Biological Opinion (JaxBO) checklist and the Florida Manatee Key, to complete the initial permit application package.

1.6 Response to Information Requests and other Regulatory Coordination

Taylor Engineering expects that FDEP/FWC and USACE will each submit at least one Request for Additional Information (RAI) letter to COJ. Because of the limited and simple nature of these permit applications, Taylor Engineering assumes one request from each agency.

Taylor Engineering will coordinate the communication between agencies and COJ and respond to requests for additional information.

Task 2 U.S. Coast Guard Private Aids to Navigation (PATON) Application

The USCG requires that a PATON application be submitted with state and federal authorizations for the project. Taylor Engineering will, when the permits are provided, complete, submit, and coordinate the application for authorization from the USCG.

SCHEDULE

The project schedule can be reasonably well predicted for actions associated with the State of Florida, as the FDEP maintains a strict schedule for permit review, RAI responses, and final permit authorization efforts. The USACE does not have a similar policy, and because of the FEMA requirement for consultation regarding the North Atlantic Right Whale, will likely have to consult with the National Marine Fisheries Service, also without a firm review and response schedule. Therefore, we would expect an FDEP permit well within 6 months from the project start. We would not expect a USACE authorization in less than six months from the project start, and potentially longer, as the USACE begins project review when a state permit is available or nearly complete. In our experience, the USCG requires a few months to complete a PATON application review and issue its authorization.

Projected Project Schedule

Task	Months from Notice To Proceed							
	1	2	3	4	5	6	7	8
1.1	→							
1.2	→							
1.3		→						
1.4		→						
1.5		→						
1.6 (FDEP)			→	→	→			
1.6 (USACE)			→	→	→	→	→	
2						→	→	→

FEES

Taylor Engineering will complete the work for a lump sum, fixed fee cost of **$17,126.67**. Exhibit Y outlines these fees in the Contract Fee Summary Format, Engineering Division, City of Jacksonville.

ATTACHMENT A

BUOYS LOCATIONS

HUGUENOT BUOY REPLACEMENT LOCATIONS

EXHIBIT X

Legend

- Feature 1
- Huguenot Memorial Park

Google Earth
Image © 2020 TerraMetrics
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EXHIBIT Y

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

PART I - GENERAL	
1. Project PERMITTING ASSISTANCE FOR HUGUENOT NAVIGATION BUOY REPLACEMENT	2. Proposal No. / Contract No. P-52-17 / 8567-02
3. Name of Consultant Taylor Engineering, Inc.	4. Date of Proposal 8/4/2020

PART II - LABOR RELATED COSTS				
5. Direct Labor (Limiting Amount)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal Engineer	$ 67.87	0	$ 0.00	
Program Manager	$ 60.82	21	$ 1,277.22	
Senior Professional	$ 55.41	0	$ 0.00	
Project Professional	$ 42.38	0	$ 0.00	
Staff Professional	$ 31.48	114	$ 3,588.72	
Sr. CAD Designer	$ 45.90	16	$ 734.40	
Admin	$ 19.67		0.00	
TOTAL DIRECT LABOR				$ 5,600.34
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	175 % x Total Direct Labor			$ 9,800.60
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				$ 15,400.94
8. PROFIT: Labor Related Costs (Item 7)			x 10%	$ 1,540.09

PART III - OTHER COSTS		
9. Miscellaneous Costs (Reinmbursable/NTE)		
Site Visit Mileage (66 miles x 0.54/mile)	$ 35.64	
Boat Rental	$ 150.00	
	$	
	$	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL		$ 185.64
10. SUBCONTRACTS (Reimbursable/Not to Exceed)		
	$	
	$	
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)		$ -
11. REIMBURSABLE COSTS (Limiting Amount)		
	$	$ -
	$	
	$	
SUB-TOTAL REIMBURSABLES		$ -

PART IV - SUMMARY	
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables / Not To Exceed) (Items 5, 6, 8, 9, 10, and 11)	$ 17,126.67