

PUBLIC NOTICE
AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, February 27, 2020, 10:00 a.m.
Eighth Floor, Conference Room 851
Ed Ball Building, 214 N. Hogan Street
Jacksonville, FL 32202

Committee Members: Gregory Pease, Chairman
 Randall Barnes, Treasury
 James McCain, Jr., OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRA EXP	OUTCOME
Lillian Graining Councilman Aaron Bowman	P-07-20	Subcommittee Report Tourist Development Council Strategic Research & Analysis Tourist Development Council	It is the consensus of the committee that of the three (3) proposals received responding to the Request for Proposal (RFP) all were found to be responsive, interested, qualified, and available, to provide the required services. The ranking of first, second and third, designates the order of qualification of these companies to perform the required services and alphabetically they are: 2) Downs & St. Germain Research 3) JLL Americas 1) Johnson Consulting We recommend the above list is forwarded to the Duval Tourist Development Council Chairman for final selection.		
Tammy Emmons Sarah Ladino	P-06-19	Fee & Contract Negotiations Consultant Services for Development, Administration & Grading of Promotional Examinations Employee Services Department	That the City of Jacksonville enter into a contract with Industrial Organizational Solutions, Inc. (IOS) to provide Consultant Services for the Development/Administration & Grading of JFRD Promotional Examinations that (i) incorporates the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B'; (ii) provide a not-to-exceed maximum indebtedness of \$349,900.00; and (iii) provide a period of service from execution of the contract to April 1, 2021, with four (4) one-year renewal options available at terms mutually agreeable. All other terms and conditions are per the RFP and the City's standard contract language.		
William Joyce Jeff Foster	P-32-19	Subcommittee Report CEI Services for Lonnie Miller Park, Ash Remediation, Infrastructure Installation and Park Amenities Department of Public Works/Engineering & Construction Management Division	It is the consensus of the committee that of the four (4) proposals received responding to the Request for Proposal (RFP) all were found to be responsive, interested, qualified, and available, to provide the required services. The ranking of first, second and third, designates the order of qualification of these companies to perform the required services and alphabetically they are: 3) AE Engineering, Inc. 1) England, Thims and Miller, Inc. 2) Tetra Tech, Inc. We recommend the above list is forwarded to the Mayor for final selection so that fee & contract negotiations may begin with <u>England, Thims and Miller, Inc., the number one ranked company.</u>		
William Joyce Robin Smith	P-24-09	Contract Amendment No. 4 Engineering Services for Chaffee Road Department of Public Works/Engineering & Construction Management Division	That Contract No. 6579-14, originally executed January 21, 2010, between the City and Connelly & Wicker, Inc. for Engineering Services for Chaffee Road, be amended to: (i) incorporate the attached Scope of Services identified as Exhibit 'H' and the attached Contract Fee Summary identified as Exhibit 'I'; (ii) increase the Lump-Sum amount for Design Services by \$304,582.03 to a new limit of \$2,1009,911.71; (iii) increase the not to exceed limits for: Survey Services by \$24,238.08 to a new limit of \$374,334.32; Signalization Design by \$30,386.99 to a new limit of \$52,186.78 and to add new not to exceed limits for Bridge Design in the amount of \$49,816.15, Utility Test Holes in the amount of \$4,000.00 and Meetings in the amount of \$15,000.00; thereby (iv) increasing the maximum indebtedness to the city by \$428,023.25 to a new not-to-exceed total maximum of \$2,748,577.43. All other terms and conditions, as previously amended, shall remain the same except for such changes as the Office of General		

			Counsel may deem appropriate to ensure compliance with the City's Ordinances, Procurement policies and procedures, and applicable federal and state laws.		
MEETING ADJOURNED: _____					

cc: Council Auditor
 Subcommittee Members

TOURIST DEVELOPMENT COUNCIL

MEMORANDUM

TO: Greg Pease, Chairman
Professional Services Evaluation Committee (PSEC)

FROM: Lillian Graning, Executive Director
Duval County Tourist Development Council 

Aaron Bowman, Councilman District 3
Council Member

RE: P-07-20 Tourist Development Council Strategic Research & Analysis

DATE: January 27, 2020

The subcommittee received three (3) proposals for the **Tourist Development Council Strategic Research & Analysis** and found all to be responsive, interested, qualified and available to provide the services required by the Request for Proposal (RFP).

The proposals were evaluated using the selection criteria outlined in the Purchasing Code as augmented by the RFP.

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

- 2) Downs & St. Germain Research
- 3) JLL Americas
- 1) Johnson Consulting

Please advise us when this item is placed on your agenda so we may be present. After a full committee review we request that this item is sent to the Duval Tourist Development Council Chair for final decision.

Attachment(s): Scoring Matrix

Attachment B- Evaluation Matrix

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.**

- 1) **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 satisfactorily completed. Provide resumes of principal staff/project manager showing years of experience in the field to which they are assigned for this project. **(10 points maximum score)**
- 2) **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)**
- 3) **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)**
- 4) **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)**
- 5) **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 Contractors 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) 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. **(10 points maximum score)**
- 6) **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 employee assigned thereto and the period of continuous existence thereof. Additionally, Contractors 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)**

- 7) **PAST AND PRESENT DEMONSTRATED COMMITMENT TO SMALL AND MINORITY BUSINESSES AND CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE.** Responding to this evaluation criterion necessitates that Contractors indicate their past and present commitment to minority, women-owned, 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 minority, women-owned, small and emerging businesses on past projects; and (iv) commitment to and/or utilization of minority, women-owned, small and emerging businesses, certified JSEBs in particular, for the project solicitation in question. **(10 points maximum score)**

- 8) **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 in complete compliance with all applicable federal, state and local laws, statutes, ordinances, rules and regulations. **(10 points maximum score)**

- 9) **QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION.** Describe the Contractor's overall willingness to meet both time and budget requirements for the project, and subject to Chapter 126, Part 3 of Jacksonville Ordinance Code, Section 126.302(e) in particular, proposed total compensation or unit price quotations, including, without limitation, hourly rates, fees, or other charges that will ultimately be used during contract negotiations to calculate or determine total compensation. **(10 points maximum score)**

- 10) **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 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 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. 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)**



City of Jacksonville, Florida

Lenny Curry, Mayor

Employee Services Department
City Hall
117 West Duval Street, Suite 100
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

Date: February 24, 2020

MEMORANDUM

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

FROM: Tammy Emmons, Manager of Personnel Services
Employee Services Department *Tammy Emmons*

Sarah Ladino, Assessment Specialist
Employee Services Department *SL*

Subject: P-06-19 Consultant Services for the Development, Administration, & Grading of Promotional Examinations for JFRD

The Employee Services Department has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide the Consultant Services for the Development, Administration & Grading of Promotional Examinations for JFRD resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Industrial/Organizational Solutions, Inc. to provide Consultant Services for the Development, Administration & Grading of Promotional Examinations for JFRD 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 one year from date of execution of contract thru March 31, 2021, with four (4) one-year renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of \$349,900. 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

cc: Alex Baker, PSEC Specialist



INDUSTRIAL/ORGANIZATIONAL SOLUTIONS
PUBLIC SAFETY SELECTION EXPERTS

January 31, 2020

Tammy L. Emmons, Manager
Personnel Services – Examining
City of Jacksonville
117 West Duval Street, Suite M175
Jacksonville, FL 32202

SENT VIA ELECTRONIC MAIL: TEmmons@coj.net

Ms. Emmons,

I wanted to communicate the following clarifications related to IOS' proposal in response to the city's solicitation P-06-19:

- IOS will be responsible for compiling the military make-up examination, should one be necessary, from the multiple-choice items created for a target rank at no additional cost to the city.
- IOS, when requested, will find and secure a venue for the administration of the examination(s). The costs associated with the procurement of the venue will be invoiced to the City and the City will be responsible for reimbursing IOS.

Please let me know if you have any questions or require additional clarification.

We look forward to continuing our working relationship with the City.

Best regards,
Chad Legel

Public Safety Selection Experts

Exhibit 'A'



Section 4
Description of Services and Deliverables

- o) The examinations must be in compliance with the following internal documents:
1. The attached Consent Decree entered by the United States District Court Middle District of Florida, specifically paragraphs 76-107 (please read carefully) (**Attachment H**);
 2. The current version of any applicable collective bargaining agreement(s); (**Attachment H, Appendix 5**)
 3. The Civil Service and Personnel Rules and Regulations of the City of Jacksonville. (**Attachment J**)
- b) All examinations will be developed, administered, reviewed, and scored within six months of the first vacancy date.
- c) A new promotional examination must be developed and used for each classification.
- d) All examination materials, questions and related information must be kept secure. No one knowing, or related to, a JFRD employee shall have access to the examinations.
- e) The examinations' reading lists must be developed with the participation of Jacksonville Fire and Rescue Department Subject Matter Experts (SMEs).
- f) The development of examination questions and/or scenarios will NOT involve SMEs who:
1. are currently employed by JFRD,
 2. were previously employed by JFRD,
 3. have a known affiliation with a person employed or previously employed by The JFRD,
 4. currently reside in Florida, or
 5. resided in Florida within the last three (3) years prior to the examination.

JFRD employees shall serve as SMEs only to assist in the development and update of each job analysis and reading list, as well as serving on the protest hearing committee as per the City of Jacksonville, Florida Civil Service and Personnel Rules and Regulations.

II. Project Requirements:

For each examination request generated during the period of the contract, the Consultant will be expected to perform the following tasks:

- a) The Consultant must conduct an extensive job analysis indicating tasks/work behaviors, knowledge, skills, and abilities (KSAs), linkage information, all weights, and the method by which KSAs will be measured.
- 1) The job analysis will be planned by the Consultant/Firm in consultation with other experts, as identified by the City.
 - 2) The Consultant/Firm will provide a written report for each job analysis completed, and will produce a proposal for the promotion examination for each classification (including the information listed in paragraph 92 of the attached Consent Decree). The proposal

Exhibit 'A'

will be produced to the City at least 155 days before the scheduled examination date.

- 3) Regardless of the proposal described above, the Consultant/Firm must be prepared to develop and administer, with 60-day notice, an examination in the format used on the prior examination for that classification (see paragraph 95 of the attached Consent Decree).
- b) If the City notifies the Consultant that an examination in the previous format is needed and that format was 150 multiple-choice questions, the Consultant will develop and validate at least 250 items, 150 for the examination and 100 for possible make-up exams. Depending on whether the written examination is used in conjunction with other examination methods, the number of written items will accurately reflect the percentage of weights and knowledge dimensions included in the examination. Multiple-choice items will have four (4) independent answers which will not include "none of the above", or "all of the above", or various combinations of other answers. All items will have one and only one correct answer. Matching, essay, fill in the blank, and true/false items will not be used. The Consultant will maintain a record of the source from which each examination item was derived and the knowledge that is examined by each item. The overlapping items must be modified but remain at the same level of difficulty.
- c) In consultation with the JFRD, the Consultant will identify general source material to be compiled into a reading list, and provide this list to the City Employee Services Department for distribution at least 70 days prior to administration of any type of examination.
- d) The Consultant will maintain security of all examination materials prior to and after the examination. All examination material developed will become property of the City of Jacksonville, and all documents related to the project to include emails.
 - 1) There is to be no additional cost to the City of Jacksonville to receive copies of project related materials or documents, and they should be retained until notified otherwise and should be available on demand.
 - 2) The Consultant will keep a copy of all examination materials for themselves, should the Consultant need to defend their work even after expiration of the contract.
 - 3) If the Consultant desires to destroy any City of Jacksonville project related documents, the Consultant must let the City of Jacksonville know prior to any destruction of these documents.
- e) The Consultant must keep and maintain all records created in the process of developing JFRD promotion examinations covered by the scope of this Request for Proposal.
- f) The Consultant will be responsible for the exam administration process. City Employee Services Department will provide staff to assist.
- g) The Consultant will determine examination time limits and provide documentation of how those time limits were determined for each examination.
- h) Prior to completion of any examination administration, the Consultant will provide the City Employee Services Department with a keyed copy of the examination. The City of Jacksonville Employee Services Department will conduct the examination protest review sessions and maintain a log of protested items.
- i) The Consultant will prepare all materials necessary for any protest meeting and provide for and administer a protest hearing in conformance with Civil Service and Personnel Rules and Regulations.
- j) The Consultant will score the examination in conformance with Civil Service and Personnel Rules

EXHIBIT A

and Regulations. Upon completion of scoring, the Consultant will provide the City's Employee Services Department with an alphabetical list of examinees and their respective scores in percentage format carried out to three decimal places in a Microsoft Excel spreadsheet.

- k) Upon completion of the examination, the Consultant must develop a candidate feedback document that provides each candidate with a written profile of his or her performance. This must be done within two weeks of the protest hearing, or if no protests are received, within two weeks of the conclusion of the protest period.
- l) The Consultant will provide for each examination developed, a complete report detailing all aspects of examination development and specifically state how the services comply with the generally accepted standards in the field of examinations and measurement. If necessary, the Consultant will testify in any hearings or trials involving the use of materials developed by the Consultant. This includes any expert reports or testimony required after the contract expires. The City of Jacksonville will cover travel, meal, and lodging expenses incurred by the Consultant for such testimony, and a nominal fee for time, not to exceed \$2,500 per examination. The Consultant will provide an assessment reliability rating for each examination based up finalization of scores upon request.
- m) The Consultant will provide an examination technical report to include an adverse impact analysis and assessment reliability rating based upon finalization of the scoring process, and provide that information to the City for each examination.

(End of Section 4 - Remainder of page intentionally left blank)

EXHIBIT 'A'

Form 1 - Price Sheet

NAME OF CONSULTANT Industrial/Organizational Solutions, Inc.

Proposal Number P-06-19

SCHEDULE OF PROPOSED PRICES/RATES

Contract Fee Summary:

JOB	Written Exam
Engineer	\$ 34,990
Lieutenant Rescue	\$ 34,990
Captain Rescue	\$ 34,990
District Chief Rescue	\$ 34,990
Lieutenant Suppression	\$ 34,990
Captain Suppression	\$ 34,990
District Chief Suppression	\$ 34,990
Lieutenant Prevention	\$ 34,990
Captain Prevention	\$ 34,990
District Chief Prevention	\$ 34,990
TOTAL	\$ 349,900

EXHIBIT 'B'



City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

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

THRU: John Pappas, P.E. 
Director, Department of Public Works

FROM: Bill Joyce, P.E. 
Director of Operations, Department of Public Works

Jeffrey S. Foster, P.G.
SW Environmental Engineering Manager, Solid Waste Division

02/20/20 10:36:15
Procurement Division



DATE: February 13, 2020

SUBJECT: P-32-19 CEI Services for Lonnie Miller Park, Ash Remediation, Infrastructure Installation
And Park Amenities

The subcommittee received four (4) proposals for evaluation for the subject project and found all to be responsive, interested, qualified and available to provide the services required by the RFP.

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

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

3. AE Engineering, Inc.
1. England, Thims and Miller, Inc.
2. Tetra Tech, Inc.

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

JSF/jsf

Attachment: Scoring Matrix

ab



City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

February 12, 2020

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

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

FROM: William J. Joyce, P.E. *William J. Joyce*
Director of Operations
Robin G. Smith, P. E. *Robin G. Smith*
Chief, Engineering and Construction Management

SUBJECT: P-24-09 Engineering Services for Chaffee Road
Contract 6579-14, Amendment 4
Consultant Services Account No.: PWSD114FAIR-06505-PW0780-01/
001300-159001-565050-10103-0000000
Internal Services Account No.: PWEN011AD

02/20/20 10:56:21
Procurement Division

The purpose of this amendment is to remove the bicycle lanes from the project and change the travel lane width to 11'. The consultant will establish new right-of-way for the roadway, re-size stormwater ponds and flood compensation area and prepare revised 90% construction plans. Negotiations with the consultant have resulted in the attached Scope of Services, Exhibit H and Fee Summary, Exhibit I. JSEB firms to be utilized to meet the 20% participation goal established for this contract are detailed on a separate attachment.

Accordingly, this is to recommend that Contract No #6579-14, originally executed January 21, 2010, between the City and Connelly & Wicker, Inc. for Engineering Services for Chaffee Road, be amended to incorporate the attached Scope of Services, Exhibit H, Fee Summary, Exhibit I to increase the Lump Sum amount for Design Services by \$304,582.03 to a new limit of \$2,100,911.71, to increase the not to exceed limits for: Survey Services by \$24,238.08 to a new limit of \$374,334.32; Signalization Design by \$30,386.99 to a new limit of \$52,186.78 and to add new not to exceed limits for Bridge Design in the amount of \$49,816.15, Utility Test Holes in the amount of \$4,000.00 and Meetings in the amount of \$15,000.00; thereby increasing the maximum indebtedness to the city by \$428,023.25 to a new maximum of \$2,748,577.43; with all other terms and conditions of the Agreement remaining unchanged.

WJJ/lw

Attachments: Exhibits H & I
JSEB Participation

cc: David D. Hahn, P. E., Project Manager, Engineering and Construction Management
Lori A. West, PW Contract Specialist, Engineering and Construction Management

amb

EXHIBIT "H"

SCOPE OF SERVICES FINAL DESIGN PHASE

CHAFFEE ROAD,
FROM SOUTH OF NORMANDY BLVD TO CRYSTAL SPRINGS ROAD

CITY OF JACKSONVILLE, FLORIDA

I. SCOPE OF PROJECT

- A. The intent of this amendment is to revised the Chaffee Road plans to REMOVE the BICYCLE LANES from the project and change the travel lane widths to 11 feet. The Consultant shall establish new right of way for the roadway, re-size stormwater ponds and flood compensation area, and prepare REVISED 90% construction plans for the reconstruction of Chaffee Road using the revised typical section.
- B. The Project limits along Chaffee Road shall be south of Normandy Boulevard (SR 228) to north of Crystal Springs Road.
- C. It is intended that the Consultant's services will result in all drawings, sketches, and other documents needed for the City to purchase right of way, adjust utilities and contract for construction of the project.
- D. Consultant's services on the project may be in four (4) phases: (1) Study/Conceptual Design, (2) Right of Way Design, (3) Final Design, and (4) Construction, with separate negotiation and fee for each phase. This agreement for these services shall be for the Final Design phase only. At the City's option, upon completion of the Final Design phase, this contract may be extended to include Construction phase services after negotiation of mutually satisfactory terms.

II. PROJECT REQUIREMENTS

- A. Final Design Requirements:

February 5, 2020

1. ROADWAY DESIGN

The CONSULTANT will prepare design plans for a new four lane divided roadway with 11-foot lanes with NO Bicycle lane. A Multi-purpose path shall be provided on the west side of Chaffee Road within the project limits. The roadway shall have curb & gutter. The design speed of the roadway shall be 45 MPH. All design criteria shall be based on the "Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways, State of Florida", Latest Edition; the current edition of the "City Standards" and the "Land Development Procedures Manual"; Florida Department of Transportation Roadway and Traffic Standards; and the American Association of State Highway and Transportation Officials Policies and Guidelines. The construction plans shall include detailed Maintenance of Traffic plans and Utility Relocation plans showing the new locations of proposed utilities within the corridor.

2. DRAINAGE DESIGN

- a. Redesign Chaffee Road storm sewer (143 inlet structures).
- b. Storm sewer cross sections (182 structures) (includes inlets, manholes and endwalls).
- c. Stormwater Ponds: revise four stormwater ponds and a flood compensation area which includes confirming basin drainage areas & basin characteristics, calculating treatment volumes, determining the design high water elevations.

All drainage design criteria shall conform to the City Standard Specifications, Details, and Land Development Procedures Manual, and the regulations and policies of jurisdictional permitting agencies. Drainage Design shall continue downstream to the point of positive discharge.

3. WETLAND PERMITTING

February 5, 2020

The CONSULTANT will revise the Wetland sketches/maps. The Consultant will determine the type of wetlands that are impacted and amount of dredge and fill caused by the change in typical section of Chaffee Road.

4. STRUCTURES DESIGN

- a. Bridge: The Consultant will furnish REVISED 90% bridge plans for the proposed Chaffee Road bridge widening over McGirts Creek (Bridge No. 724373). An Estimate of probable cost estimate for the proposed bridge section will also be provided.
- b. Signalization: The Consultant shall re-design traffic signal mast arms at the following intersection:
 - i. Chaffee Road at Falkland Road / Panther Creek Parkway

5. SUBSURFACE UTILITY LOCATES (SUE)

The CONSULTANT will locate existing utilities at Panther Creek/Falkland Road signal mast arm foundation.

6. SIGNING & PAVEMENT MARKING – The Consultant will resubmit REVISED 90% signing & pavement marking plans.

7. SIGNALIZATION - The Consultant shall furnish REVISED 90% signalization plans at the following intersections:

- i. Chaffee Road at Normandy Blvd (no change to existing strain poles)
- ii. Chaffee Road at Sam Caruso Way (2 redesigned mast arms)
- iii. Chaffee Road at New World Avenue (2 redesigned mast arms)
- iv. Chaffee Road at Falkland Road (2 new redesigned mast arms)

8. LIGHTING – The Consultant shall revise lighting calculations based on AASHTO guidelines and coordinate pole spacing with JEA electric pole relocations. The Consultant shall prepare REVISED 90% lighting plans.

February 5, 2020

9. Maintenance of Traffic – The Consultant shall revised the 90% maintenance of traffic plans.

10. OPTIONAL SERVICES

a. Right-of-way meeting with Parcel owners – at the City's request, Connelly & Wicker staff will attend meetings with parcel owners to discuss design elements associated with the right-of-way acquisition.

B. Sequence of Services Sequence of Services:

1. 90% Resubmittal (90% roadway, drainage, signing & pavement marking, signalization, lighting, maintenance of traffic, bridge design)
2. Resubmittal of Final Right-of-way maps with Legal Descriptions

C. Project Submittal Requirements:

1. 90% Resubmittal of FINAL Design (90% roadway/drainage and 90% bridge plans):

Up to five (5) sets of preliminary drawings shall be furnished to the Project Manager at the completion of this phase. Drawings will be half size (11" x 17") and shall include the following items, at a minimum:

- a. Detailed maintenance of traffic plans.
- b. Summary of Quantity sheets.
- c. Signing & marking plans.
- d. Lighting plans.
- e. Erosion control plans.
- f. Utility relocation plans showing the proposed relocations of all the existing utilities within the corridor.
- g. signalization plans.
- h. 90% bridge plans shall include: general plan and elevation, demolition limits, preliminary superstructure details including proposed typical cross section, and an estimate of probable bridge construction cost.

February 5, 2020

2. Utility Coordination: During this work, the Consultant will be expected to furnish up-to-date drawings at the earliest possible time to assist utilities in locating their facilities for the purpose of resolving conflicts with the construction.
3. Estimates: Budget estimates for the anticipated cost of construction will be furnished along with the REVISED 90% plans.
4. Design Reviews: The Consultant, when submitting drawings at the REVISED 90% submittal will allow a (4) weeks review time and, if requested, will attend and prepare meeting minutes of a review conference at the end of the period to discuss the agency comments. In addition, if directed by the Project Officer, a complete review will be held at the project site. Any changes, refinements, or modifications developed in each review shall be incorporated into the design or otherwise disposed of before proceeding to follow-on design work. Each agency's markup shall be returned with the next follow-on submittal, showing the Consultant's response to the agency comments.

D. Permitting Requirements:

1. No changes to the original contract.

E. Additional Requirements:

1. Provide dialogue with the Streets and Stormwater Management Division, Traffic Engineering Division, Engineering Division, and JEA Water & Sewer Business Unit pertinent to all phases.
2. Provide dialogue with all affected utility companies as appropriate.
3. Plans shall be 11" x 17" sheets.
4. The City shall be the Owner of the final documents.
5. The Consultant shall take notes of all design/review meetings held with City agencies. These notes shall be transcribed and furnished to the Project Manager for concurrence as soon as practical after the date of the meeting.

February 5, 2020

6. The Consultant shall work directly with the Project Manager and the Consultant will receive all information from the City Project Manager.
7. The Consultant shall be notified in writing by the Project Manager regarding changes to the project that will require modification to the Consultant's work.

III. ENGINEERING DIVISION RESPONSIBILITIES

A. Documents

The Engineering Division shall provide any available plans, maps, and other pertinent information essential to the satisfactory completion of the work indicated herein.

B. Reviews

The Program Manager will provide timely reviews of the Consultant's work in accordance with the schedule agreed upon between the Program Manager and the Consultant. Each review period by the City shall be approximately four weeks, at which time all comments will be forwarded to the Consultant.

IV. TIME SCHEDULE

A. The FINAL Design Phase shall follow the time schedule listed below

1. Submit 90% PRE-FINAL Resubmittal (all design components) plans **180 Days** from NTP.
2. Submit FINAL Right of Way Maps & Legal Descriptions **180 Days** from NTP.

B. The total time allowed for the 90% Resubmittal Phase shall be **180 Days**.

V. PROGRESS REPORTING

The Design Consultant will provide a schedule for all activities anticipated as part of this Study. Primavera-based scheduling software (Suretrak, P3, etc.) will be used to build and maintain the design schedule. All significant milestones will be identified. The Design Consultant will submit an updated schedule on a monthly basis to the Program Manager. This schedule will accompany and support the Consultant's Invoice. In those instances where no invoice will be submitted, the updated schedule will still be required. In the event of unforeseen delays, the Consultant will attempt to minimize these delays and report on actions taken to maintain the original schedule. Any changes made to the schedule will be explained. Significant activities for the past month and projected activities for the next month will be highlighted. Any support requests or issues will be identified with recommendations from the Consultant.

VI. NOTICE TO PROCEED

No work on this project shall be performed until a contract has been executed and Notice to Proceed is issued which specifically authorizes such work

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

PART I - GENERAL				
1. Project Chaffee Road Widening - REVISED Final Design			2. Proposal Number P-24-09	
3. Name of Consultant Connelly & Wicker Inc.			4. Date of Proposal 2/3/2020	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Project Manager	\$ 66.35	265	\$ 17,582.75	
Senior Engineer	\$ 60.61	391	\$ 23,698.51	
Project Engineer	\$ 38.72	797	\$ 30,859.84	
Designer	\$ 32.00	1188	\$ 38,016.00	
TOTAL DIRECT LABOR	\$41.71	2641		\$ 110,157.10
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate (Office)		150 % x Total Direct Labor		\$ 165,235.65
Overhead Rate (Field)		0 % x Total Direct Labor		\$ -
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 275,392.75
8. PROFIT: Labor Related Costs (Item 7) x 10%				\$ 27,539.28
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation & Shipping			\$ 0.00	
Presentation Boards			\$ 0.00	
Reproduction			\$ 1,650.00	
Newspaper Ad			\$ 0.00	
U.S. Mail			\$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ 1,650.00
10. SUBCONTRACTS (Lump Sum)				
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
SUB-CONTRACT SUB-TOTAL				\$ -
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$ 304,582.03
11. REIMBURSABLE COSTS (Limiting Amount)				
Right-of-way Maps - Clary & Associates			\$ 24,238.08	
Bridge Design - Civil Services, Inc.			\$ 49,816.15	
Utility Test Holes - Clary & Associates (Optional Service)			\$ 4,000.00	
Signalization Design - Peters & Yaffee			\$ 30,386.99	
Right-of-way meetings with parcel owners (Optional at above CW rates)			\$ 15,000.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
SUB-TOTAL REIMBURSABLES				\$ 123,441.22
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$ 428,023.25
12. PRIOR CONTRACT AMOUNT				\$ 2,320,554.18
AMENDED AMOUNT OF CONTRACT				\$2,748,577.43

**ESTIMATE OF WORK EFFORT AND FEE FOR
CONSTRUCTION PLANS**

CONSULTANT: RFP NO.:		Connelly & Wicker Inc. P-24-09		NAME OF PROJECT: FROM:		Chaffee Road Widening - REVISED Final Design Crystal Springs Road		
ESTIMATOR NAME / DATE:		Cummings / December 2019		TO:		Normandy Boulevard		
				LENGTH:		2.7 Miles		
No. / ACTIVITY	PROJECT MANAGER		SENIOR ENGINEER		PROJECT ENGINEER		DESIGNER	
	RATE/HR	LABOR COST	RATE/HR	LABOR COST	RATE/HR	LABOR COST	RATE/HR	LABOR COST
	MAN HOURS		MAN HOURS		MAN HOURS		MAN HOURS	
113 Basic Roadway Plan Prep.	134	\$8,890.90	208	\$12,606.88	403	\$15,604.16	597	\$19,104.00
109 Drainage Design	91	\$6,037.85	123	\$7,455.03	278	\$10,764.16	420	\$13,440.00
115 Bridge Design	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
110 Traffic Signal Plans	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
111 Signing/Symbol Plans	19	\$1,260.65	28	\$1,697.08	53	\$2,052.16	75	\$2,400.00
112 Lighting Plans	19	\$1,260.65	28	\$1,697.08	56	\$2,168.32	85	\$2,720.00
Environmental/Permitting	2	\$132.70	4	\$242.44	7	\$271.04	11	\$352.00
TOTAL	265	\$17,582.75	391	\$23,698.51	797	\$30,859.84	1188	\$38,016.00

No. / ACTIVITY	RATE/HR =		RATE/HR =		MAN HOURS		SALARY	
	MAN HOURS	LABOR COST	MAN HOURS	LABOR COST	BY ACTIVITY	AVG. HOURLY COST	COST	DIST. %
113 Basic Roadway Plan Prep.					1342	\$56,205.94	\$41.88	51%
109 Drainage Design					912	\$37,697.04	\$41.33	34%
115 Bridge Design					0	\$0.00		
110 Traffic Signal Plans					0	\$0.00		
111 Signing/Symbol Plans					175	\$7,409.89	\$42.34	7%
112 Lighting Plans					188	\$7,846.05	\$41.73	7%
Environmental/Permitting					24	\$998.18	\$41.59	1%
TOTAL					2641	\$110,157.10	\$41.77	

MISCELLANEOUS DIRECT COST

CONSULTANT: Connelly & Wicker Inc.
 RFP NO.: P-24-09
 PREPARED:

NAME OF PROJECT:
 FROM:
 TO:

Chaffee Road Widening - REVISED Final Design
 Crystal Springs Road
 Normandy Boulevard

ITEM DESCRIPTION	0 Boards @ \$0.00 Per Board =			ITEM TOTAL	COMMENTS
Presentation Boards: (Original Reproducibles)					
Reproduction (Blue Line & Sepias)					
	8.5" x 11"	Color	11" x 17"		
Drainage Report	0	0	0		
75% Submittal	500	0	2,500		
90% Submittal	600	0	3,000		
100% Submittal	0	0	0		
Public Notice	0	1,000	0		
Total Sheets	1,100	1,000	5,500		
Cost:	8.5" x 11"	0 Sheets @ \$	0.10 =	\$0.00	
	8.5" x 11" Color	0 Sheets @ \$	0.17 =	\$0.00	
	11" x 17"	5,500 Sheets @ \$	0.30 =	\$1,650.00	
Travel from: [Consultant Office Location]					
To Project:	# Trips				
Transport:	0 x	60 miles x \$	0.30 per mile*	\$0.00	
To City Hall:	# Trips				
Transport:	0 x	30 miles x \$	0.30 per mile*	\$0.00	
To Other Agency (SJRWMD):	# Trips				
Transport:	0 x	20 miles x \$	0.30 per mile*	\$0.00	
Shipping (Courier)		0 Deliveries @ \$10.00 Each		\$0.00	
Times Union Newspaper Ad				\$0.00	
U.S. Mail				\$0.00	
TOTAL COST				\$1,650.00	

* MAXIMUM \$ 0.30 / MILE

SUMMARY OF MANHOOR REQUIREMENTS

CONSULTANT:
RFP NO.:
PREPARED:

Connelly & Wicker Inc.
 P-24-09

NAME OF PROJECT: Chaffee Road Widening - REVISED Final Design
FROM: Crystal Springs Road
TO: Normandy Boulevard

ITEM	NO. OF SHEETS	TOTAL MANHOURS	COMMENTS
113 Basic Roadway Plan Prep.	277	1342	
109 Drainage Design	229	912	
115 Bridge Design	0	0	by CSI
110 Traffic Signal Design	0	0	by Peters & Yaffee
111 Signing/Symbol Plans	30	175	
112 Lighting Plans	29	188	
114 Environmental/Permitting	0	24	
Field Review Plans Checking			Included in Above Items Included in Above Items
TOTAL	565	2641	4.63 Hours/Sheet

DESIGN SURVEY PARTIES		
SIZE OF PARTY	PARTY	PARTY DAYS
3-Man		0
4-Man		0
TOTAL NUMBER OF PARTY DAYS		0

ROADWAY PLANS PREPARATION

CONSULTANT:
RFP NO.:
PREPARED:

Connelly & Wicker Inc.
P-24-09

NAME OF PROJECT:
FROM:
TO:

Chaffee Road Widening - REVISED Final Design
Crystal Springs Road
Normandy Boulevard

ITEM	SCALE	UNIT	NO. OF UNITS	NO. OF SHEETS	M-H PER UNIT	TOTAL MANHOURS	COMMENTS
113 Basic Roadway Plan Prep.	1"=						
Key Map, Index & Standards		Sheet	0	0	0.00	0.00	
Typical Section and Notes		Sheet	6	6	6.00	36.00	Sheet 10-15
Pavement Design		L.S.	0	0	0.00	0.00	
Access Management Study		L.S.	0	0	0.00	0.00	
Plan Sheets	1"=40'	Sheet	26	26	12.00	312.00	Sheets 51-76
Profile Sheets	1"=40'	Sheet	25	25	8.00	200.00	Sheet 85-109
Back of Sidewalk Profiles		Sheet	0	0	0.00	0.00	
Special Profiles		Sheet	0	0	0.00	0.00	
Misc. Constr. Details		Sheet	0	0	0.00	0.00	
Maintenance of Traffic		Sheet	110	110	2.00	220.00	Sheet 386 to 496
Cross Sections - Urban		Section	288	110	1.00	288.00	Sheet 200 to 309
Cross Sections - Rural		Section	0	0	0.00	0.00	
Quantity Take-Off		L.S.	1	0	160.00	160.00	Sheets 20-35
Specifications		L.S.	0	0	0.00	0.00	
Construction Cost Estimates		Each	1	0	16.00	16.00	
ROW Meetings		Each	2	0	16.00	32.00	2 people @ 4 hrs per meeting
Public Meeting - Preparation		Each	0	0	0.00	0.00	
Public Meeting		Each	0	0	0.00	0.00	
Meetings - P.M.		Each	0	0	0.00	0.00	
Field Reviews		Each	0	0	0.00	0.00	
Progress Reporting		Month	0	0	0.00	0.00	
Utilities and Railroad		L.S.	1	0	78.00	78.00	See Attached Documentation
ROADWAY PLANS TOTALS				277		1342.00	

ROADWAY PLANS PREPARATION

CONSULTANT: Connelly & Wicker Inc. **NAME OF PROJECT:** Chaffee Road Widening - REVISED Final Design
RFP NO.: P-24-09 **FROM:** Crystal Springs Road
PREPARED: **TO:** Normandy Boulevard

ITEM	SCALE	UNIT	NO. OF UNITS	NO. OF SHEETS	M-H PER UNIT	TOTAL MANIHOOURS	COMMENTS
113 Utility & Railroad	1"=						
Utility Adjustment Sheets	1"=40'	Sheet	26	26	3.00	78.00	Sheets 360 to 385
Railroad Key Map		Sheet	0	0	0.00	0.00	
Railroad Plan Sheet		Sheet	0	0	0.00	0.00	
Existing Utility Report		L.S.	0	0	0.00	0.00	
JEA Water & Sewer Meetings		L.S.	0	0	0.00	0.00	JEA Water, JEA Sewer, JEA Electric/Fiber, Comcast, AT&T of Florida, Florida Gas Transmission Co., AT&T Long Distance, TECO
Utility Coordination		Each	0	0	0.00	0.00	
UTILITIES & RAILROADS TOTALS						78.00	Include These Totals in Roadway Plans Preparation on Sheet 6

109 Basic Roadway Plan Prep.	1"=						
Drainage Map - Rural		Sheet	0	0	8.00	0.00	no change to cross drain
Drainage Map - Urban	1"=100'	Sheet	5	5	8.00	40.00	Sheets 5-9
Supplementary Drain. Map	1"=400'	Sheet	0	0	0.00	0.00	
Drainage Design - Urban		L.S.	1	1	215.00	215.00	143 inlets @ 1.5 hrs per structure
Drainage Design - Report		L.S.	1	1	40.00	40.00	5 storm sewer systems @ 8 hrs per system
Design - Major X-Drains		Each	0	0	0.00	0.00	no change
Drainage Struct. - Rural		Sheet	0	0	0.00	0.00	
Drainage Struct. - Urban		Each	182	182	2.00	364.00	182 structures @ 2 hrs per structure
Summary - Drainage Struct		Sheet	12	12	8.00	96.00	Sheet 36 - 47
Summary - Side drain		Each	70	2	1.50	105.00	Sheet 48-49 (includes drawing on plan sheet)
Ditch Design		Mile	0	0	0.00	0.00	
Pond Siting Report		L.S.	0	0	0.00	0.00	
Flood Compensation Plan		L.S.	1	1	8.00	8.00	recalculate fill in McGirts Creek flood plain
Stormwater Pond Plans		Pond	2	2	8.00	16.00	revise Pond 3 South & 3 North
Bridge Hydraulic Report		L.S.	0	0	0.00	0.00	
Erosion Control Plans		Sheet	28	28	1.00	28.00	revise
DRAINAGE TOTALS						912.00	

GROUND SIGNING & MARKING

CONSULTANT:
RFP NO.:
PREPARED:

Connelly & Wicker Inc.
P-24-09

NAME OF PROJECT:
FROM:
TO:

Chaffee Road Widening - REVISED Final Design
Crystal Springs Road
Normandy Boulevard

ITEM	SCALE	UNIT	NO. OF UNITS	NO. OF SHEETS	M-H PER UNIT	TOTAL MANHOURS	COMMENTS
111 Signing/Symbol Drawings	1"=						
Key Map		Sheet	0	0	0.00	0.00	
General Notes		Sheet	0	0	0.00	0.00	
Tabulation of Quantities		Sheet	4	4	8.00	32.00	
Plan Sheets		Sheet	26	26	5.50	143.00	Sheet S-2 to S-27
Guide Sign Work Sheets		Sign	0	0	0.00	0.00	
* Cross Sections		Sign	0	0	0.00	0.00	
* Support Computations		Sign	0	0	0.00	0.00	
Interchange Signing		Sheet	0	0	0.00	0.00	
SIGNING & MARKING TOTALS						175.00	

ITEM	SCALE	UNIT	NO. OF UNITS	NO. OF SHEETS	M-H PER UNIT	TOTAL MANHOURS	COMMENTS
111 Ovrhd Signing/Symbol Drmgs	1"=						
Key Map		Sheet	0	0	0.00	0.00	
General Notes		Sheet	0	0	0.00	0.00	
Tabulation of Quantities		Sheet	0	0	0.00	0.00	
Guide Sign Work Sheets		Sign	0	0	0.00	0.00	
Sign Layout & Location		Sheet	0	0	0.00	0.00	
Cross-Sections & Layout		Sign	0	0	0.00	0.00	
Truss for Overhead Signs		Sign	0	0	0.00	0.00	
Cantilever for Overhead		Sign	0	0	0.00	0.00	
Conc/Metal Pole for Span		Location	0	0	0.00	0.00	
Service Point Detail		Each	0	0	0.00	0.00	
OVERHEAD SIGNING & MARKING TOTALS						0.00	

LIGHTING DESIGN

CONSULTANT: Connelly & Wicker Inc. **NAME OF PROJECT:** Chaffee Road Widening - REVISED Final Design
RFP NO.: P-24-09 **FROM:** Crystal Springs Road
PREPARED: Normandy Boulevard

ITEM	SCALE	UNIT	NO. OF UNITS	NO. OF SHEETS	M-H PER UNIT	TOTAL MANHOURS	COMMENTS	
112 Roadway Lighting Drawings	1"=1'							
Key Map		Sheet	0	0	0	0.00		
Tabulation of Quantities		Sheet	2	2	8	16.00		
Pole Data Sheet		Sheet	1	1	8	8.00		
Metal Pole Detail Sheet		Sheet	0	0	0	0.00		
Concrete Pole Detail Sht.		Sheet	0	0	0	0.00	JEA Standard	
Service Point Detail		Sheet	0	0	0	0.00	By JEA	
Schematic		Sheet	0	0	0	0.00		
Plan Sheets		Sheet	26	26	4	104.00	Sheet L-7 to L-32, coordinate with JEA	
Special Details		Sheet	0	0	0	0.00		
Lighting calculations		LS	1	0	60	60.00	2.6 mile	
LIGHTING DESIGN TOTALS							188.00	

PERMITTING AND ENVIRONMENTAL

CONSULTANT: Connelly & Wicker Inc. **NAME OF PROJECT:** Chaffee Road Widening - REVISED Final Design
RFP NO.: P-24-09 **FROM:** Crystal Springs Road
PREPARED: TO: Normandy Boulevard

ITEM	SCALE	UNIT	NO. OF UNITS	NO. OF SHEETS	M-H PER UNIT	TOTAL MANHOURS	COMMENTS	
Permitting/Environmental								
Permit Prep. and Coordination								
SJRWMD - MSSW Permit		Project	0		0.00	0.00		
SJRWMD - Dredge/Fill Permit		Project	0		0.00	0.00		
FDEP Permit		Project	0		0.00	0.00		
Fla. Dept. of Natural Resources		Project	0		0.00	0.00		
Corps of Engineers		Project	0		0.00	0.00		
Fla. Dept. of Transportation		Project	0		0.00	0.00		
City Clearing Permit		Project	0		0.00	0.00		
NPDES Permit		Project	0		0.00	0.00		
Wetland Staking		Project	0		0.00	0.00		
Mitigation Design		Project	1		24.00	24.00	By Subconsultant	
SJRWMD Meeting		Each	0		0.00	0.00	revise wetland impact maps (Sheets 195-197)	
Cost Estimate for Tree Permit		L.S.	0		0.00	0.00		
PERMITTING AND ENVIRONMENTAL TOTALS							24.00	

SURVEY & RIGHT OF WAY MAPS

CONSULTANT: Connelly & Wicker

NAME OF PROJECT: Chaffee Road

SUBCONSULTANT: Clary & Associates, Inc.
RFP No.:

FROM: Normandy
TO: I-10

3 MAN RATE = \$1,262.40 Surveyor & Mapper = \$173.58
CADD Tech = \$94.68 Clerical = \$54.17

ITEM	3-MAN DAYS	4 MAN DAYS	3-MAN COST	4-MAN COST	TOTAL COST	COMMENTS
Design Survey						
Baseline Control			\$1,262.40		\$0.00	
Alignment			\$1,262.40		\$0.00	
Target Placement			\$1,262.40		\$0.00	
Reference Points			\$1,262.40		\$0.00	
Section Line Ties			\$1,262.40		\$0.00	
Property/Subdivision Ties			\$1,262.40		\$0.00	
Side Street Intersections			\$1,262.40		\$0.00	
Topography			\$1,262.40		\$0.00	
Bench Levels			\$1,262.40		\$0.00	
Roadway Cross-Sections			\$1,262.40		\$0.00	
Underground Utilities			\$1,262.40		\$0.00	
Jurisdictional Survey			\$1,262.40		\$0.00	
Stake-Out for Borings			\$1,262.40		\$0.00	
Pond Survey			\$1,262.40		\$0.00	
Detention Pond			\$1,262.40		\$0.00	
Tree Survey			\$1,262.40		\$0.00	
TOTAL	8				\$0.00	
OFFICE SUPPORT	UNIT	NO. OF UNITS	COST/ UNIT	COST	TOTAL COST	
Surveyor	Hour		\$173.58		\$0.00	
Technician	Hour		\$94.68		\$0.00	
Clerical	Hour		\$54.17		\$0.00	
TOTAL					\$0.00	
AERIAL PHOTOGRAPHY	UNIT	NO. OF UNITS	COST/ UNIT	COST	TOTAL COST	
Photography	Mile				\$0.00	
Cross-section Sheets	Mile				\$0.00	
TOTAL		0			\$0.00	
RIGHTS-OF-WAY	UNIT	NO. OF UNITS	COST/ UNIT	COST	TOTAL COST	
Right-of-Way Maps	Hour	108	\$94.68		\$10,225.44	revise 18 sheets
Legal Descriptions/Sketches	Hour	148	\$94.68		\$14,012.64	revise 74 legal descriptions
Title Searches	Hour		\$94.68		\$0.00	
TOTAL		256			\$24,238.08	
TOTAL : \$36,686.38						
PREPARED: December 13, 2019						
LIMITED AMOUNT	UNIT	NO. OF UNITS	COST/ UNIT	COST	TOTAL COST	
	Each	10	\$400.00		\$4,000.00	

TOTAL COST: \$28,238.08

ESTIMATE OF WORK EFFORT AND COST - SUBCONSULTANT

Name of Project: Chalfee Road Widening
 County: Duval
 FPN: NA
 FAP No: NA

Consultant Name: Civil Services, Inc.
 Consultant No: enter consultants proj number
 Date: 1/22/2020
 Estimator: C. Morse

Staff Classification	Total Staff Hours From Summary Form	Principal	Project Manager	Sr. Engineer	Engineer	Designer	Technician	Staff Classification 7	Staff Classification 8	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task	
3. Project General and Project Common Tasks	0	\$53.80	\$49.21	\$43.17	\$37.86	\$28.43	\$21.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0	#DIV/0!	
4. Roadway Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
5. Roadway Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
6a. Drainage Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
6b. Drainage Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
7. Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
8. Environmental Permits and Env. Clearances	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
9. Structures - Misc. Tasks, Dwg's, Non-Tech	62	1	2	16	25	19	0	0	0	0	0	0	0	63	\$2,170	\$34.45	
10. Structures - Bridge Development Report	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
11. Structures - Temporary Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
12. Structures - Short Span Concrete Bridge	418	6	12	104	166	125	0	0	0	0	0	0	0	415	\$14,268	\$34.45	
13. Structures - Medium Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
14. Structures - Structural Steel Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
15. Structures - Segmental Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
16. Structures - Movable Span	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
17. Structures - Retaining Walls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
18. Structures - Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
19. Signing & Pavement Marking Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
20. Signing & Pavement Marking Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
21. Signalization Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
22. Signalization Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
23. Lighting Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
24. Lighting Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
25. Landscape Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
26. Landscape Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
27. Survey (Field & Office Support)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
28. Photogrammetry	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
29. Mapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
30. Terrestrial Mobile LIDAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
31. Architecture Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
32. Noise Barriers Impact Design Assessments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
33. Intelligent Transportation Systems Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
34. Intelligent Transportation Systems Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
35. Geotechnical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
36. 3D Modeling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
Total Staff Hours	478	9	14	120	191	144	0	0	0	0	0	0	0	478	\$18,468.16	\$34.45	
Total Staff Cost		\$485.10	\$632.64	\$5,300.40	\$8,242.76	\$3,905.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,468.16	\$34.45	

SALARY RELATED COSTS			
OVERHEAD	175%		\$18,468.16
OPERATING MARGIN	10%		\$1,846.82
FCM (Facilities Capital Cost Money)	0.00%		\$0.00
EXPENSES	0.00%		\$0.00
SUBTOTAL ESTIMATED FEE			\$18,468.16
Survey (Field)	4-person crew		
	days @	\$	/ day
Geotechnical Field and Lab Testing			\$0.00
SUBTOTAL ESTIMATED FEE			\$18,468.16
Optional Services			\$0.00
GRAND TOTAL ESTIMATED FEE			\$18,468.16

Notes:
 1. This sheet to be used by Subconsultant to calculate its fee

Project Activity 9: Structures Summary and Miscellaneous Tasks and Drawings

Estimator

Chaffee Road Widening
NA

Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	Design and Production Staffhours				Comments				
			No. of Units	Hours per Unit	No. of Sheets	Total					
General Drawings											
9.1	Key Sheet and Index of Drawings	Sheet	0	0	0	0					
9.2	Project Layout	Sheet	0	0	0	0					
9.3	General Notes and Bid Item Notes	Sheet	0	0	0	0					
9.4	Miscellaneous Common Details	Sheet	0	0	0	0					
9.5	Incorporate Report of Core Binnings	Sheet	0	0	0	0					
9.6	Standard Plans - Bridges	LS	1	0		0					
9.7	Existing Bridge Plans	LS	1	0		0					
9.8	Assemble Plan Summary Boxes and Quantities	LS	1	0		0					
9.9	Cost Estimate	LS	1	0		0					
9.10	Technical Special Provisions and Modified Special Provisions	LS	1	0		0					
Structures - Summary and Miscellaneous Tasks and Drawings											
Task No.	Task	Total	Task 10	Task 11	Task 12	Task 13	Task 14	Task 15	Task 16	Task 17	Task 18
10-16	Bridge 1	416	0	0	416	0	0	0	0		
10-16	Bridge 2	0									
10-16	Bridge 3	0									
10-16	Bridge 4	0									
10-16	Bridge 5	0									

Project Activity 9: Structures Summary and Miscellaneous Tasks and Drawings

Task No.	Task	Units	No. of Units	Hours per Unit	Total	Comments
10-16	Bridge 6	0				
10-16	Bridge 7	0				
10-16	Bridge 8	0				
10-16	Bridge 9	0				
10-16	Bridge 10	0				
17	Retaining Walls	0				0
18	Miscellaneous Structures	0				0
Structures Technical Subtotal		416	0	0	416	0 0 0 0 0 0
9 11	Field Reviews	LS	1	0	0	
9 12	Technical Meetings	LS	1	0	0	Meetings are listed below
9 13	Quality Assurance/Quality Control	LS	%	6%	25	
9 14	Independent Peer Review	LS	1	0	0	
9 15	Supervision	LS	%	6%	25	
Structures Nontechnical Subtotal					50	
9 16	Coordination	LS	1	12	12	
9. Structures - Summary and Miscellaneous Tasks and Drawings					62	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
BDR Coordination/Review	EA	0	0	0			0
90/100% Comment Review	EA	0	0	0			0
Aesthetics Coordination	EA	0	0	0			0
Regulatory Agency	EA	0	0	0			0
Local Governments (cities, counties)	EA	0	0	0			0
Utility Companies	EA	0	0	0			0
Other Meetings	EA	0	0	0			0
Subtotal Technical Meetings				0			0
Progress Meetings (if required by FDOT)	EA	0	0	0	PM attendance at Progress Meetings is manually entered on General Task 3		--
Phase Review Meetings	EA	0	0	0	PM attendance at Phase Review Meetings is manually entered on General Task 3		--
Total Meetings				0	Total Project Manager Meetings (carries to Tab 3)		0

Project Activity 12: Structures - Short Span Concrete

Estimator: Chaffee Road Widening
 Bridge Identifier (Number or Name): NA

Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No. of Units	Hours/Unit	No. of Sheets	Total Hours	Comments
General Layout Design and Plans							
12.1	Overall Bridge Final Geometry	LS	1	8		8	
12.2	Expansion/Contraction Analysis	EA Unit	1	2		2	
12.3	General Plan and Elevation	Sheet	1	24	1	24	Revise Plan and Elevation
12.4	Construction Staging	Sheet	3	24	3	72	
12.5	Approach Slab Plan and Details	Sheet	1	18	1	18	
12.6	Miscellaneous Details	Sheet	2	12	2	24	
End Bent Design and Plans							
12.7	End Bent Geometry	EA End Bent	1	8		8	
12.8	End Bent Structural Design	EA Design	1	12		12	
12.9	End Bent Plan and Elevation	Sheet	1	16	1	16	
12.10	End Bent Details	Sheet	1	12	1	12	
Intermediate Bent Design and Plans							
12.11	Bent Geometry	EA Bent	1	8		8	
12.12	Bent Stability Analysis	EA Analysis	0	0		0	
12.13	Bent Structural Design	EA Design	1	12		12	
12.14	Bent Plan and Elevation	Sheet	1	16	1	16	
12.15	Bent Details	Sheet	1	8	1	8	

Project Activity 12: Structures - Short Span Concrete

Task No.	Task	Units	No. of Units	Hours/Unit	No. of Sheets	Total Hours	Comments	
Miscellaneous Substructure Design and Plans								
12.16	Foundation Layout	Sheet	1	8	1	8		
Miscellaneous Superstructure Design and Plans								
12.17	Finish Grade Elevation Calculation	LS	1	20		20		
12.18	Finish Grade Elevations	Sheet	2	16	2	32		
Cast-in-Place Slab Bridges								
12.19	Bridge Deck Design	EA Unit	1	24		24		
12.20	Superstructure Plan	Sheet	1	24	1	24		
12.21	Superstructure Sections and Details	Sheet	2	20	2	40		
Prestressed Slab Unit Bridges								
12.22	Prestressed Slab Unit Design	EA Design	0	0		0		
12.23	Prestressed Slab Unit Layout	Sheet	0	0	0	0		
12.24	Prestressed Slab Unit Details and Schedule	Sheet	0	0	0	0		
12.25	Deck Topping Reinforcing Layout	Sheet	0	0	0	0		
12.26	Superstructure Sections and Details	Sheet	0	0	0	0		
Reinforcing Bar List								
12.27	Preparation of Reinforcing Bar List	Sheet	0	0	0	0		
Load Rating								
12.28	Load Ratings	EA Unit	1	28		28		
					12. Structures - Short Span Concrete Bridge Total	17	416	

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

PART I - GENERAL				
1. Project Chaffee Road - Signal Modifications			2. Proposal Number P-24-09	
3. Name of Consultant Peters and Yaffee, Inc.			4. Date of Proposal 1/22/2020	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	\$ -	0	\$ 0.00	
Project Manager	\$ 58.16	57	\$ 3,315.32	
Design Engineer or Architect	\$ 48.05	120	\$ 5,765.77	
Designer or Technician	\$ 26.30	72	\$ 1,893.60	
Drafter	\$ -	0	\$ 0.00	
Field Inspector	\$ -	0	\$ 0.00	
Clerical	\$ -	0	\$ 0.00	
TOTAL DIRECT LABOR	\$44.08	249		\$ 10,974.69
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	150 % x Total Direct Labor			\$ 16,462.03
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 27,436.72
8. PROFIT: Labor Related Costs (Item 7) x 10%				\$ 2,743.67
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
Transportation & Shipping			\$ 56.60	
Original Reproducibles			\$ 0.00	
Reproduction			\$ 150.00	
Other			\$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ 206.60
10. SUBCONTRACTS (Lump Sum)				
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	
SUB-CONTRACT SUB-TOTAL				\$ -
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)				\$ 30,386.99
11. REIMBURSABLE COSTS (Limiting Amount)				
Geotechnical Investigations			\$ 0.00	
Permitting Activities			\$ 0.00	
Wetland Staking			\$ 0.00	
SUB-TOTAL REIMBURSABLES				\$ -
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)				\$ 30,386.99

Project Activity 21: Signalization Analysis

Estimator: Chaffee Road from Crystal Springs Road to Normandy Boulevard
COJ

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
21.1	Traffic Data Collection	LS	1	0	0	n/a
21.2	Traffic Data Analysis	PI	3	3	9	Determining the revised yellow and all-red timings and ped timings where applicable. (3 Modified Intersections x 3 Hrs per Intersection = 9 hrs)
21.3	Signal Warrant Study	LS	0	0	0	n/a
21.4	System Timings	LS	0	0	0	n/a
21.5	Reference and Master Signalization Design File	PI	4	25	100	3 full signal re-designs to accommodate the new typical section (Sam Caruso, POW-MIA Memorial, and Panther Creek) and 1 minor signal modification (Normandy) to accommodate the new typical section - Full re-design = 3 x 32 Hrs per Intersection + 1 signal modifications = 2 x 4 Hrs per Intersection = 100 hrs (Total = 100 hrs)
21.6	Reference and Master Interconnect Communication Design File	LS	1	24	24	Revise the interconnect plans to accommodate the new typical section = 24 hrs
21.7	Overhead Street Name Sign Design	EA	0	0	0	n/a (covered in original fee)
21.8	Pole Elevation Analysis	LS	1	4	4	2 hrs for the first int. and 1 hr each for the remaining 2 int. = 4 hrs
21.9	Traffic Signal Operation Report	LS	0	0	0	n/a
21.10	Quantities	LS	1	16	16	8 hrs for the first int. and 4 hrs each for the remaining 2 int. = 16 hrs
21.11	Cost Estimate	LS	1	8	8	2 estimates at 4 hrs each = 8 hrs.
21.12	Technical Special Provisions	LS	0	0	0	n/a (covered in original fee)
21.13	Other Signalization Analysis	LS	1	0	0	n/a
Signalization Analysis Technical Subtotal					161	
21.14	Field Reviews	LS	1	6	6	1 Field review
21.15	Technical Meetings	LS	1	6	6	Carlton Copeland Review Meeting
21.16	Quality Assurance/Quality Control	LS	%	7%	11	
21.17	Independent Peer Review	LS	%	0%	0	n/a
21.18	Supervision	LS	%	5%	8	
Signalization Analysis Nontechnical Subtotal					31	
21.19	Coordination	LS	%	5%	10	
21. Signalization Analysis Total					202	

Project Activity 22: Signalization Plans

Chaffee Road from Crystal Springs Road to Normandy Boulevard
COJ

Estimator:

Task No.	Task	Scale	Units	No of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments	
22.1	Key Sheet		Sheet	0	0	0	0	n/a (covered in original fee)	
22.2	Summary of Pay Items Including TRNS-Port Input		Sheet	0	0	0	0	n/a	
22.3	Tabulation of Quantities		Sheet	1	8	1	8	1 TOQ Sheet Required	
22.4	General Notes/Pay Item Notes		Sheet	0	0	0	0	n/a (covered in original fee)	
22.5	Plan Sheet		Sheet	4	4	4	16	5 Plan Sheet Modifications Required	
22.6	Interconnect Plans		Sheet	6	2	6	12	6 Plan Sheet Modifications Required	
22.7	Traffic Monitoring Site		EA	0	0	0	0	n/a	
22.8	Guide Sign Worksheet		EA	0	0	0	0	n/a (covered in original fee)	
22.9	Special Details		Sheet	0	0	0	0	n/a (covered in original fee)	
22.10	Special Service Point Details		EA	0	0	0	0	n/a	
22.11	Mast Arm/Monotube Tabulation Sheet		PI	3	2	1	6	3 intersections at 2 hrs each = 6 hrs	
22.12	Strain Pole Schedule		PI	0	0	0	0	n/a	
22.13	TCP Signal (Temporary)		EA	0	0	0	0	n/a	
22.14	Temporary Detection Sheet		PI	0	0	0	0	n/a	
22.15	Utility Conflict Sheet		Sheet	0	0	0	0	n/a (covered in original fee)	
22.16	Interim Standards		LS	0	0	0	0	n/a	
Signalization Plans Technical Subtotal							12	42	
22.17	Quality Assurance/Quality Control		LS	%	7%		3		
22.18	Supervision		LS	%	5%		2		
22. Signalization Plans Total							12	47	

