City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
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Jacksonville, FL 32202
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ONE CITY. ONE JACKSONVILLE.

August 13, 2018

08/14/18 12:25:29
Procurement Division

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

SUBJECT: Single Source Award- HDR Engineering, Inc.
Program Management Services for "Better Jacksonville" Transportation and Road Widening Projects in the North and West Areas
Internal Services Account # PWEN011

ACCOUNT#	PWCP351SD541-06504-PW0366-01	$80,828.82
	PWCP351SD541-06504-PW0382-01	$76,467.98
	PWCP351SD541-06504-PW0072-01	$24,304.06

P-40-18 SS#9

HDR Engineering, Inc. provided program management services for "Better Jacksonville" transportation and road widening projects in the North and West areas under contract 8216 and RFP P-29-01, which included development of the design plans, permits, production services and project management. This contract expired December 31, 2014. Their services are needed to provide assistance in the development of plans and specifications along with work necessary to assist in project management of the various contracts for Old Middleburg Road, Hartley Road Drainage and Crystal Springs Phase II (Ramona Blvd.) It is in the city's best interest to allow HDR Engineering, Inc. to utilize their services since they have the historical information needed for the design criteria package.

Accordingly, this is to recommend that the City enter into a single source contract with HDR Engineering, Inc. to assist in the plans development and program management and work necessary for administration of the various contracts for Old Middleburg Road, Hartley Road Drainage and Crystal Springs Phase II (Ramona Blvd.) as detailed in the attached Scope of Services and Fee Schedule, Exhibits A, B, C & D, attached, that provides for a total amount of $181,600.86.

WJJ/lw

Attachments: Exhibits A, B, C & D

EXHIBIT A

SCOPE OF SERVICES

PROGRAM MANAGEMENT SERVICES FOR TRANSPORTATION & ROAD WIDENING PROJECTS 2018

CITY OF JACKSONVILLE, FLORIDA

1. **PROGRAM DESCRIPTION**

The scope of services includes professional services support to the City's assigned Project Manager for study, design, right-of-way acquisitions, relocations and construction of the road widening projects. The list of projects and hourly back up is included as Exhibits B, C & D.

2. **SCOPE OF SERVICES**

The following is a list of the scope of services:

2.1 Financial and Accounting Support Services

2.1.1 Support City PM to validate program requirements and budgets

2.1.2 Advise City PM of design changes that require a variance in approved budgets

2.1.3 Assist the City's PM in maintaining up-to-date project accounts clearly showing remaining balances

2.2 Schedule Support Services

2.2.1 Provide program baseline schedule to City's PM.

2.2.2 Assist in monitoring schedule compliance and report any variances

2.2.3 Coordinate with JEA, FDOT, JTA and other agencies to ensure coordination of construction with adjacent projects

2.3 General Administrative Services

2.3.1 Attend Program related production meetings with City staff

2.3.2 Provide administrative support for design management services

2.3.3 Provide administrative support for community involvement services

2.4 Pre-Design and Selection Support Services

2.4.1 Assist City in negotiations of scope of work, fee, and terms of contract agreements with design consultants selected by the City

2.5 Design Support Services

2.5.1 When requested by the City PM, review and determine validity of design consultants' claims for additional work and/or extensions of time for performance of services

2.5.2 When requested by the City, evaluate appropriateness of fee proposals for supplemental services as submitted by design consultants

2.5.3 Monitor design consultants' performance in all facets of design and adherence to schedules

SCOPE OF SERVICES

2.5.4 Provide design reviews of plans by design consultants at the study phase, 30%,60%,90% and final completion stages

2.5.5 Review, comment and coordinate with the City PM on the preparation of right-of-way plans at 50% design phase

2.5.6 Review and comment on the preparation of preliminary and final construction cost estimates

2.5.7 Review and provide written response on the adequacy of all design consultants' submittals of design plans and specifications

2.5.8 Upon satisfactory completion of plans, specifications, cost estimates and contract documents, advise the that the contract documents and cost estimate are complete and recommend to the City PM that project be advertised for bids

2.6 Bid Support Services

2.6.1 Assist, as required by City PM, in the review of any bids for cost and compliance with all terms of the bid documents, including meeting any required minority business enterprise participation

2.7 Community Involvement Administrative Services

2.7.1 Assist the City's PM in preparing flyers, brochures, hand-outs, or other descriptive materials for the City's distribution to attendees at public information meetings pertaining to BJP projects in the Program

2.7.2 Assist the City's PM in arranging public meetings during the design phase of each project for the purpose of keeping stakeholders informed as to the status of each project

2.7.3 Assist the City's PM in arranging public meetings during the pre-construction phase of each project for the purpose of keeping stakeholders informed as to the details and schedule of construction activities

2.8 Right-Of-Way Acquisition Services

2.8.1 Review design engineers easement and/or boundary surveys as necessary for acquisition/closing

2.8.2 Review, when required, designer boundary surveys and legal descriptions as necessary for acquisition/closing

2.8.3 Serve as expert witness for the City in eminent domain proceedings

2.9 Miscellaneous Services

In addition to the services listed above, any other services may be added to the scope on a task order or supplemental basis. Payment for these services will be made based on negotiated lump sum amounts or cost plus basis. The additional services may include, but are not limited to the following:

2.9.1 Program Management Services, Construction Management Services, Right of Way Acquisition Services for JEA, Bell South and AT&T Broadband

CONTRACT FEE SUMMARY FOR ENGINEERING DIVISION
CITY OF JACKSONVILLE, FLORIDA

PART ONE - GENERAL

1. PROJECT OLD MIDDLEBURG ROAD DESIGN MANAGEME	2. PROPOSAL NUMBER
3. CONSULTANT HDR Engineering, inc.	4. DATE OF PROPOSAL 8/13/2018

PART TWO - LABOR RELATED COSTS

5. DIRECT LABOR	HOURLY RATE	ESTIMATED HOURS	ESTIMATED COST	TOTAL
Principal	$ 79.00		$ -	
Project Manager	$ 60.00		$ -	
Project Engineer	$ 42.00		$ -	
Project Controls	$ 33.00		$ -	
Clerical	$ 29.00		$ -	
TOTAL DIRECT LABOR				$ -
6. OVERHEAD (COMBINE FRINGE BENEFIT AND ADMINISTRATIVE) OVERHEAD RATE - 165% X TOTAL DIRECT LABOR				$ -
7. SUBTOTAL - LABOR + OVERHEAD (ITEMS 5 & 6)				$ -
8. PROFIT - LABOR RELATED COSTS (ITEM 7) X 10%				$ -

PART THREE - OTHER COSTS

9. MISCELLANEOUS DIRECT COSTS	
24" x 36" Black/White plans	
11 X 17 Copies	
8.5" x 11" Copies	
Postage	
Courier Service	
MISCELLANEOUS DIRECT COSTS SUBTOTAL	
10. SUBCONTRACTS - LUMP SUM	
	$ -
	$0.00
	$0.00
	$0.00
	$0.00
SUB-CONTRACT SUBTOTAL	$ -
TOTAL LUMP SUM AMOUNT (ITEMS 5,6,8,9 &10)	$
11. REIMBURSABLE COSTS (LIMITING AMOUNT)	
MISC DIRECT COSTS	$60.00
DESIGN SUPPORT SERVICES	$ 80,768.82
SUBTOTAL REIMBURSABLE	$ 80,828.82

PART FOUR - SUMMARY

TOTAL AMOUNT OF CONTRACT (LUMP SUM PLUS REIMBURSABLE) ITEMS 5,6,8,9,10,&11	$ 80,828.82

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Exhibit 'B'

EXHIBIT B

HDR ENGINEERING, INC.

DATE: 13-Aug-18
CLIENT: City of Jacksonville
PROJECT: Old Middleburg Road Design Management

	Principal HRS	Project Mgr HRS	ENG HRS	PROJ. CTRLS. HRS	CLERICAL HRS	TOTAL HRS
RFP for Design						
2.4 Pre-Design and Selection Support Services	50			20	12	82
2.6 Bid Support Services	10					10
Subtotal Hours	**60**	**0**	**0**	**20**	**12**	**92**
Plan Reviews and Design Support						
2.1 Financial and Accounting Support Services	8				8	16
2.3 General Admistrative Services	10			28		38
2.5 Design Support Services	160					160
2.7 Community Involvement Administrative Services	10					10
2.8 Right-of-Way Aquistion Services	10					10
2.9 Miscellaneous Services	22					22
Subtotal Hours	**220**	**0**	**0**	**28**	**8**	**256**
Design Coordination						
2.2 Schedule Support Services	40			8		48
Subtotal Hours	**40**	**0**	**0**	**8**	**0**	**48**
Total Hours	**320**	**0**	**0**	**56**	**20**	**396**
Hourly Rate	$230.29	$174.90	$122.43	$96.20	$84.54	
Total Labor Dollars	$73,691.20	$0.00	$0.00	$5,386.92	$1,690.70	$80,768.82

e. **REIMBURSABLE EXPENSES (Not to Exceed)**	Unit	$/Unit	Quantity	Cost
24" x 36" Black/White plans	ea.	$0.81	0	$0.00
11 X 17 Copies	ea.	$0.30	50	$15.00
8.5" x 11" Copies	ea.	$0.15	300	$45.00
Mileage	mi.	$0.58	0	$0.00
Postage	mo.	$10.00	0	$0.00
Courier Service	mo.	$18.00	0	$0.00
				$60.00
			Total HDR Amount	**$80,828.82**

Exhibit B

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CONTRACT FEE SUMMARY FOR ENGINEERING DIVISION
CITY OF JACKSONVILLE, FLORIDA

PART ONE - GENERAL

1. PROJECT RAMONA BOULEVARD DESIGN CRITERIA PACI	2. PROPOSAL NUMBER
3. CONSULTANT HDR Engineering, Inc.	4. DATE OF PROPOSAL 8/13/2018

PART TWO - LABOR RELATED COSTS

5. DIRECT LABOR	HOURLY RATE	ESTIMATED HOURS	ESTIMATED COST	TOTAL
Principal	$ 79.00		$ -	
Project Manager	$ 60.00		$ -	
Project Engineer	$ 42.00		$ -	
Project Controls	$ 33.00		$ -	
Clerical	$ 29.00		$ -	
TOTAL DIRECT LABOR				$ -
6. OVERHEAD (COMBINE FRINGE BENEFIT AND ADMINISTRATIVE) OVERHEAD RATE - 165% X TOTAL DIRECT LABOR				$ -
7. SUBTOTAL - LABOR + OVERHEAD (ITEMS 5 & 6)				$ -
8. PROFIT - LABOR RELATED COSTS (ITEM 7) X 10%				$ -

PART THREE - OTHER COSTS

9. MISCELLANEOUS DIRECT COSTS	
24" x 36" Black/White plans	
11 X 17 Copies	
8.5" x 11" Copies	
Postage	
Courier Service	
MISCELLANEOUS DIRECT COSTS SUBTOTAL	
10. SUBCONTRACTS - LUMP SUM	
	$ -
	$0.00
	$0.00
	$0.00
	$0.00
SUB-CONTRACT SUBTOTAL	$ -
TOTAL LUMP SUM AMOUNT (ITEMS 5,6,8,9 &10)	$
11. REIMBURSABLE COSTS (LIMITING AMOUNT)	
MISC DIRECT COSTS	$60.00
DESIGN SUPPORT SERVICES	$ 76,407.98
SUBTOTAL REIMBURSABLE	$ 76,467.98

PART FOUR - SUMMARY

TOTAL AMOUNT OF CONTRACT (LUMP SUM PLUS REIMBURSABLE) ITEMS 5,6,8,9,10,&11	$ 76,467.98

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Exhibit 'C'

EXHIBIT C

HDR ENGINEERING, INC.

DATE: 13-Aug-18
CLIENT: City of Jacksonville
PROJECT: Ramona Boulevard Design Criteria Package

	Principal HRS	Project Mgr HRS	ENG HRS	PROJ. CTRLS. HRS	CLERICAL HRS	TOTAL HRS
RFP for Design						
2.4 Pre-Design and Selection Support Services	70			20	4	94
2.6 Bid Support Services	10					10
Subtotal Hours	**80**	**0**	**0**	**20**	**4**	**104**
Plan Reviews and Design Support						
2.1 Financial and Accounting Support Services					8	8
2.3 General Admistrative Services	4			28		32
2.5 Design Support Services	140					140
2.7 Community Involvement Administrative Services	10					10
2.8 Right-of-Way Aquistion Services	2					2
2.9 Miscellaneous Services	4					4
Subtotal Hours	**160**	**0**	**0**	**28**	**8**	**196**
Design Coordination						
2.2 Schedule Support Services	64		0	8	.	72
Subtotal Hours	**64**	**0**	**0**	**8**	**0**	**72**
Total Hours	**304**	**0**	**0**	**56**	**12**	**372**
Hourly Rate	$230.29	$174.90	$122.43	$96.20	$84.54	
Total Labor Dollars	$70,006.64	$0.00	$0.00	$5,386.92	$1,014.42	$76,407.98

e. **REIMBURSABLE EXPENSES (Not to Exceed)**	Unit	$/Unit	Quantity	Cost
24" x 36" Black/White plans	ea.	$0.81	0	$0.00
11 X 17 Copies	ea.	$0.30	50	$15.00
8.5" x 11" Copies	ea.	$0.15	300	$45.00
Mileage	mi.	$0.58	0	$0.00
Postage	mo.	$10.00	0	$0.00
Courier Service	mo.	$18.00	0	$0.00
				$60.00
			Total HDR Amount	**$76,467.98**

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Exhibit C

CONTRACT FEE SUMMARY FOR ENGINEERING DIVISION CITY OF JACKSONVILLE, FLORIDA				
PART ONE - GENERAL				
1. PROJECT HARTLEY ROAD DRAINAGE DESIGN CRITERIA		2. PROPOSAL NUMBER		
3. CONSULTANT HDR Engineering, Inc.		4. DATE OF PROPOSAL 8/13/2018		
PART TWO - LABOR RELATED COSTS				
5. DIRECT LABOR	HOURLY RATE	ESTIMATED HOURS	ESTIMATED COST	TOTAL
Principal	$ 79.00		$ -	
Project Manager	$ 60.00		$ -	
Project Engineer	$ 42.00		$ -	
Project Controls	$ 33.00		$ -	
Clerical	$ 29.00		$ -	
TOTAL DIRECT LABOR				$ -
6. OVERHEAD (COMBINE FRINGE BENEFIT AND ADMINISTRATIVE) OVERHEAD RATE - 165% X TOTAL DIRECT LABOR				$ -
7. SUBTOTAL - LABOR + OVERHEAD (ITEMS 5 & 6)				$ -
8. PROFIT - LABOR RELATED COSTS (ITEM 7) X 10%				$ -
PART THREE - OTHER COSTS				
9. MISCELLANEOUS DIRECT COSTS				
Design Support Services				
24" x 36" Black/White plans				
11 X 17 Copies				
8.5" x 11" Copies				
Postage				
Courier Service				
MISCELLANEOUS DIRECT COSTS SUBTOTAL				
10. SUBCONTRACTS - LUMP SUM				
				$ -
				$0.00
				$0.00
				$0.00
				$0.00
SUB-CONTRACT SUBTOTAL				$ -
TOTAL LUMP SUM AMOUNT (ITEMS 5,6,8,9 &10)				$
11. REIMBURSABLE COSTS (LIMITING AMOUNT)				
MISC. DIRECT COSTS				$60.00
DESIGN SUPPORT SERVICES				$24,244.06
SUBTOTAL REIMBURSABLE				$ 24,304.06
PART FOUR - SUMMARY				
TOTAL AMOUNT OF CONTRACT (LUMP SUM PLUS REIMBURSABLE) ITEMS 5,6,8,9,10,&11				$ 24,304.06

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Exhibit 'D'

HDR ENGINEERING, INC.

DATE: 13-Aug-18
CLIENT: City of Jacksonville
PROJECT: Hartley Road Drainage Design Criteria Package

	Principal HRS	Project Mgr HRS	ENG HRS	PROJ. CTRLS. HRS	CLERICAL HRS	TOTAL HRS
RFP for Design						
2.4 Pre-Design and Selection Support Services	20			10	4	34
2.6 Bid Support Services	5					5
Subtotal Hours	25	0	0	10	4	39
Plan Reviews and Design Support						
2.1 Financial and Accounting Support Services					8	8
2.3 General Admistrative Services	4			20		24
2.5 Design Support Services	20					20
2.7 Community Involvement Administrative Services	8					8
2.8 Right-of-Way Aquistion Services	8					8
2.9 Miscellaneous Services						0
Subtotal Hours	40	0	0	20	8	68
Design Coordination						
2.2 Schedule Support Services	20			8		28
Subtotal Hours	20			8		28
Total Hours	85	0	0	38	12	135
Hourly Rate	$230.29	$174.90	$122.43	$96.20	$84.54	
Total Labor Dollars	$19,574.23	$0.00	$0.00	$3,655.41	$1,014.42	$24,244.06

REIMBURSABLE EXPENSES (Not to Exceed)	Unit	$/Unit	Quantity	Cost
24" x 36" Black/White plans	ea.	$0.81	0	$0.00
11 X 17 Copies	ea.	$0.30	50	$15.00
8.5" x 11" Copies	ea.	$0.15	300	$45.00
Mileage	mi.	$0.58	0	$0.00
Postage	mo.	$10.00	0	$0.00
Courier Service	mo.	$18.00	0	$0.00
				$60.00
			Total HDR Amount	**$24,304.06**

EXHIBIT D

EXHIBIT 101

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SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): Public Works/Engineering & Const. Mgmt

FUNDING SOURCE: PWCP351SD541-06504-PW0366, PW0382, PW0072-01

BRIEF DESCRIPTION OF GOODS/SERVICES:

Assist in the development of design criteria package based on design plans and project management of contract and subconsultants.

AMOUNT OF PROJECT (attach quote): $181,660.86

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Assist in the development of design criteria package based on design plans and project management of contract and subconsultants.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

HDR Engineering, Inc. has been actively involved with these projects thru their role in providing project management and has the institutional knowledge needed to ensure the development of the design criteria package stays in keeping with the intent of the original design scope.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

I assert that I have considered the use of other consultants for this work I believe that it is in the best interest of the City to use RS&H for the institutional knowledge related to the scope of this work.

Submitted by: Duane Kent — Public Works Project Manager

(Name) **(Title)**

Date: August 13, 2018

Requesting Agency's Director's Signature: John Popp