DEPARTMENT OF EMPLOYEE SERVICES

Jacksonville
Where Florida Begins.

MEMORANDUM

DATE: August 6, 2019

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Guy Parola, Operations Manager
Downtown Investment Authority (DIA)

SUBJECT: P-23-19: Consulting Services for Consolidated Downtown Development of Regional Impact

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The Downtown Investment Authority has negotiated the attached Scope of Services, Exhibit A Contract Fee Schedule, attached hereto as Exhibit 'A', with the highest ranked consultant, CHW Professional Consultants.

Accordingly, this is to recommend that the Downtown Investment Authority/City of Jacksonville enter into a contract with CHW Professional Consulatns that incorporates the attached Scope of Services and Fee Schedule. The contract period will be for fiscal year 2018-2019, from date of execution of contract to June 1, 2020, with a four (4) month renewal at the option of the DIA's Chief Executive Officer. The total maximum indebtedness is a lump sum amount of $238,664.00.

All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposal (RFP).

Attachments: Exhibit A Scope of Services and Fee Schedule

CC: Alex Baker, PSEC Specialist
Lori Boyer, DIA Chief Executive Officer

Project Name: City of Jacksonville Downtown DRI Abandonment

Project #: RFP #P-23-19

Date: 7/11/19

EXHIBIT A

Task #	Task Name / Staff	CHW VP		CHW Director of Planning		CHW Project Manager		CHW Project Planner		CHW Transp Eng PM		LEW Attorney		ADG PR / Public Outreach		Labor Subtotals
	Raw Bill Rate	210.00		172.00		158.00		116.00		142.00		325.00		150.00		
		Hrs	Fee											Hrs	Fee	Subtotal
1	**Prepare Entitlement Conversion Resolution**															
	Two (2) Meetings with DIA and Transportation Planning	6	$ 1,260	6	$ 1,038					6	$ 852	6	$ 1,950	6	$ 900	$ 6,000
	Draft Legislative Bill	2	$ 420	2	$ 346							14	$ 4,550	4	$ 600	$ 5,916
	Attend one (1) DIA Board Meeting	4	$ 840	4	$ 692							4	$ 1,300	4	$ 600	$ 3,432
	Attend one (1) City Council Public Hearing	4	$ 840	4	$ 692							4	$ 1,300	4	$ 600	$ 3,432
	Task 1 Sub-Totals	16	$ 3,360	16	$ 2,768					6	$ 852	28	$ 9,100	18	$ 2,700	$ 18,780
2	**Transportation Analysis**															
	Two (2) Meetings with DIA and Transportation Planning	6	$ 1,260	6	$ 1,038					6	$ 852	6	$ 1,950	6	$ 900	$ 6,000
	Traffic Analysis & Concurrency Level of Service Analysis	4	$ 840	4	$ 692					80	$ 11,360			8	$ 1,200	$ 14,092
	Create Conversion Matrix	2	$ 420	10	$ 1,730					12	$ 1,704	2	$ 650			$ 4,504
	Calculate value of mitigation credits	4	$ 840	4	$ 692											$ 1,532
	Task 2 Sub-Totals	16	$ 3,360	24	$ 4,152					98	$ 13,916	8	$ 2,600	14	$ 2,100	$ 26,128
3	**Prepare Mobility Contract Ordinance**															
	Draft Mobility Contract	2	$ 420	2	$ 346							6	$ 1,950			$ 2,716
	Draft Legislative Bill	2	$ 420	2	$ 346							6	$ 1,950			$ 2,716
	Attend one (1) DIA Board Meeting	4	$ 840	4	$ 692							4	$ 1,300	4	$ 600	$ 3,432
	Attend one (1) LUZ Committee Public Hearing	4	$ 840	4	$ 692							4	$ 1,300	4	$ 600	$ 3,432
	Attend one (1) City Council Public Hearing	4	$ 840	4	$ 692							4	$ 1,300	4	$ 600	$ 3,432
	Task 3 Sub-Totals	16	$ 3,360	16	$ 2,768							24	$ 7,800	12	$ 1,800	$ 15,728
4	**Develop Entitlement Preservation Methodology & DRI Abandonment Strategy**															
	Meetings with DIA, Office of General Counsel, Planning & Development Department, Transportation Planning, and/or the Mayor's Office (6 Total Meetings)	24	$ 5,040	24	$ 4,152							24	$ 7,800	32	$ 4,800	$ 21,792
	Ongoing coordination with DIA, Office of General Counsel, Planning & Development Department, Transportation Planning, and/or the Mayor's Office (Est. 5 Months Duration)	40	$ 8,400	40	$ 6,920	40	$ 6,320					40	$ 13,000	40	$ 6,000	$ 40,640
	Public Relations & Stakeholder Outreach													110	$ 16,500	$ 16,500
	Task 4 Sub-Totals	64	$ 13,440	64	$ 11,072	40	$ 6,320					64	$ 20,800	182	$ 27,300	$ 78,932
5	**Amendments & Analyses**															
	Prepare and Process Comprehensive Plan Amendments	4	$ 840	16	$ 2,768	32	$ 5,056	56	$ 6,496			12	$ 3,900	24	$ 3,600	$ 22,660
	Prepare and Process Mobility Plan Amendments	12	$ 2,520	32	$ 5,536					20	$ 2,840	12	$ 3,900	20	$ 3,000	$ 17,796
	Prepare and Process Code of Ordinances Amendments	4	$ 840	12	$ 2,076	12	$ 1,896	30	$ 3,480			8	$ 2,600	16	$ 2,400	$ 13,292
	Public Hearings for Amendments & DRI Abandonment (Est. Total of 8)	32	$ 6,720	32	$ 5,536							32	$ 10,400	32	$ 4,800	$ 27,456
	Task 5 Sub-Totals	52	$ 10,920	92	$ 15,916	44	$ 6,952	86	$ 9,976	20	$ 2,840	64	$ 20,800	92	$ 13,800	$ 81,204
6	**DRI Abandonment**															
	Prepare and Process the DRI Abandonment Application	8	$ 1,680	12	$ 2,076	12	$ 1,896	40	$ 4,640			16	$ 5,200	16	$ 2,400	$ 17,892
	Task 6 Sub-Totals	8	$ 1,680	12	$ 2,076	12	$ 1,896	40	$ 4,640	0	$ -	16	$ 5,200	16	$ 2,400	$ 17,892
	Project Totals	172	$ 36,120	224	$ 38,752	96	$ 15,168	126	$ 14,616	124	$ 17,608	204	$ 66,300	334	$ 50,100	$ 238,664.00
														15.0%	21.0%	

August 2, 2019