City of Jacksonville, Florida

Lenny Curry, Mayor

City Hall at St. James
117 W. Duval St.
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

Date: February 4, 2019

To: Gregory Pease, Chairman
Professional Services Evaluation Committee (PSEC)

From: Ed Randolph, Director of Business Development
Office of Economic Development(OED)

Michael Thomas, Real Estate Manager
Office of Economic Development (OED) MRT

Subject: P-16-17 Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance Florida - Contract Amendment No. 2

Contract 6398-24 between the City and ETM is set to expire March 20, 2019, with one (1) one-year extension remaining. All work has been performed satisfactorily for the past year. The original RFP described a four year term for the contract: a two-year initial term, with two one-year renewals. Due to a scrivener's error, the resulting award only included a one-year initial term with two one-year renewals. On March 20, 2018 contract Amendment 1 was approved for the first one-year renewal. In order to correct the previous scrivener's error and implement the original RFP Contract 4-year term description, OED requests that the expiration date in Amendment Two be set as March 20, 2021. In addition, OED requests authorization to increase the maximum indebtedness of the subject contract by $100,000.00, to a new maximum indebtedness to the City of $350,000.00

Accordingly, this is to recommend that Contract # 6398-24, originally executed May 8, 2017, between the City of Jacksonville and England-Thims and Miller, Inc., for Civil Engineering and Land Planning Services for Cecil Commerce Center, be amended to reflect the original 4-year term as advertised in the RFP, extending the contract to March 20, 2021, and revise the maximum indebtedness by $100,000.00 from $250,000.00 to $350,000.00 All other terms and conditions of the Contract shall be as provided in the Request for Proposals and the Department of Public Works Prototype Agreement for professional services, as applicable.

Thank you for your consideration of this request.

ETM
VISION • EXPERIENCE • RESULTS

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February 4, 2019

Mr. Ed Randolph
Director of Business Development
Office of Economic Developent
City of Jacksonville
117 W. Duval St.
Jacksonville Fl 32202

RE: ETM-COJ Contract 6398-24 (P-16-17)
Cecil Commerce Civil Engineering & Land Planning Services
Contract Amendment 2

Dear Mr. Randolph

England Thims & Miller (ETM) is currently under contract (6398-24) with the City of Jacksonville/Office of Economic Development for Civil Engineering & Land Planning Services for Cecil Commerce Center. The current contract will expire on March 21, 2019. Under the original Request for Proposal, the City described a four year term for the contract; an initial two year term with two optional one-year renewals. Due to a scrivener's error, the original contract award only included a one-year initial term. In March 2018, Amendment One was processed for the first one-year time extension in order to support on-going work at Cecil Commerce. In order to correct the previous scrivener's error and implement the original RFP Contract 4-year term description, we agree that the expiration date in Amendment Two can be set as March 19, 2021. ETM concurs with the City's desire to extend the contract until March 19, 2021.

ETM also concurs with an increase in the contract value to provide for continued and important services as originally contemplated for Cecil Commerce Center Civil Engineering and Land Planning Services. No change in hourly rates is anticipated at this time. See attached Hourly Rate Sheet.

Sincerely,
England Thime & Miler

Robert J. Kermitz
Vice President

2/4/2019

Cecil Commerce Center Civil Engineering & Land Planning Services

England Thims & Miller, Inc.

Contract 6398-24

Direct Labor	**Hourly Rate**
Principal-in-Charge	$80.00
Client Manager	$61.55
Project Manager	$54.80
Senior Engineer	$48.14
Senior Landscape Architect	$41.79
Senior Programmer	$39.96
GIS Programmer	$36.64
GIS Analyst	$31.43
CADD Technician	$24.24
Clerical	$23.91

Plus:

Overhead Rate:	164.42%
Profit:	10%