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

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Laurie Santana, Chief
Transportation Planning Division

06/07/18 10:15:09
Procurement Division

RE: P-27-16, Contract No. 10234
Resource Systems Group, Inc.
On-Call Transportation Planning Services
Amendment No. 2

DATE: June 7, 2018

The Planning and Development Department contracted with Resource Systems Group, Inc. (RSG), on August 23, 2017 for on-call transportation planning services, with an expiration date of August 22, 2018, and providing for three (3) one-year renewal options if desired. The Planning and Development Department respectfully requests authorization to amend this contract as follows:

1. By exercising the second of three (3) one-year renewal options available within the contract, extending its duration for an additional year through August 22, 2019.

2. By increasing the maximum indebtedness by an additional $225,000, from $513,024 to $738,024. This contract provides general consulting services on an as-needed basis in the areas of transportation planning. These additional funds will be utilized to fulfill the functions outlined within the original scope of this contract. Funds will be encumbered utilizing account number PDTP011-03109.

All other terms and conditions shall remain the same.

TO: Gregory Pease, Chair

Attached is RSG's request letter to exercise this second renewal option, together with its insurance documentation.

I will represent the department at PSEC. Thank you for your consideration of this request.

Attachments (4)

55 Railroad Row
White River Junction, Vermont 05001

802.295.4999
www.rsginc.com

RSG
the science of insight

June 6, 2018

Laurie Santana, Chief
Transportation Planning Division
Planning the Development Department
214 N. Hogan Street, Suite 300
Jacksonville, FL 32202

RE: City of Jacksonville ("COJ") On-Call Retainer Contract # 10234 – Request to Exercise Renewal Option

Dear Laurie,

Resource Systems Group, Inc. ("RSG") requests to exercise the second option renewal to Contract No. 10234 for the period August 23, 2018 through August 22, 2019. RSG agrees to the terms of the original contract dated August 23, 2016, and to the Contract Fee Summaries identified as Exhibit "B" within the original contract.

Please note, RSG renews our insurance coverage each year in July, a new certificate will be issued to COJ at that time. The enclosed Certificate of Insurance is our most current renewal period for the coverage for COJ.

Thank you.

Sincerely,

Robert D. Hewett Jr.

ROBERT D. HEWETT JR.
Contracts Manager
55 Railroad Row | White River Junction, VT 05001
802.359.6433
www.rsginc.com

enc:

RESOSYS-01 MKAVANAGH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 07/10/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Hickok & Boardman, Inc.
346 Shelburne Rd
Burlington, VT 05401

CONTACT NAME: Melissa Kavanagh
PHONE (A/C, No, Ext): (802) 383-1621 FAX (A/C, No): (802) 658-0541
E-MAIL ADDRESS: mkavanagh@hbinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hanover Insurance Group	22292
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Resource Systems Group, Inc.
55 Railroad Row
White River Junction, VT 05001

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$	1,000,000
	CLAIMS-MADE X OCCUR	X	X	ZDV 9201289 06	07/17/2017	07/17/2018	DAMAGE TO RENTED PREMISES (Ea occurrence)	$	100,000
							MED EXP (Any one person)	$	10,000
							PERSONAL & ADV INJURY	$	1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$	2,000,000
	POLICY X PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$	2,000,000
	OTHER:							$	
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$	1,000,000
	ANY AUTO	X	X	ZDV 9201289 06	07/17/2017	07/17/2018	BODILY INJURY (Per person)	$	
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$	
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$	
								$	
A	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$	5,000,000
	EXCESS LIAB CLAIMS-MADE	X	X	UHV 9201293 06	07/17/2017	07/17/2018	AGGREGATE	$	5,000,000
	DED RETENTION $							$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X PER STATUTE / OTH-ER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N	N/A	X	WDV-9152849-06	07/17/2017	07/17/2018	E.L. EACH ACCIDENT	$	1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$	1,000,000
							E.L. DISEASE - POLICY LIMIT	$	1,000,000
A	Professional Liab			LHV D301921 00	07/17/2017	07/17/2018	$2,000,000 per Occur		4,000,000
A	Valuable Papers			ZDV 9201289 06	07/17/2017	07/17/2018	Blanket Limit		500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RSG does not own any autos
Prof Liab - $50,000 Deductible, Retro Date: 10/01/86

The City of Jacksonville and its members, officials, officers, employees are included as additional insured under the General Liability policy per attached forms CG 2010 04/13 and CG 2037 04/13 and Umbrella policies . Waiver of Subrogation applies in favor of the City of Jacksonville under the General Liability per attached form 2404 05/09 & Workers Compensation policies. 30 Days Notice of Cancellation provided.

CERTIFICATE HOLDER

City of Jacksonville
Attn: Chief of Risk Management
117 W. Duval Street, Suite 335
Jacksonville, FL 32202

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Melissa Kavanagh

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NOTICE OF CANCELLATION TO DESIGNATED ENTITY(S) (Including Nonpayment of Premium)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
COMMERCIAL LIABILITY UMBRELLA COVERAGE PART
COMMERCIAL PROPERTY COVERAGE PART
BUSINESS AUTO COVERAGE FORM
BUSINESSOWNERS COVERAGE FORM

SCHEDULE

Name of Designated Entity	Mailing Address or Email Address	Number Days Notice
See below.		

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

If we cancel this policy for any reason, including nonpayment of premium, we will give written notice of such cancellation to the Designated Entity(s) shown in the Schedule. Such notice may be delivered or sent by any means of our choosing. The notice to the Designated Entity(s) will state the effective date of cancellation.

Unless otherwise noted in the Schedule above, such notice will be provided to the Designated Entity(s) no more than the number of days in advance of the effective date of cancellation that we are required to provide to the Named Insured for such cancellation. If the reason for cancellation is nonpayment of premium, however, we will provide ten days notice.

Such notice of cancellation is solely for the purpose of informing the Designated Entity(s) of the effective date of cancellation and does not grant, alter, or extend any rights or obligations under this policy.

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.

Any person or organization with which "you" have an "insured contract". Any person or organization "you" have provided a Certificate of Insurance evidencing this endorsement is a part of the policy.

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Resource Systems Group, Inc. (RSG)
6/13/2016
On-Call Transportation Planning Services

Job Title	Direct Hourly Rate	OH Rate	Markup	Fully-Loaded Hourly Rate
Outreach Support	$15.00	150%	10.00%	$41.25
GIS Technician	$21.43	180%	10.00%	$66.08
Outreach Coordinator	$27.40	150%	10.00%	$75.35
Administrative Assistant	$24.71	180%	10.00%	$76.21
Analyst	$24.76	180%	10.00%	$76.36
Junior Analyst	$30.70	180%	10.00%	$94.66
Senior Analyst	$32.32	180%	10.00%	$99.65
Travel Demand Modeler I	$36.39	180%	10.00%	$112.20
Traffic Engineer	$39.33	180%	10.00%	$121.28
Travel Demand Modeler II	$40.55	180%	10.00%	$125.06
Transportation Planner	$44.28	180%	10.00%	$136.55
Transportation Consultant I	$45.71	180%	10.00%	$140.94
Outreach Manager	$52.89	150%	10.00%	$145.45
Senior Traffic Engineer	$47.51	180%	10.00%	$146.51
Microsimulation Modeler	$48.11	180%	10.00%	$148.34
Senior Microsimulation Modeler	$51.49	180%	10.00%	$158.78
Transportation Consultant II	$53.11	180%	10.00%	$163.78
Transportation Consultant III	$57.03	180%	10.00%	$175.85
Senior Transportation Planner	$60.76	180%	10.00%	$187.36
Deputy Project Manager	$60.81	180%	10.00%	$187.51
Senior Travel Demand Modeler	$63.06	180%	10.00%	$194.46
Project Manager	$63.95	180%	10.00%	$197.19
Freight Specialist	$67.97	180%	10.00%	$209.59
Senior Planner	$70.57	180%	10.00%	$217.60
Senior Freight Specialist	$73.66	180%	10.00%	$227.13
Senior Advisor IV	$76.94	180%	10.00%	$237.26
Senior Advisor III	$80.62	180%	10.00%	$248.60
Principal in Charge	$81.60	180%	10.00%	$251.62
Senior Travel Demand Advisor	$83.66	180%	10.00%	$257.98
Senior Model Estimator	$98.86	180%	10.00%	$304.85
Senior Advisor II	$107.44	180%	10.00%	$331.32
Senior Advisor I	$122.69	180%	10.00%	$378.34

EXHIBIT "B"

PEGGY MALONE & ASSOCIATES
TRAFFIC DATA COLLECTION

City of Jacksonville On-Call Transportation Planning Services (P-27-16)

Consultant	Count Type	FEE
Peggy Malone & Associates	1-24 hr Class or Speed (per lane)	$ 177.00
	1-24 hr Loop Class Count	$ 352.00
	1-24 hr Loop Volume Count	$ 352.00
	1-24 hr Volume Count 1 Direction	$ 151.00
	1-24 hr Volume Count 2 Directions	$ 177.00
	1-4 hr Intersection Delay Count	$ 305.00
	1-4 hr Vehicle Occupancy (per person)	$ 305.00
	1-4 hr Turning Count -1 person	$ 305.00
	1-4 hr Turning Count -2 person	$ 486.00
	25-48 hr Class or Speed (per lane)	$ 257.00
	25-48 hr Loop Class Count	$ 503.00
	25-48 hr Loop Volume Count	$ 503.00
	25-48 hr Volume Count 1 Direction	$ 224.00
	25-48 hr Volume Count 2 Directions	$ 257.00
	49-72 hr Class or Speed (per lane)	$ 352.00
	49-72 hr Volume Count 1 Direction	$ 299.00
	49-72 hr Volume Count 2 Directions	$ 352.00
	5-8 hr Intersection Delay Count	$ 486.00
	5-8 hr Turning Count-1 person	$ 486.00
	5-8 hr Turning Count-2 person	$ 646.00
	5-8 hr Vehicle Occupancy (per person)	$ 486.00
	73-168 hr Loop Class or Volume	$ 550.00
	73-168 hr Class or Speed	$ 458.00
	73-168 hr Volume Count 1 Direction	$ 458.00
	73-168 hr Volume Count 2 Directions	$ 527.00
	9-12 hr Intersection Delay Count	$ 692.00
	9-12 hr Turning Count-1 person	$ 692.00
	9-12 hr Turning Count-2 person	$ 956.00
	9-12 hr Vehicle Occupancy (per person)	$ 692.00
	Condition Diagram per Intersection	$ 110.00

Janette Simpson / Vice President, 6/3/2016

EXHIBIT "B"