City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
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ONE CITY. ONE JACKSONVILLE.

January 9, 2018

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

Tom Fallin, P. E.
Chief, Engineering and Construction Management Division

SUBJECT: P-55-17 CEI Services for Riverplace Boulevard Roadway and Streetscape Improvements
DICP32UTID-06505-DI0100-01

The Engineering Division has negotiated with the consultant selected for Professional Services for CEI Services for Riverplace Boulevard Roadway and Streetscape Improvements, resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B. MBE firms to be utilized to meet the 20% Participation Percentage Plan for this contract are detailed on a separate attachment.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with CSI Geo, Inc. for CEI Services for Riverplace Boulevard Roadway and Streetscape Improvements, that includes the attached Scope of Services identified as Exhibit "A" and Fee Schedule identified as Exhibit "B", to provide a not to exceed limit for Construction Engineering and Inspection Services in the amount of $390,062.00, with a maximum indebtedness to the City in the amount of $390,062.00 and with an expiration date of Project Completion. All other terms and conditions are as provided in the RFP and the City's standard contract language.

TF/lw

Attachment: Exhibits A & B
MBE Participation

cc: Lori West, Contract Specialist

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CEI SCOPE OF SERVICES
Riverplace Blvd. - Roadway and Streetscape Improvements
RFQ No. P-55-17

1. PURPOSE:

This scope of services describes and defines the Construction Engineering and Inspection (CEI) services which are required for contract administration, inspection, and materials sampling and testing for the construction projects listed below.

2. SCOPE:

Provide services as defined in this Scope of Services and the City of Jacksonville (COJ) manuals/procedures. The project which services are required:

Description: *Riverplace Blvd. - Roadway and Streetscape Improvements (S. Main Street to Prudential Drive)*

Exercise independent professional judgment in performing obligations and responsibilities the contract set forth by City of Jacksonville, the authority of the Consultant's lead person, such as the Senior Project Engineer, shall be identical to the City of Jacksonville's Engineer and shall be interpreted as such.

Services provided by the Consultant shall comply with the latest revision of the **City Standard Details for City of Jacksonville, Florida, Department of Public Works**. This includes COJ manuals, procedures, and memorandums in effect as of the date of execution of the Agreement unless otherwise directed in writing by the City. On a single Construction Contract, it is a conflict of interest for a professional firm to receive compensation from both COJ and the Contractor either directly or indirectly. The Consultant must perform to the satisfaction of the City's representatives for consideration of additional CEI services.

3. LENGTH OF SERVICE:

The service for the Construction Contract shall begin upon written notification to proceed by the City. Track the execution of the Construction Contract such that the Consultant is given timely authorization to begin work. While no personnel shall be assigned until written notification by the City has been issued, the Consultant shall be ready to assign personnel within two weeks of notification. For the duration of the project, coordinate closely with the City and Contractor to minimize rescheduling of Consultant activities due to construction delays, changes in scheduling of Contractor activities, or plan revisions.

For estimating purposes, the Consultant will be allowed an accumulation of ten (10) calendar days to perform preliminary administrative services prior to the issuance of the Contractor's notice to proceed and ten (10) calendar days to demobilize after final acceptance of the Construction Contract.

The anticipated letting schedules and construction times for the projects are tabulated below:

Construction Contract Estimate
Letting Date: February 1, 2018
Start Date: April 1, 2018
Duration (Days): 270

4. DEFINITIONS:

A. Agreement: The Professional Services Agreement between City and the Consultant setting forth the obligations of the parties thereto, including but not limited to performance of the work, furnishing of services, and the basis of payment.

B. Contractor: The individual, firm, or company contracting with the Department to perform work or furnishing of materials.

C. Construction Contract: The written agreement between City and the Contractor setting forth the obligations of the parties thereto, including but not limited to performance of the work, furnishing of labor and materials, and the basis of payment.

D. Construction Project Manager: City employee assigned to manage the Construction Engineering and Inspection Contract and represent the City during the performance of the services covered under this Agreement.

E. Consultant: The Consulting firm under contract to the City for administration of Construction Engineering and Inspection services.

F. Consultant Senior Project Engineer: The Engineer assigned by the Consultant to oversee providing Construction Contract administration for one or more Construction Projects. This person may supervise other Consultant employees and act as the lead Engineer for the Consultant.

5. ITEMS FURNISHED BY CONSULTANT

5.1 Office Automation:
Provide all software and hardware necessary to efficiently and effectively carry out the responsibilities under this Agreement.

Provide each inspection staff with a laptop computer using a mobile broadband connection at the jobsite. All computer coding shall be input by Consultant personnel using equipment furnished by them.

Ownership and possession of computer equipment and related software, which is provided by the Consultant, shall remain at all times with the Consultant. The Consultant shall retain responsibility for risk of loss or damage to said equipment during performance of this Agreement.

5.2 Vehicles:
Vehicles will be equipped with appropriate safety equipment and must be able to effectively carry out requirements of this Agreement. Vehicles shall have the name of the consulting firm visibly displayed on the vehicle.

5.3 Field Equipment:
Supply survey, inspection, and testing equipment essential to perform services under this Agreement; such equipment includes non-consumable and non-expendable items.

Hard hats shall have the name of the consulting firm visibly displayed. Equipment described herein and expendable materials under this Agreement will remain the property of the Consultant and shall be removed at completion of the work.

Handling of nuclear density gauges shall be in compliance with their license. Retain responsibility for risk of loss or damage to said equipment during performance of this Agreement. Field office equipment shall be maintained and in operational condition at all times.

5.4 Licensing for Equipment Operations:
Obtain proper licenses for equipment and personnel operating equipment when licenses are required. The license and supporting documents shall be available for verification by the City, upon request.

Radioactive Materials License for use of Surface Moisture Density Gauges shall be obtained through the State of Florida Department of Health.

6. REQUIREMENTS OF THE CONSULTANT

6.1 General:
It shall be the responsibility of the Consultant to administer, monitor, and inspect the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions for the Construction Contract. Observe the Contractor's work to determine the progress and quality of work. Identify discrepancies, report significant discrepancies to the Department, and direct the Contractor to correct such observed discrepancies.

6.2 On-site Inspection:

Monitor the Contractor's on-site construction activities and inspect materials incorporated into the work in accordance with the plans, specifications, and special provisions for the Construction Contract to verify the project is constructed in reasonable conformity with such documents. Maintain detailed accurate records of the Contractor's daily operations and of significant events affecting the work. The City will monitor off-site activities and fabrication unless otherwise stipulated by this Agreement.

Monitor and inspect Contractor's Work Zone Traffic Control Plan and review modifications to the Work Zone Traffic Control Plan, including Alternate Work Zone Traffic Control Plan, in accordance with the Florida Department of Transportation's procedures. Consultant employees performing such services shall be qualified in accordance with the FDOT's procedures.

6.3 Sampling and Testing:
Perform sampling and testing of component materials and completed work in accordance with the Construction Contract documents. The minimum sampling frequencies set out in contract documents shall be met. Provide daily inspection of the Contractor's Quality Control activities and perform the sampling and testing of materials and completed work items for verification and acceptance. The City or its representative will perform inspection and sampling of materials and components at locations remote from the project unless otherwise stipulated by this Agreement.

Determine the acceptability of all materials and completed work items based on either test results or verification of a certification, certified mill analysis, DOT label, DOT stamp, etc.

6.4 Engineering Services:
Coordinate the Construction Contract administration activities of all parties other than the Contractor involved in completing the construction project. Notwithstanding the above, the Consultant is not liable to the City for failure of such parties to follow written direction issued by the Consultant.

Services shall include maintaining the required level of surveillance of Contractor activities, interpreting plans, specifications, and special provisions for the Construction Contract. Maintain complete, accurate records of all activities and events relating to the project and properly document all project changes. The services the Consultant shall provide may include, but may not be limited to, the deliverables listed in Section Four of the RFP. The following services shall be performed:

- Verify Contractor is conducting inspections, preparing reports and monitoring all storm water pollution prevention measures associated with the project. For each project that requires the use of the NPDES General Permit, provide at least one inspector who has successfully completed the "Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors". The Consultant's inspector will be familiar with the requirements set forth in the FEDERAL REGISTER, Vol. 57, No. 187, Friday, September 5, 1992, pages 4412 to 4435 "Final NPDES General Permits for Storm Water Discharges from Construction Sites" and the Department's guidelines.

- Analyze project issues and proposals submitted by the Contractor; work to resolve such issues, and process the necessary paperwork.

- Produce reports, verify quantity calculations and field measure for payment purposes as needed to prevent delays in Contractor operations and to facilitate prompt processing of such information for the City to make timely payment to the Contractor.

- Provide a digital camera for photographic documentation of pre-construction state and of noteworthy incidents or events during construction. These photographs will be filed and maintained on the Consultant's computer using a Digital Photo Management system. Photographs shall be taken the day prior to the start of construction and continue as needed throughout the project. Photographs shall be taken the days of Conditional, Partial and Final Acceptance.

EXHIBIT B

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

PART I - GENERAL

1. Project Riverplace Blvd Roadway and Streetscape Improvements	**2. Proposal Number / Contract Number** P-55-17 / TBD
3. Consultant Name CSI Geo	**4. Date of Proposal** 01/02/2018

PART II - LABOR RELATED COSTS

5. Reimbursable Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTALS
Project Manager (PE)	$ -		$ -	
Senior Project Engineer	$ 34.38	107	$ 3,678.66	
Project Engineer/Administrator	$ 44.00	1,980	$ 87,120.00	
Sr Bridge/Rdwy Inspector	$ 27.00	454	$ 12,258.00	
Bridge/Rdwy Inspector	$ 24.00	1,898	$ 45,552.00	
Administrative/Secretarial	$ 16.00	396	$ 6,336.00	
Total Direct Labor	$ 32.05	4,835		$ 154,944.66
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	127.27% x Total Direct Labor			$197,198.07
7. Subtotal: Labor + Overhead (Items 5 & 6)			$ 352,142.73	
8. Profit: Labor Related Costs	Item 7	x	10%	$35,214.27

PART III - OTHER COSTS

9. Miscellaneous Direct Costs		
a)	$ -	
b)	$ -	
c)	$ -	
TOTAL MISCELLANEOUS DIRECT COSTS		$ -
10. Subcontracts (Lump Sum)		
a)	$ -	
b)	$ -	
c)	$ -	
SUBCONTRACTS (REIMBURSABLE) SUBTOTAL		$ -
SUBTOTAL REIMBURSABLE AMOUNT (Items 5, 6, 8, 9, and 10)		$ 387,357.00
11. Reimbursable Costs (Limiting Amount)		
a) Construction Testing Services	$ 2,705.00	
Proctors @$110 ea.		
LBRs @ $300 ea.		
Concrete Breaks (3 cyl.) @ $20 ea.		
Organic Content @ $30 ea.		
PH @ $25 ea.		
TOTAL REIMBURSABLE COSTS		$ 2,705.00

PART IV - SUMMARY

TOTAL LIMITING AMOUNT OF THIS CONTRACT AMENDMENT (Reimbursable/NTE) (Items 5, 6, 8, 9, 10 and 11)	**$ 390,062.00**
12. TOTAL PRIOR CONTRACT AMOUNT	$ -
TOTAL AMENDED CONTRACT AMOUNT	**$ 390,062.00**

DEPARTMENT OF PUBLIC WORKS

Jacksonville
Where Florida Begins.

MINORITY PARTICIPATION
Attachment to Fee & Contract Negotiations or Contract Amendment

Title: *Riverplace Blvd. – Roadway & Streetscape Improvements*

Project No.: P-55-17

Date: January 8, 2018

	Company's Name (Minority Subconsultant)	Classification (Minority Status)	Type of Work (Scope of Services)	Dollar Value
1.)		WBE		$
2.)	CSI Geo, Inc.	JSEB	CEI	$ 390,062.00
3.)				$
4.)				$
5.)				$
6.)				$

Check one:

This is: Original Fee Negotiation X

This is: Contract Amendment No.: _____

Date of this Document: January 8, 2018