City of Jacksonville, Florida

Lenny Curry, Mayor

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Engineering & Construction Management Division
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ONE CITY. ONE JACKSONVILLE.

August 17, 2020

TO: Gregory W. Pease, Chairman
Professional Services Evaluation Committee

THRU: John P. Pappas, P.E.
Director

FROM: Robin G. Smith, P.E.
Chief, Engineering and Construction Management

Steven D. Long, Jr., P.E., Chief
Right-of-Way and Stormwater Maintenance

SUBJECT: P-12-18 Professional Design Services for Old Middleburg Road South from Argyle Forest Blvd. to 103rd Street

Based on an evaluation of the concerns voiced at the first public meeting, the city has requested the consultant to prepare a stand-alone set of plans and bidding documents to construct a southbound left turn lane from Old Middleburg Road to Collins Road. Negotiations have resulted in the attached Scope of Services, Exhibit C and Contract Fee Schedule, Exhibit D. JSEB 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 Contract No. 6398-27, originally executed June 12, 2019, between the City and England-Thims & Miller, Inc., for Professional Design Services for Old Middleburg Road South from Argyle Forest Blvd. to 103rd Street be amended to incorporate the attached Scope of Services, Exhibit C and Fee Schedule, Exhibit D, to increase the lump sum amount for Design Services by $90,478.61 to a new lump sum amount of $1,566,729.73 and to increase the not to exceed limits for: Structural Services by $5,069.88 to a new not to exceed limit of $168,777.61 and Miscellaneous by $1,545.54 to a new not to exceed limit of $26,745.41, thereby increasing the maximum indebtedness to the City by $97,094.03 to a new maximum indebtedness of $3,223,094.03. All other terms and conditions are as provided in the RFP and the City's standard contract language.

Funding for this project should be encumbered as follows:

ACCOUNTS:	TOTAL
001119	
PWCP Public Works Capital Projects - Road and Street Facilities	
565040	
1	
35101-338010	
$97,094.03	$97,094.03

RGS/lw

Attachment: Exhibits C & D
JSEB Participation

cc: Lori West, Contract Specialist

July 1, 2020

SUPPLEMENTAL

SCOPE OF SERVICES

ENGINEERING

FOR

OLD MIDDLEBURG ROAD WIDENING

(Collins Road Interim Intersection Improvements)

City of Jacksonville

DUVAL COUNTY

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N/A - Included with the Old Middleburg Road widening project. 21

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N/A - Included with the Old Middleburg Road widening project. 22

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N/A - Included with the Old Middleburg Road widening project. 22

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N/A - Included with the Old Middleburg Road widening project. 22

SCOPE OF SERVICES FOR CONSULTING ENGINEERING SERVICES

HIGHWAY AND BRIDGE/STRUCTURAL DESIGN

This Exhibit forms an integral part of the agreement between the City of Jacksonville (hereinafter referred to as the CITY) and England-Thims and Miller, Inc. (hereinafter referred to as the CONSULTANT) relative to the transportation facility described as follows:

City Proposal Number : ***RFP P-12-18***

Federal Aid Project No.: ***N/A***

Description: Interim Collins Road Improvements prior to the Old Middleburg Road Widening from Argyle Forest Boulevard to 103rd Street

Bridge No(s).: ***N/A***

Rail Road Crossing No: ***NA***

1 PURPOSE

The purpose of this Exhibit is to describe the scope of work and the responsibilities of the CONSULTANT and the CITY in connection with the design and preparation of a complete set of construction contract documents and incidental engineering services, as necessary, for improvements to the transportation facility described herein. These services will be conducted in one phase: Final Design

The Scope of Services establishes which items of work will be the responsibility of the CONSULTANT and/or the CITY.

The CONSULTANT shall be aware that as a project is developed, certain modifications and/or improvements to the original concepts may be required. The CONSULTANT shall incorporate these refinements into the design and consider such refinements to be an anticipated and integral part of the work. This shall not be a basis for any supplemental fee request(s).

The CONSULTANT shall demonstrate good project management practices while working on this project. These include communication with the CITY and others as necessary, management of time and resources, and documentation. The CONSULTANT shall set up and maintain throughout the design of the project a contract file. CONSULTANTs are expected to know the laws and rules governing their professions and are expected to provide services in accordance with current regulations, codes and ordinances and recognized standards applicable to such professional services. The Consultant shall provide qualified technical and professional personnel to perform the duties and responsibilities assigned

under the terms of this agreement. The Consultant shall minimize to the maximum extent possible the City's need to apply its own resources to assignments authorized by the City.

The CITY will provide contract administration, management services, and technical reviews of all work associated with the development and preparation of contract documents, including Construction documents. The CONSULTANT shall be fully responsible for all work performed and work products developed under this Scope of Services. The CITY may provide job-specific information and/or functions as outlined in this contract, if favorable.

2 PROJECT DESCRIPTION

At the first public meeting the public voiced concern to the City Staff about how the recent improvements performed by the JTA has adversely impacted traffic on Old Middleburg Road at Collins Road. At the City's request the Consultant reviewed the concerns and determined the cause of the complaint is the newly constructed mast arm and curb on the west side of Old Middleburg Road at Collins combined with the lack of a left turn lane are prohibiting vehicles from passing stopped vehicles waiting to turn left onto Collins Road. The proposed solution is to add an interim left turn lane ahead of the proposed Old Middleburg Road project.

The City has asked the Consultant to prepare a stand-alone set of plans and bidding documents to construct a southbound left turn lane from Old Middleburg Road to Collins Road, including roadway, drainage and adjustment of signal heads on the existing mast arms. This Supplemental Agreement is for the additional effort to prepare stand-alone bidding documents for the interim improvement project ahead of the Old Middleburg Road widening project. There are no known outstanding commitments other than the recently completed JTA Collins Road project and the Old Middleburg Road widening for the development of this roadway improvement project. Information and prior studies for the Old Middleburg Road Widening will not be utilized for this supplemental effort.

Project Limits are from approximately 300 feet south and 400 ft north of Collins Road. The existing two-lane roadway will be reconstructed as an undivided roadway transitioning from two to three lanes in order to provide a left turn lane. The typical section will include curb on the west side, ditch on the east side, 12 ft. lanes in each direction and a 12 ft. left turn lane. This is to be an interim solution for the existing Collins Road Intersection queuing issue and does not coincide with the CITY's "Avenue" street classification. Also, this project will not add bicycle or pedestrian improvements. These will be addressed with the final Old Middleburg Road widening project. Right-of-way acquisition is anticipated along the corridor for the roadway typical section and drainage. The typical section is anticipated to require an additional ±10 ft. of right-of-way width on the east side of Old Middleburg Road for a distance of approximately 350 ft north of Collins Road advanced prior to the remaining right-of-way acquisition on Old Middleburg Road. The Posted Speed limit will be 40 mph.

This supplemental effort will include: intersection analysis, roadway and signalization plans as more fully outlined in the following pages of this scope, bid documents, submission of all required permits.

2.1 Project General and Roadway (Activities 3, 4, and 5)

Public Involvement: N/A *No additional public meetings are anticipated for this effort.*
Joint Project Agreements: N/A – No additional *JEA work is anticipated for this effort.*

Specification Package Preparation: *Specifications and bidding documents will be prepared.*

Plan Type: *Plan/Profile sheets will be developed for the intersection.*

Typical Section: The interim Typical Section will include a 3-lane, undivided urban roadway with 12 ft. wide lanes needed to provide the left turn lane from Old Middleburg Road southbound to Collins Road eastbound. (There will be no additional sidewalk or bike lanes in this interim improvement.)

Pavement Design: *N/A Pavement design will be from the Old Middleburg Road Widening Project.*
Pavement Type Selection Report(s): *N/A Pavement type will be asphalt*
Cross Slope: *[N/A] New Roadway*

Major Intersections/Interchanges: *NA – This interim plan is for the Collins Road Intersection.*

Roadway Alternative Analysis: *Early in the design, CONSULTANT will evaluate alternatives to the intersection alignment to minimize right -of-way acquisition and/or increase the safety of the existing intersection, and presented to the CITY for direction.*

Level of TCP Plans: *It is anticipated that phased construction will be required to construct the roadway improvements under traffic.*

Temporary Lighting: *N/A.*
Temporary Signals: *N/A.*
Temporary Drainage: *N/A.*
Design Variations/Exceptions: *N/A.*

2.2 Drainage (Activities 6a and 6b)

System Type: *The Interim Improvement will have a temporary drainage system connecting to the existing features and drainage system.*

2.3 Utilities Coordination (Activity 7)

The CONSULTANT shall be responsible for managing all utility coordination, including the following: Identifying all existing utilities and coordinating any new installations. Resolving utility conflicts. Scheduling and performing utility coordination meetings, keeping and distribution of minutes/action items of all utility meetings, and ensuring expedient follow-up on all unresolved issues. Distributing all plans, conflict matrixes and changes to affected utility owners and making sure this information is properly coordinated and documented.

2.4 Environmental Permits, Compliances, and Clearances (Activity 8)

St. Johns River Water Management District ERP – Required due to interim drainage design and connections to existing permitted drainage systems.
USACOE Street Right-of-way – N/A – No ACOE wetlands impacted in this intersection
FDEP water and sewer permit for JEA work - N/A – No water or sewer impacted in this intersection

2.5 Structures (Activities 9 – 18)
Bridge(s): N/A – No bridge work for this Supplemental
BDR – N/A.
Short Span Concrete Bridge N/A
Retaining Walls: *N/A.*
Noise Barrier Walls: *N/A.*
Miscellaneous: *Mast arms analysis for the modified loading.*

2.6 Signing and Pavement Markings (Activities 19 & 20)

Signing and Pavement Marking Analyses and Design will be provided.

2.7 Signalization (Activities 21 & 22)

Intersections: Adjust Signals on existing mast arm at Collins Road.

Traffic Data Collection: N/A - Data collected with the Old Middleburg Road widening project.

Traffic Studies:
N/A - Included with the Old Middleburg Road widening project.

2.8 Lighting (Activities 23 & 24)

N/A - Included with the Old Middleburg Road widening project.

2.9 Landscape Architecture (Activities 25 & 26)

N/A - Included with the Old Middleburg Road widening project.

2.10 Survey (Activity 27)

N/A - Included with the Old Middleburg Road widening project.

2.11 Photogrammetry (Activity 28) *N/A*

2.12 Mapping (Activity 29):

N/A - Included with the Old Middleburg Road widening project.

2.13 Terrestrial Mobile LiDAR (Activity 30) *N/A.*
2.14 Architecture (Activity 31) *N/A.*
2.15 Noise Barriers (Activity 32) N/A
2.16 Intelligent Transportation Systems (Activities 33 & 34) N/A.
2.17 Geotechnical (Activity 35)

N/A - Included with the Old Middleburg Road widening project.

2.18 3D Modeling (Activity 36) N/A

2.19 Project Schedule

Within ten (10) days after the Notice-To-Proceed, and prior to the CONSULTANT beginning work, the CONSULTANT shall provide a detailed project activity/event schedule for CITY and CONSULTANT scheduled activities.
The schedule shall indicate all required submittals.

2.20 Submittals

Typical Section Package and conceptual figure.
Phase II Plans (60% Plans) with SJRWMD Permit Application
Phase IV Plans (100% Plans)
Final Bid Plans and Construction Documents.

2.22 Services to be Performed by the CITY. When appropriate and /or available, the CITY will provide project data including:

All information that may come to the CITY pertaining to future improvements.
Available traffic and planning data.
Any necessary title searches.
All Right of Way acquisition services
Engineering review services.
All future information that may come to the CITY pertaining to subdivision plans so that the CONSULTANT may take advantage of additional areas that can be utilized as part of the existing right of way.
Existing right of way maps.
Phase reviews of plans and engineering documents.
Regarding Environmental Permitting Services:

- Approved Permit Document when available.
- Approval of all contacts with environmental agencies.
- Appropriate signatures on application forms.

3 PROJECT COMMON AND PROJECT GENERAL TASKS

Project Common Tasks

Project Common Tasks, as listed below, are work efforts that are applicable to many project activities, 4 (Roadway Analysis) through 35 (Geotechnical). These tasks are to be included in the project scope in each applicable activity when the described work is to be performed by the CONSULTANT.

Cost Estimates: The CONSULTANT shall be responsible for producing a construction cost estimate and reviewing and updating the cost estimate when scope changes occur and/or at milestones of the project.

Technical Special Provisions: The CONSULTANT shall provide Technical Special Provisions for all items of work not covered by the CITY's Standard Specifications.

Field Reviews: The CONSULTANT shall make as many trips to the project site as required to obtain necessary data for all elements of the project.

Technical Meetings: The CONSULTANT shall attend all technical meetings necessary to execute the Scope of Services of this contract. The CONSULTANT shall prepare, and submit to the CITY's Project Manager for review, the meeting minutes for all meetings attended by them. The meeting minutes are due within five (5) working days of attending the meeting.

Quality Assurance/Quality Control: All subconsultant document submittals shall be submitted by the subconsultant directly to the CONSULTANT for their independent Quality Assurance/Quality Control review. It is the CONSULTANT'S responsibility to independently and continually QC their plans and other deliverables. The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of all surveys, designs, drawings, specifications and other services furnished by the CONSULTANT and their subconsultant(s) under this contract.

The CONSULTANT shall, without additional compensation, correct all errors or deficiencies in the designs, maps, drawings, specifications and/or other products and services.

Supervision: The CONSULTANT shall supervise all technical design activities.

Coordination: The CONSULTANT shall coordinate with all disciplines of the project to produce a final set of construction documents.

Project General Tasks

Project General Tasks, described in Sections 3.1 through 3.7 below, represent work efforts that are applicable to the project as a whole and not to any one or more specific project activity. The work described in these tasks shall be performed by the CONSULTANT when included in the project scope.

3.1 Public Involvement

N/A - Included with the Old Middleburg Road widening project.

3.2 Joint Project Agreements N/A

3.3 Specifications Package Preparation

Specifications and Bidding Document will be prepared by the Consultant.

3.4 Contract Maintenance

N/A - Included with the Old Middleburg Road widening project.

3.5 Value Engineering (Multi-Discipline Team) Review N/A.

3.6 Prime Consultant Project Manager Meetings

Includes only the Prime Consultant Project Manager's time for travel and attendance at Activity Technical Meetings and other meetings listed in the meeting summary for Task 3.6 on tab 3 Project General Task of the staff hour forms. Staff hours for other personnel attending Activity Technical Meetings are included in the meeting task for that specific Activity.

3.7 Plans Update N/A. Specific services will be negotiated as necessary as a contract amendment.

3.8 Post Design Services

Post Design Services may include, but not limited to, meetings, construction assistance, plans revisions, shop drawing review, survey services, as-built drawings, and load ratings. Specific services will be negotiated at a later date as necessary as a contract amendment.

3.9 Digital Delivery

The CONSULTANT shall deliver final contract plans and documents in digital format. The final contract plans and documents shall be digitally signed and sealed files delivered to the CITY on acceptable electronic media, as determined by the CITY.

3.10 Risk Assessment Workshop N/A

3.11 Railroad, Transit and/or Airport Coordination N/A

3.12 Landscape and Existing Vegetation Coordination N/A

3.13 Other Project General Tasks N/A

4 ROADWAY ANALYSIS

The CONSULTANT shall analyze and document Roadway Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

4.1 Typical Section Package

N/A - Included with the Old Middleburg Road widening project.

4.2 Pavement Type Selection Report N/A.

4.3 Pavement Design Package

N/A - Included with the Old Middleburg Road widening project.

4.4 Cross-Slope Correction N/A.

4.5 Horizontal/Vertical Master Design Files

The CONSULTANT shall design the project geometrics using the criteria that are most appropriate with proper consideration given to the design traffic volumes, design speed, capacity and levels of service, functional classification, adjacent land use, design consistency and driver expectancy, aesthetics, existing vegetation to be preserved, pedestrian and bicycle concerns, ADA requirements, and scope of work.

4.6 Access Management N/A

4.7 Roundabout Evaluation N/A

4.8 Roundabout Final Design Analysis N/A

4.9 Cross Section Design Files

The CONSULTANT shall establish and develop cross section design files.

4.10 Traffic Control Analysis

The CONSULTANT shall design a safe and effective Traffic Control Plan to move vehicular and pedestrian traffic during all phases of construction. The design shall include construction phasing of roadways ingress and egress to existing property owners and businesses, routing, signing and pavement markings, and detour quantity tabulations, roadway pavement, drainage structures, ditches, front slopes, back slopes, drop offs within clear zone, and traffic monitoring sites. Special consideration shall be given to the construction of the drainage system when developing the construction phases. Positive drainage must be maintained at all times.

4.11 Master TCP Design Files

The CONSULTANT shall develop master Traffic Control Plan (TCP) files showing each phase of the Traffic Control Plan.

4.12 Selective Clearing and Grubbing N/A
4.13 Tree Disposition Plans N/A. See Landscape Items.
4.14 Design Variations and Exceptions N/A

4.15 Design Report

N/A - Included with the Old Middleburg Road widening project.

4.16 Quantities

The CONSULTANT shall develop accurate quantities and the supporting documentation, including construction days, when required.

4.17 Cost Estimate
4.18 Technical Special Provisions and Modified Special Provisions -N/A
4.19 Other Roadway Analyses
4.20 Field Reviews
4.21 Monitor Existing Structures N/A
4.22 Technical Meetings
4.23 Quality Assurance/Quality Control
4.24 Independent Peer Review -N/A
4.25 Supervision
4.26 Coordination

5 ROADWAY PLANS

The CONSULTANT shall prepare Roadway, Traffic Control, Utility Adjustment Sheets, plan sheets, notes, and details. The plans shall include the following sheets necessary to convey the intent and scope of the project for the purposes of construction.

5.1 Key Sheet
5.2 Summary of Pay Items Including Quantity Input - N/A
5.3 Typical Section Sheets
  5.3.1 Typical Sections
  5.3.2 Typical Section Details
5.4 General Notes/Pay Item Notes
5.5 Summary of Quantities Sheets -N/A
5.6 Project Layout
5.7 Plan/Profile Sheet
5.8 Profile Sheet- N/A
5.9 Plan Sheet- N/A
5.10 Special Profile
5.11 Back-of-Sidewalk Profile Sheet- N/A
5.12 Interchange Layout Sheet- N/A

5.13 Ramp Terminal Details (Plan View) - N/A
5.14 Intersection Layout Details
5.15 Special Details- N/A
5.16 Cross-Section Pattern Sheet(s) - N/A
5.17 Roadway Soil Survey Sheet(s)
5.18 Cross Sections
5.19 Temporary Traffic Control Plan Sheets
5.20 Temporary Traffic Control Cross Section Sheets
5.21 Temporary Traffic Control Detail Sheets- N/A
5.22 Utility Adjustment Sheets
5.23 Selective Clearing and Grubbing Sheet(s) - N/A
5.23.1 Selective Clearing and Grubbing - N/A
5.23.2 Selective Clearing and Grubbing Details- N/A
5.24 Tree Disposition Plan Sheet(s) - N/A
5.24.1 Tree Disposition Plan Sheet(s) - N/A
5.24.2 Tree Disposition Plan Tables and Schedules- N/A
5.25 Project Network Control Sheet(s) - N/A

5.26 Environmental Detail Sheets

N/A - Included with the Old Middleburg Road widening project.

5.26 Utility Verification Sheet(s) (SUE Data)
5.28 Quality Assurance/Quality Control
5.29 Supervision

6a DRAINAGE ANALYSIS

The CONSULTANT shall analyze and document Drainage Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, and procedures. The CONSULTANT shall be responsible for designing a drainage and stormwater management system. All design work shall comply with the requirements of the appropriate regulatory agencies and the City's Land Development Procedures Manual. The CONSULTANT shall coordinate fully with the appropriate permitting agencies and the CITY's staff. The work will include the engineering analyses for any or all of the following:

6a.1 Drainage Map Hydrology

Create a (pre and/or post condition) working drainage basin map to be used in defining the system hydrology. This map shall incorporate drainage basin boundaries, existing survey and/or LiDAR and field observations, as necessary, to define the system. Basin delineations shall also include any existing collection systems in a logical manner to aid in the development of the hydraulic model. Include coordination hours needed to convey drainage hydrologic features onto produced drainage maps.

6a.2 Base Clearance Calculations

Analyze, determine, and document high water elevations per basin which will be used to set roadway profile grade and roadway materials. Determine surface water elevations at cross drains, floodplains, outfalls and adjacent stormwater ponds. Determine groundwater elevations at intervals between the above-mentioned surface waters.

6a.3 Pond Siting Analysis and Report

N/A - Included with the Old Middleburg Road widening project.

6a.4 Design of Cross Drains

N/A - Included with the Old Middleburg Road widening project.

6a.5 Design of Ditches

Design roadway conveyance and outfall ditches. This task includes capacity calculations, longitudinal grade adjustments, flow changes, additional adjustments for ditch convergences, selection of suitable channel lining, design of side drain pipes, and documentation.

6a.6 Design of Stormwater Management Facility (Offsite or Infield Pond)

N/A - Included with the Old Middleburg Road widening project.

6a.7 Design of Stormwater Management Facility (Roadside Treatment Swales and Linear Ponds) N/A

6a.8 Design of Floodplain Compensation

N/A - Included with the Old Middleburg Road widening project.

6a.9 Design of Storm Drains

Delineate contributing drainage areas, determine runoff, inlet locations, and spread. Calculate hydraulic losses (friction, utility conflict and, if necessary, minor losses). Determine design tailwater and, if necessary, outlet scour protection.

6a.10 Optional Culvert Material N/A
6a.11 French Drain Systems N/A
6a.11a Existing French Drain Systems N/A
6a.12 Drainage Wells N/A

6a.13 Drainage Design Documentation Report

N/A - Included with the Old Middleburg Road widening project.

6a.14 Bridge Hydraulic Report

N/A - Included with the Old Middleburg Road widening project.

6a.15 Temporary Drainage Analysis

Evaluate and address drainage to adequately drain the road and maintain existing offsite drainage during all construction phases. Provide documentation.

6a.16 Cost Estimate

Prepare cost estimates for the drainage components, except bridges and earthwork for stormwater management and flood compensation sites.

6a.17 Technical Special Provisions / Modified Special Provisions -N/A
6a.18 Hydroplaning Analysis-N/A
6a.19 Existing Permit Analysis

N/A - Included with the Old Middleburg Road widening project.

6a.20 Other Drainage Analysis-N/A

6a.21 Field Reviews

6a.22 Technical Meetings

Meetings with City staff, regulatory agencies, local governments such as meetings with the Water Management District, FDEP, etc.

6a.23 Environmental Look-Around Meetings N/A.
6a.24 Quality Assurance/Quality Control
6a.25 Independent Peer Review-N/A
6a.26 Supervision
6a.27 Coordination

6b DRAINAGE PLANS

The CONSULTANT shall prepare Drainage plan sheets, notes, and details. The plans shall include the following sheets necessary to convey the intent and scope of the project for the purposes of construction.

6b.1 Drainage Map (Including Interchanges)
6b.2 Bridge Hydraulics Recommendation Sheets
6b.3 Summary of Drainage Structures
6b.4 Optional Pipe/Culvert Material – N/A
6b.5 Drainage Structure Sheet(s) (Per Structure)

6b.6 Miscellaneous Drainage Detail Sheets
6b.7 Lateral Ditch Plan/Profile-N/A
6b.8 Lateral Ditch Cross Sections-N/A
6b.9 Retention/Detention Pond Detail Sheet(s)
6b.10 Retention Pond Cross Sections
6b.11 Erosion Control Plan Sheet(s) -N/A
6b.12 SWPPP Sheet(s)
6b.13 Quality Assurance/Quality Control
6b.14 Supervision

7 UTILITIES

N/A - Included with the Old Middleburg Road widening project.

8 ENVIRONMENTAL PERMITS, COMPLIANCE AND CLEARANCES

The CONSULTANT shall notify the CITY Project Manager in advance of all scheduled meetings with the regulatory agencies to allow a representative to attend. The CONSULTANT shall copy in the Project Manager on all permit related correspondence and meetings.

8.1 Preliminary Project Research

N/A - Included with the Old Middleburg Road widening project.

8.2 Field Work

N/A - Included with the Old Middleburg Road widening project.

8.3 Agency Verification of Wetland Data

N/A - Included with the Old Middleburg Road widening project.

8.4 Complete and Submit All Required Permit Applications

The CONSULTANT shall prepare permit application packages as identified in the Project Description section. The CONSULTANT shall collect all of the data and information necessary to obtain the environmental permits required to construct the project. The CONSULTANT shall prepare each permit application for CITY approval in accordance with the rules and/or regulations of the environmental agency responsible for issuing a specific permit and/or authorization to perform work. The CONSULTANT will submit all permit applications. The CITY will be responsible for payment of all permit fees.

8.5 Prepare Dredge and Fill Sketches (as needed)
8.6 Prepare USCG Permit – N/A
8.7 Prepare Water Management District Right of Way Occupancy Permit

8.8 Prepare Coastal Construction Control Line (CCCL) Permit Application (as needed)
N/A - Included with the Old Middleburg Road widening project. (if required)

8.9 Prepare Tree Permit Information (as needed)
8.10 Mitigation Design
N/A - Included with the Old Middleburg Road widening project.

8.11 Mitigation Coordination and Meetings

N/A - Included with the Old Middleburg Road widening project.

8.12 Other Environmental Permits

Environmental Clearances, Reevaluations and Technical Support

8.13 Technical Support for Environmental Clearances and Re-evaluations N/A
8.14 Preparation of Environmental Clearances and Reevaluations N/A
8.15 Contamination Impact Analysis

N/A - Included with the Old Middleburg Road widening project.

9 STRUCTURES - SUMMARY AND MISCELLANEOUS TASKS AND DRAWINGS

Limited - The CONSULTANT shall analyze the existing mast arm for the proposed signal configuration.

10 STRUCTURES - BRIDGE DEVELOPMENT REPORT

N/A - Included with the Old Middleburg Road widening project.

11 STRUCTURES - TEMPORARY BRIDGE-N/A

12 STRUCTURES - SHORT SPAN CONCRETE BRIDGE

N/A - Included with the Old Middleburg Road widening project.

13 STRUCTURES - MEDIUM SPAN CONCRETE BRIDGE-N/A
14 STRUCTURES - STRUCTURAL STEEL BRIDGE -N/A
15 STRUCTURES - SEGMENTAL CONCRETE BRIDGE -N/A
16 STRUCTURES - MOVABLE SPAN -N/A
17 STRUCTURES - RETAINING WALLS -N/A

18 STRUCTURES - MISCELLANEOUS

The CONSULTANT shall prepare plans for Miscellaneous Structure(s) as specified in Section 2.5.

Mast Arms

18.9 Mast Arms
Limited - The CONSULTANT shall analyze the existing mast arm for the proposed signal configuration.

19 SIGNING AND PAVEMENT MARKING ANALYSIS

The CONSULTANT shall analyze and document Signing and Pavement Markings Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

19.1 Traffic Data Analysis

The CONSULTANT shall review the approved preliminary engineering report, typical section package, traffic technical memorandum and proposed geometric design alignment to identify proposed sign placements and roadway markings. Perform queue analysis.

19.2 No Passing Zone Study -N/A

19.3 Reference and Master Design File

The CONSULTANT shall prepare the Signing & Marking Design file to include all necessary design elements and all associated reference files.

19.4 Multi-Post Sign Support Calculations-N/A
19.5 Sign Panel Design Analysis-N/A
19.6 Sign Lighting/Electrical Calculations-N/A
19.7 Quantities
19.8 Cost Estimate
19.9 Technical Special Provisions and Modified Special Provisions
19.10 Other Signing and Pavement Marking Analysis
19.11 Field Reviews
19.12 Technical Meetings
19.13 Quality Assurance/Quality Control
19.14 Independent Peer Review -N/A
19.15 Supervision
19.16 Coordination

20 SIGNING AND PAVEMENT MARKING PLANS

The CONSULTANT shall prepare a set of Signing and Pavement Marking Plans in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums that includes the following.

20.1 Key Sheet
20.2 Summary of Pay Items Including Quantity Input-N/A
20.3 Tabulation of Quantities
20.4 General Notes/Pay Item Notes
20.5 Project Layout-N/A
20.6 Plan Sheet
20.7 Typical Details-N/A
20.8 Guide Sign Work Sheet(s) -N/A
20.9 Traffic Monitoring Site-N/A
20.10 Cross Sections-N/A
20.11 Special Service Point Details-N/A
20.12 Special Details-N/A
20.13 Interim Standards-N/A
20.14 Quality Assurance/Quality Control
20.15 Supervision

21 SIGNALIZATION ANALYSIS

The CONSULTANT shall analyze and document Signalization Analysis Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

21.1 Traffic Data Collection

N/A - Included with the Old Middleburg Road widening project.

21.2 Traffic Data Analysis

The CONSULTANT shall determine signal operation plan, intersection geometry, local signal timings, pre-emption phasing & timings, forecasting traffic, and intersection analysis run.

21.3 Signal Warrant Study – N/A Existing Signal

21.4 Systems Timings

The CONSULTANT shall determine proper coordination timing plans including splits, force offs, offsets, and preparation of Time Space Diagram.

21.5 Reference and Master Signalization Design File

The CONSULTANT shall prepare the Signalization Design file to include all necessary design elements and all associated reference files.

21.6 Reference and Master Interconnect Communication Design File

The CONSULTANT shall prepare the Interconnect Communication Design file to include all necessary design elements and all associated reference files.

21.7 Overhead Street Name Sign Design

The CONSULTANT shall design Signal Mounted Overhead Street Name signs.

21.8 Pole Elevation Analysis
21.9 Traffic Signal Operation Report
21.10 Quantities
21.11 Cost Estimate
21.12 Technical Special Provisions and Modified Special Provisions
21.13 Other Signalization Analysis

21.14 Field Reviews

The CONSULTANT shall collect information from the maintaining agencies and conduct a field review. The review should include, but is not limited to, the following:

Existing Signal and Pedestrian Phasing
Controller Make, Model, Capabilities and Condition/Age
Condition of Signal Structure(s)
Type of Detection as Compared With Current District Standards
Interconnect Media
Controller Timing Data

21.15 Technical Meetings
21.16 Quality Assurance/Quality Control
21.17 Independent Peer Review-N/A
21.18 Supervision
21.19 Coordination

22 SIGNALIZATION PLANS

The CONSULTANT shall prepare a set of Signalization Plans in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums, which includes the following:

22.1 Key Sheet – N/A
22.2 Summary of Pay Items Including Designer Interface Quantity Input-N/A
22.3 Tabulation of Quantities
22.4 General Notes/Pay Item Notes
22.5 Plan Sheet
22.6 Interconnect Plans

22.7 Traffic Monitoring Site-N/A
22.8 Guide Sign Worksheet
22.9 Special Details
22.10 Special Service Point Details
22.11 Mast Arm/Monotube Tabulation Sheet
22.12 Strain Pole Schedule-N/A
22.13 TCP Signal (Temporary)
22.14 Temporary Detection Sheet
22.15 Utility Conflict Sheet
22.16 Interim Standards-N/A
22.17 Quality Assurance/Quality Control
22.18 Supervision

23 LIGHTING ANALYSIS

N/A - Included with the Old Middleburg Road widening project.

24 LIGHTING PLANS

N/A - Included with the Old Middleburg Road widening project.

25 LANDSCAPE ARCHITECTURE ANALYSIS

N/A - Included with the Old Middleburg Road widening project.

26 LANDSCAPE ARCHITECTURE PLANS

N/A - Included with the Old Middleburg Road widening project.

27 SURVEY

N/A - Included with the Old Middleburg Road widening project.

28 PHOTOGRAMMETRY -N/A

29 MAPPING

N/A - Included with the Old Middleburg Road widening project.

30 TERRESTRIAL MOBILE LiDAR -N/A
31 ARCHITECTURE DEVELOPMENT -N/A
32 NOISE BARRIERS IMPACT DESIGN ASSESSMENT IN THE DESIGN PHASE - N/A
33 INTELLIGENT TRANSPORTATION SYSTEMS ANALYSIS -N/A
34 INTELLIGENT TRANSPORTATION SYSTEMS PLANS -N/A

35 GEOTECHNICAL

N/A - Included with the Old Middleburg Road widening project.

36 3D MODELING -N/A

37 PROJECT REQUIREMENTS

N/A - Included with the Old Middleburg Road widening project.

EXHIBIT D

CONTRACT FEE SUMMARY FOR ENGINEERING DIVISION
CITY OF JACKSONVILLE, FLORIDA

PART I - GENERAL	
1. Project Old Middleburg Road Widening (Argyle Forest Blvd to 103rd St) Collins Road Interim Improvements	2. Proposal Number P-12-18
3. Name of Consultant England-Thims & Miller, Inc.	4. Date of Proposal 8/12/2020

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principle Engineer	$96.16	14	$1,346.24	
Project Manager	$57.02	102	$5,816.04	
Senior Engineer	$57.07	59	$3,367.13	
Design Engineer	$38.00	193	$7,334.00	
Engineering Intern	$31.85	108	$3,439.80	
Senior Designer	$37.50	167	$6,262.50	
Desiogner	$27.54	48	$1,321.92	
Drafter/CAD Tech	$16.00	24	$384.00	
TOTAL DIRECT LABOR		715	Hours	$29,271.63
6. Overhead (Combined Fringe Benefit & Administrative)			181.00%	$52,981.65
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				$82,253.28
8. PROFIT: Labor Related Costs (Item 7)			x 10%	$8,225.33

PART III - OTHER COSTS

9. Miscellaneous Direct Costs	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL	$0.00
10. SUBCONTRACTS (Reimbursable/Not to Exceed	
SUB-CONTRACT SUB-TOTAL	$0.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9 and 10)	$90,478.61
11. REIMBURSABLE COSTS (Limiting Amount)	
CSI (Structural) $5,069.88	
Misc. Expenses (ETM) 1,545.54	
SUB-TOTAL REIMBURSABLES	$6,615.42

PART IV - SUMMARY

TOTAL AMOUNT OF AMENDMENT #6 (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)	**$97,094.03**
12. PRIOR CONTRACT AMOUNT (Through Amendment # 1)	$3,126,000.00
AMENDED AMOUNT OF CONTRACT	**$3,223,094.03**

EBO FORM 1
SCHEDULE OF SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

Name of Proposer: **England-Thims & Miller, Inc.**

Project Title: **Old Middleburg Road Widening (Argyle Forest Blvd to 103rd Street)**

Proposal Number: **P-12-18** Total Base Proposal Amount (if applicable): **$ 97,094.03**

***Please list all JSEBs first**

Full Company Name	JSEB Category (African-American, Women, Asian, Native American, Non-MBE or Hispanic)	Type of Work to be Performed	Total Contract Value or Percentage
Civil Services, Inc.	African-American	Structural Engineering	**$ 5,069.88**

Attach additional list of subcontractors/sub-consultants as needed

CONSULTANT/SUBCONTRACTOR/SUPPLIER TOTAL VALUES	
African-American Participation Total	**$ 5,069.88**
Hispanic-American Participation Total	$ 0.00
Native-American Participation Total	$ 0.00
Asian-American Participation Total	$ 0.00
Woman Participation Total	$ 0.00
Non-MBE Participation Total	**$ 92,024.15**

The undersigned will enter into a formal Agreement with the JSEB Suppliers/Consultants/Subcontractors identified herein for work listed in this schedule conditioned upon execution of a contract with the City of Jacksonville. Under penalties of perjury I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Signature of Proposer: _____ Title: Exec. Vice President Date: 8/12/20

Print Name: Matthew S. Maggiore, P.E.

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

PART I - GENERAL

1. Project Old Middleburg Road Widening (Argyle Forest Blvd to 103rd St) Collins Road Interim Improvements - Structural Analysis	**2. Proposal No. / Contract No.** P-12-18 /
3. Name of Sub-Consultant CSI	**4. Date of Proposal** August 12, 2020

PART II - LABOR RELATED COSTS

5. Direct Labor (Limiting Amount)	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Project Manager	$ 100.00	0	$ 0.00	
Chief Engineer	$ 72.12	2	$ 144.24	
Senior Engineer	$ 72.12	8	576.96	
Engineer	$ 32.00	14	$ 448.00	
Designer	$ 26.00	14	$ 364.00	
	$ -	0	0.00	
	$ -	0	$ 0.00	
	$ -	0	$ 0.00	
TOTAL DIRECT LABOR	$ 40.35	38		$ 1,533.20
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	199.13 % x Total Direct Labor			$ 3,053.06
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				**$ 4,586.26**
8. PROFIT: Labor Related Costs (Item 7)			x 10%	$ 458.63

PART III - OTHER COSTS

9. Miscellaneous Direct Costs (Lump Sum)		
Printing, Transportation, Deliveries, etc.	$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL		$ -
10. SUBCONTRACTS (Reimbursable/Not to Exceed)		
	$ 0.00	
	$ 0.00	
	$ 0.00	
	$ 0.00	
	$ 0.00	
	$ 0.00	
	$ 0.00	
	$ 0.00	
	$ 0.00	
SUB-CONTRACT SUB-TOTAL (Reimb/NTE)		$ -
11. REIMBURSABLE COSTS (Limiting Amount)		
ETM Expenses (Printing, Transportation, Deliveries, VMB, etc)	$ 24.99	
SUB-TOTAL REIMBURSABLES		$ 24.99

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)	**$ 5,069.88**
12. TOTAL PRIOR CONTRACT AMOUNT	**$ -**
TOTAL CONTRACT AMOUNT	**$ 5,069.88**

Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

KEVIN J. THIBAULT, P.E.
SECRETARY

August 7, 2020

Christopher Wilkey, Chief Financial Officer
ENGLAND, THIMS & MILLER, INC.
14775 Old St. Augustine Road
Jacksonville, Florida 32258

Dear Mr. Wilkey:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following types of work:

Group 3 - Highway Design - Roadway

3.1 - Minor Highway Design
3.2 - Major Highway Design
3.3 - Controlled Access Highway Design

Group 6 - Traffic Engineering and Operations Studies

6.1 - Traffic Engineering Studies
6.2 - Traffic Signal Timing

Group 7 - Traffic Operations Design

7.1 - Signing, Pavement Marking and Channelization
7.2 - Lighting
7.3 - Signalization

Group 10 - Construction Engineering Inspection

10.1 - Roadway Construction Engineering Inspection
10.3 - Construction Materials Inspection
10.4 - Minor Bridge & Miscellaneous Structures CEI
10.5.1 - Major Bridge CEI - Concrete
10.5.2 - Major Bridge CEI - Steel

Group 13 - Planning

13.4 - Systems Planning
13.5 - Subarea/Corridor Planning
13.6 - Land Planning/Engineering

Group 15 - Landscape Architect

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2021 for contracting purposes.

Approved Rates

Home/ Branch Overhead	Field Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimburse Actual Expenses	Home Direct Expense	Field Direct Expense
203.62%	161.46%	0.718%	Reimbursed	No	5.06%	10.85%*

*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.

Should you have any questions, please feel free to contact me by email at carliayn.kell@dot.state.fl.us or by phone at 850-414-4597.

Sincerely,

Carliayn Kell
Professional Services
Qualification Administrator

CBHK/kw

Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

MIKE DEW
SECRETARY

May 25, 2018

Christopher Morse, President
CIVIL SERVICES, INC.
2394 St. Johns Bluff Road South
Jacksonville, Florida 32246

Dear Mr. Morse:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following types of work:

Group 3 - Highway Design - Roadway

3.1 - Minor Highway Design
3.2 - Major Highway Design

Group 4 - Highway Design - Bridges

4.1.1 - Miscellaneous Structures
4.1.2 - Minor Bridge Design
4.2.2 - Major Bridge Design - Steel

Group 5 - Bridge Inspection

5.1 - Conventional Bridge Inspection
5.3 - Complex Bridge Inspection
5.4 - Bridge Load Rating

Group 7 - Traffic Operations Design

7.1 - Signing, Pavement Marking and Channelization

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2019 for contracting purposes.

Approved Rates

Home/ Branch Overhead	Field Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimburse Actual Expenses	Home Direct Expense	Field Direct Expense
199.13%	96.10%	0.333%	Excluded	No	1.63%	5.44%*

*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

Should you have any questions, please feel free to contact me by email at carliayn.kell@dot.state.fl.us or by phone at 850-414-4597.

Sincerely,

Carliayn Kell
Professional Services
Qualification Administrator