DEPARTMENT OF PUBLIC WORKS

Jacksonville
Where Florida Begins.

October 12, 2016

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

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

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

Dinah Mason
Manager Special Projects

SUBJECT: P-39-16 JS#2 Construction Management/Inspection Services for ADA Curb Ramp Construction
Consultant Services Account Nos.: PWCP32EPB519-069505-PW0755-05
Internal Services Account No.: PWEN011AD

The Engineering Division has negotiated with the consultant selected for Construction Management/Inspection Services for ADA Curb Ramp Construction resulting in the Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B, attached. Work will be based on billable hours with a not to exceed limit established based on funding availability. This limit may go up or down based on the work to be performed, with amendments to increase the limit, as needed, as funding allows, until the project is complete. This project has been designated under the Equal Business Opportunity Program as a Set Aside.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Construction and Engineering Services Consultants, Inc., (aka CES Consultants, Inc.) for Construction Management/Inspection Services for ADA Curb Ramp Construction, that includes the attached Scope of Services identified as Exhibit "A" and Fee Schedule identified as Exhibit "B", to provide an initial annual not to exceed limit for Construction Inspection Services in the amount of $1,500,000.00, with an anticipated maximum indebtedness of the City in the amount of $1,500,000.00 and with an anticipated date of Project Completion of October 14, 2021. All other terms and conditions as provided in the Public Works Department Prototype Agreement for Professional Services shall apply.

TF/lw

Attachments: Exhibits A & B

cc: Lori A. West, Engineering Contract Specialist

214 North Hogan Street, 10th Floor Jacksonville, FL 32202 Phone: 904.255.8762 Fax: 904.255.8926 www.coj.net

- Review contractors' requests for monthly progress payments and, if appropriate, certify pay application is proper and transmit to City with recommendation that the invoice be paid
- Review contractors' pay requests for compliance with minority business enterprise participation requirements
- Review contractors' proposals for additional work or change orders for compliance with minority business enterprise participation requirements
- Adjust requests for monthly progress payments, as necessary, to align amount of pay requested with actual progress of construction satisfactorily performed
- In the event of the need to revise the contract drawings during the construction period, coordinate with the City and the Design Consultant to obtain the revised originals from the design consultant, review the changes and corrections on behalf of the City, and coordinate the issuance of new prints for the revised drawings to the parties concerned
- Prepare and maintain monthly progress schedules and reports applicable to all phases of the construction operations, and such special reports as may be required to keep the City fully advised with respect to the progress of construction of the projects
- Monitor contractors' preparation of in-progress as-build drawings during the course of construction to ensure that final as-build drawings on mylar will be easily produced
- Collect final as-built drawings electronically and on mylar for each project, review for conformance with the contract documents and specifications, and recommend approval/disapproval to the City
- If final as-builts are recommended for disapproval, monitor contractors' preparation of revised final as-built drawings.
- Prepare a final engineering report on the construction status of each project
- Recommend in writing, that the City make final payment on a project when appropriate
- Collect documents and deliverables, including release of liens and consent of surety, from the contractors prior to recommending that final payments be made
- Continue acting as the City's representative throughout the post-construction phase of the projects, which generally cover the contractors' one-year warranty periods
- Deliver final documents, including originals of construction drawings and specifications, approved mylar as-built drawings, a DVD with as-built drawings in Autocad or .pdf format, two sets of blue line prints and the projects files to the City
- Prepare and deliver final project financial accounting reports to the City
- Evaluate and rate the contractor's performance
- Direct the contractor to replace or correct of defective work which becomes known during the warranty period
- Provide monthly status reports to the City concerning warranty activities and corrective work by contractors
- Enforce all warranty provisions of the contract documents
- Schedule and conduct an eleven (11) month warranty inspection of projects including the contractors, design consultants and City personnel as appropriate
- Develop eleven-month warranty punchlist and forward to the contractor for corrective action
- Monitor contractor's performance on addressing the punchlist
- Advise the City, in writing, when contractors have satisfactorily completed their obligations under the warranty periods of the contracts

- Provide any other construction engineering and inspection services as may be necessary to implement the project
- Provide onsite construction testing services with properly trained/certified staff and/or subconsultants.
- Prepare the ADA Curb Ramp Inspectors Log
- Verify ADA parameter(s) have been met

CONSULTANT: Construction & Engineering Services (C&ES) Consultants, Inc.
Contract Number: City Contract No. C&ES Project No.
Prepared: October 14, 2016
Estimator: Stephen Manis, P.E

PART I - GENERAL

1. Project ADA Curb Ramps - Constr. Inspect. Services - Jacksonville - Areawide	**2. Contract Number** TBD
3. Name of Consultant Construction & Engineering Services (C&ES) Consultants, Inc.	**4. Date of Proposal** October 14, 2016

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	$68.00	158	$ 10,744.00	
Project Manager	$60.00	632	$ 37,920.00	
Project Coordinator/Document Control	$43.50	1263	$ 54,940.50	
Designer	$38.00	0	$ 0.00	
Senior Field Inspector	$32.00	2684	$ 85,888.00	
Field Inspector	$27.50	10738	$ 295,295.00	
Clerical	$20.00	316	$ 6,320.00	
TOTAL DIRECT LABOR	$31.10	15791		$491,107.50
6. Overhead (Combined Fringe Benefit & Administrative) Overhead Rate			175% Total Direct Labor	$859,438.13
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				$1,350,545.63
8. PROFIT: Labor Related Costs (Item 7)			10% x (Labor + Overhead)	$135,054.56

PART III - OTHER COSTS

9. Miscellaneous Direct Costs		
Transportation	$ 14,057.81	
Original Reproducibles	$ 0.00	
Reproduction	$ 157.00	
Shipping & Mail	$ 185.00	
Other (Community Meeting Displays)	$ 0.00	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL		$14,399.81
10. SUBCONTRACTS (Lump Sum)		
None		
SUB-CONTRACT SUB-TOTAL		$0.00
TOTAL TIME AND MATERIAL AMOUNT (Items 5, 6, 8, 9 and 10)		$1,500,000.00
11. REIMBURSABLE COSTS (Limiting Amount)		
SUB-TOTAL REIMBURSABLES		$0.00

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Time and Material Plus Reimbursables) (Items 5, 6, 8, 9, 10 and 11)	$1,500,000.00