OFFICE OF ECONOMIC DEVELOPMENT
CITY OF JACKSONVILLE, FL

MEMORANDUM

March 27, 2017

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Michael Thomas, Real Estate Manager MET
Office of Economic Development

Mike Sands, Chief of Development
Planning and Development

SUBJECT: P-16-17 Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance Florida

The Office of Economic Development has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide the **Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance Florida** resulting in the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with England, Thims and Miller, Inc., to provide the **Civil Engineering and Land Planning Services for Cecil Commerce Center/Alliance Florida**, that incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be for one year from date of execution of contract thru March 20, 2018, with two (2) one-year renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of $250,000.00. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachments: Exhibits A & B

cc: Alex Baker, PSEC Specialist

SCOPE OF SERVICES

P-16-17

1. Develop land plans, as needed, for development parcels shown in master plan. The land plans should include but should not be limited to the following: conceptual building size and layout (based on use), proposed retention pond locations, wetland boundaries, points of ingress and egress, and any known easements or other impediments to development.

2. Plan traffic circulation and utility infrastructure to adequately serve development parcels and sub-parcels, as needed.

3. Manage the CCC master stormwater system permits currently in place.

4. Review and modify (if necessary) any traffic concurrency agreements for CCC.

5. Provide topographical and boundary surveys as well as wetland delineations for development parcels, as needed.

6. Provide construction contract management and construction inspection services (CEI) on all City Engineering projects at CCC.

7. Attend all CCC related meetings as requested by OED staff.

8. Coordinate and communicate, at the request of OED staff, with all City and State agencies that regulate development at CCC.

9. Potentially assist in the following projects:

- Design/build of a 2 or 4 lane road that will access the megasite portion of Cecil Commerce Center North

- Ongoing sitewide drainage maintenance and improvement

- Installation of a drainage structure under New World Avenue west of its intersection with Cecil Commerce Parkway

10. Any and all such other engineering and land planning services, which are deemed necessary by the OED staff, for Cecil Commerce Center.

Exhibit B

Contract Fee Summary

Average hourly direct labor rates (without Fringe Benefits)

Principal	$60.10
Project Manager	$52.00
Senior Engineer	$47.58
Senior Landscape Architect	$37.99
GIS Programmer	$33.13
Cad Technician	$22.04
Administrative	$21.73

Plus:

Overhead Rate	150%
Profit	10%