DEPARTMENT OF EMPLOYEE SERVICES

Jacksonville
Where Florida Begins.

MEMORANDUM

DATE: October 24, 2016

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Aundra Wallace, Chief Executive Officer
Downtown Investment Authority (DIA)

SUBJECT: P-35-16 Brooklyn Neighborhood "Road Diet"

The Downtown Investment Authority has negotiated the attached Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B, with the highest ranked respondent.

Accordingly, this is to recommend that the Downtown Investment Authority/City of Jacksonville enter into a contract with POND and Company that incorporates the attached Scope of Services, Exhibit A and Fee Schedule Exhibit B. The contract period will be for fiscal year 2016-2017, from date of execution of contract to September 30, 2017. The total maximum indebtedness is a not-to-exceed amount of $100,000.00. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposal (RFP).

Attachments: Exhibit A Scope of Services
Exhibit B Fee Summary

cc: Alex Baker, PSEC Specialist

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POND

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DIA – Brooklyn Road Diet

Scope of Services

The following set of tasks, milestones, deliverables are required to meet the requirements of the scope of services and contract provisions.

PHASE I: **Phase I is comprised of the following tasks:**

TASK 1: **Stakeholder Interviews:**

1.1 POND shall interview property owners, neighborhood groups, business owners, property managers, the local Transportation Planning Organization ("TPO"), Florida Department of Transportation ("FDOT"), and other stakeholders as provided by the DIA. The consultant shall meet with DIA staff and present their conclusions from stakeholder interviews.

The deliverable for this task shall be a summary of the interviews, the specifics of which will be refined during contract negotiations.

Task 1 Hours – 56-60 **Task 1 Total Fee – $9,690.00 (includes expenses)**

TASK 2: **Traffic Study:**

2.1 POND shall perform a planning level traffic analysis to determine the feasibility of lane elimination opportunities that anticipates future growth and traffic demand in the Brooklyn neighborhood. To the greatest extent possible we will utilize existing data.

2.2 POND will review relevant background materials including, but not limited to, the following documents from the following agencies:

- City of Jacksonville
  - City of Jacksonville 2030 Mobility Plan
  - 2030 Comprehensive Plan
  - Relevant Town Center Vision Plans and Neighborhood Action Plans
  - Context Sensitive Street Guidelines
  - Duval County Low Impact Development Manual
- North Florida TPO
  - Regional Bicycle and Pedestrian Plan
  - City of Jacksonville Bike Inventory
  - City of Jacksonville Sidewalk Inventory
  - Design Principles for Mobility
  - Transportation Improvement Program
  - 2040 Long Range Transportation Plan
- FDOT
  - 5 Year Work Program
  - FDOT Complete Streets Policy, Topic No.: 000-625-017-a, September 2014
  - Transportation Design for Livable Communities (TDLC) Chapter 21, Topic #625-000-007, Plans Preparation Manual
  - 2015 Design Standards Index

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- Plans Preparation Manual (PPM Chapter 8, Topic #625-000-007, Pedestrian, Bicycle and Public Transit Facilities
- FDOT Florida Transit-Oriented Development Guidelines; http://www.fltod.com/
- FDOT Roundabout Guide
- FDOT Lane Elimination Guide, Parts 1 and 2: Road Diets
- FDOT Multi-Modal Corridor Planning Handbook
- FDOT Accessing Transit: Design Handbook for Florida Bus Passenger Facilities; Version III, 2013

2.3 Other relevant documents such as: ITE Designing Walkable Thoroughfares; NACTO Urban Street Design Guide; NACTO Urban Bikeway Design Guide

2.4 POND will monitor and coordinate with other on-going or proposed planning efforts within each corridor.

The deliverable for this task will be a summary report of the findings and recommendations on which data is to be utilized. We will also set the design criteria based on this data.

Task 2 Hours – **80-100** **Task 2 Total Fee – $11,757.00 (includes expenses)**

TASK 3: Initial Public Workshop:

3.1 POND shall hold an initial joint public workshop with the Downtown Investment Authority and the Downtown Development Review Board. The purpose of this workshop is to provide the public with an opportunity to influence conceptual designs prior to development by the consultant. The consultant shall meet with DIA staff and present their conclusions from the initial public workshop. The workshop shall occur on a neutral site ideally within the study area. POND will provide the necessary visual and printed materials in order to work with the public.

The deliverable for this task shall be a summary report of the initial public workshop.

Task 3 Hours – 100-120 **Task 3 Total Fee – $13,793.00 (includes expenses)**

TASK 4: Initial **Conceptual Design and Short Term Recommendations:**

4.1 POND will provide (3) preliminary conceptual designs for the road corridors based on information provided from stakeholders, the public, and other information (e.g. utility and right-of-way maps, previous transportation or planning studies, etc.). The conceptual designs will include cross section sketches, plan view and perspective sketches in order to demonstrate the design intent.

4.2 POND will provide short term recommendations based on the conceptual designs, develop a scope of engineering/design/surveying services with estimated costs and time frames.

The deliverable for this task will be (3) concept drawings for each road corridor and shall be produced graphically in order to display at the second public workshop, and short term recommendations will be shown on aerial overlays.

Task 4 Hours – 180-200 **Task 4 Total Fee – $23,199.00 (includes expenses)**

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TASK 5: Second Public Workshop:
5.1 POND shall hold a second joint public workshop with the Downtown Investment Authority and the Downtown Development Review Board. The purpose of this workshop is for the consultant to present the alternative concept plans for the public to critique and otherwise provide comments. The consultant shall meet with DIA staff and present their conclusions from the second public workshop.

The deliverable for this task shall be a summary of the second public workshop.

Task 5 Hours – **40-50** **Task 5 Total Fee – $9,088.00 (includes expenses)**

TASK 6: Refine **Conceptual Design:**
6.1 POND shall refine a single conceptual based on the previous due diligence and public workshops, the consultant shall identify a single conceptual design, refine as necessary, and present to DIA staff for review.

The deliverable for this task is the conceptual design to be used at the DDRB Presentation. Additional supporting graphics such as cross sections and perspective sketches will also be provided.

Task 6 **Hours – 140-160** **Task 6 Total Fee – $17,489.00 (includes expenses)**

TASK 7: DDRB **Presentation:**
7.1 POND will present their recommended conceptual design to the DDRB for further review and comment. It is expected that the consultant will prepare and present a detailed summary of the previous stakeholder and public input, their initial due diligence findings, and the conceptual design.

Task 7 Hours – 12-20 **Task 7 Total Fee – $2,584.00 (includes expenses)**

TASK 8: Refine Conceptual Design:
8.1 POND, in consultation with DIA staff, will refine the chosen concept from the previous 3 presented, based on the above DDRB review and comment.

The deliverable for this task is the conceptual design to be used as the basis for Phase II of this Scope of Services. Additional supporting graphics such as cross sections and perspective sketches will also be provided.

Task 8 Hours – **68-84** **Task 8 Total Fee – $9,869.00 (includes expenses)**

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PHASE II: **Phase II is comprised of the following task:**

TASK 1: Long Term Recommendations

1.1 **POND** will provide long term recommendations based on the conceptual design, develop a scope of engineering/design/surveying services with estimated costs and time frames.

The deliverable for this task will be a report and excel spreadsheet with the recommendations.

Task 1 Hours – 20-24 **Task 1 Total Fee – $2,531.00 (includes expenses)**

Phase I and II Task Totals: **$100,000.00 (including expenses)**

To:	PSEC
From:	Aundra Wallace, CEO of the DIA
Re:	P-35-16
	Fee Schedule Breakdown for Brooklyn Road Diet Contract

Contract Annual Amount	$	100,000.00
Michael Baker International		
Dover Kohl & Partners		
Acuity Design Group, LLC.		

PHASE I		
TASK 1		
Estimated Work :	Stakeholder Interviews	
POND		
Position	**Rate**	**Est Hours**
Project Manager	$ 183.00	30
Senior Transportation Planner	$ 234.00	0
Transportation Planner I	$ 106.95	0
Totals		**$ 5,490.00**
SUBCONSULTANT	**Est. Percentage of Effort**	**Fee**
Michael Baker International		
Dover Kohl & Partners		
Acuity Design Group, LLC.	43%	**$ 4,200.00**

PHASE I		
TASK 2		
Estimated Work :	Traffic Study	
POND		
Position	**Rate**	**Est Hours**
Project Manager	$ 183.00	6
Senior Transportation Planner	$ 234.00	6
Transportation Planner I	$ 106.95	34
Administrative	$ 57.69	8
Transportation Planner III	$ 159.39	24
Totals		**$ 10,400.00**
SUBCONSULTANT	**Est. Percentage of Effort**	**Fee**
Michael Baker International	11%	**$ 1,357.00**
Dover Kohl & Partners		
Acuity Design Group, LLC.		

PHASE I		
TASK 3		
Estimated Work :	Initial Public Workshop	
POND		
Position	Rate	Est Hours
Project Manager	$ 183.00	12
Senior Transportation Planner	$ 234.00	12
Transportation Planner I	$ 106.95	0
Administrative	$ 57.69	3
Totals		$ 5,200.00
SUBCONSULTANT	Est. Percentage of Effort	Fee
Michael Baker International	96%	$ 1,333.00
Dover Kohl & Partners	36%	$ 5,020.00
Acuity Design Group, LLC.	16%	$ 2,240.00

PHASE I		
TASK 4		
Estimated Work :	Initial Conceptual Design/Short Term	
POND		
Position	Rate	Est Hours
Project Manager	$ 183.00	12
Senior Transportation Planner	$ 234.00	12
Transportation Planner I	$ 106.95	32
Administrative	$ 57.69	4
Transportation Planner III	$ 159.39	24
Totals		$ 12,480.00
SUBCONSULTANT	Est. Percentage of Effort	Fee
Michael Baker International	24%	$ 5,699.00
Dover Kohl & Partners	22%	$ 5,020.00
Acuity Design Group, LLC.		

PHASE I		
TASK 5		
Estimated Work :	Second Public Workshop	
POND		
Position	Rate	Est Hours
Project Manager	$ 183.00	8
Senior Transportation Planner	$ 234.00	8

Transportation Planner I	$ 106.95	8
Administrative	$ 57.69	7
Totals		**$ 4,575.00**
SUBCONSULTANT	**Est. Percentage of Effort**	**Fee**
Michael Baker International	25%	**$ 2,273.00**
Dover Kohl & Partners		
Acuity Design Group, LLC.	25%	**$ 2,240.00**

PHASE I		
TASK 6		
Estimated Work :	Refine Conceptual Design	
POND		
Position	**Rate**	**Est Hours**
Project Manager	$ 183.00	12
Senior Transportation Planner	$ 234.00	8
Transportation Planner I	$ 106.95	8
Transportation Engineer	$ 143.31	6
Administrative	$ 57.69	2
Transportation Planner III	$ 159.39	12
Totals		**$ 7,800.00**
SUBCONSULTANT	**Est. Percentage of Effort**	**Fee**
Michael Baker International	27%	**$ 4,669.00**
Dover Kohl & Partners	28%	**$ 5,020.00**
Acuity Design Group, LLC.		

PHASE I		
TASK 7		
Estimated Work :	DDRB Presentation	
POND		
Position	**Rate**	**Est Hours**
Project Manager	$ 183.00	8
Senior Transportation Planner	$ 234.00	0
Transportation Planner I	$ 106.95	0
Totals		**$ 1,464.00**
SUBCONSULTANT	**Est. Percentage of Effort**	**Fee**
Michael Baker International		
Dover Kohl & Partners		

Acuity Design Group, LLC.	43%	$ 1,120.00

PHASE I		
TASK 8		
Estimated Work :	Refine Conceptual Design	
POND		
Position	**Rate**	**Est Hours**
Project Manager	$ 183.00	8
Senior Transportation Planner	$ 234.00	8
Transportation Planner I	$ 106.95	16
Administrative	$ 57.69	3
Totals		**$ 5,200.00**
SUBCONSULTANT	**Est. Percentage of Effort**	**Fee**
Michael Baker International	47%	**$ 4,669.00**
Dover Kohl & Partners		
Acuity Design Group, LLC.		

PHASE II		
TASK 1		
Estimated Work :	Long Term Recommendations	
POND		
Position	**Rate**	**Est Hours**
Project Manager	$ 183.00	2
Transportation Engineer	$ 143.31	4
Administrative	$ 57.65	3
Senior Transportation Planner	$ 234.00	4
Engineering Intern	$ 76.38	6
Totals		**$ 2,531.00**
SUBCONSULTANT	**Est. Percentage of Effort**	**Fee**
Michael Baker International		
Dover Kohl & Partners		
Acuity Design Group, LLC.		