



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Regular Meeting Agenda – Final Amended

Community Redevelopment Agency

Monday March 22, 2021

5:00 PM

Council Chambers

MEMORANDUM TO:

Members of the City of Jacksonville Beach Community Redevelopment Agency

The following Agenda of Business has been prepared for consideration and action at a Regular Meeting of the Community Redevelopment Agency:

CALL TO ORDER

ROLL CALL

Art Graham (Chairperson), Frances Povloski (Vice-Chairperson), Jeffrey Jones, Gary Paetau, David McGraw

APPROVAL OF MINUTES

- a. Community Redevelopment Agency Regular Meeting held January 25, 2021
- b. Community Redevelopment Agency Workshop Meeting held February 10, 2021
- c. Community Redevelopment Agency Special Meeting held February 17, 2021
- d. Community Redevelopment Agency Workshop Meeting held March 16, 2021

DOWNTOWN CAPE

OLD BUSINESS

- a. **Incentive Tool Box** – Jim Gilmore, The Southern Group

NEW BUSINESS

- a. **Appropriation Request for Downtown Improvement Projects 4&5** –Dennis Barron and Kayle Moore, Public Works
- b. **Appropriation Request for South Basin Improvement Project 3-** Dennis Barron and Kayle Moore, Public Works
- c. **FY2020 Financial Statements and Audit Report for Downtown and Southend** – Ashlie Gossett, CFO

ITEMS FOR DISCUSSION

- a. **Sunshine Park Playground** – Stacy Moseley, Kompan
- b. **Property Disposition Process** – Chris Ambrosio, City Attorney
- c. **Bike Racks** – Jim Gilmore, The Southern Group
- d. **Annual Report** - Jim Gilmore and Taylor Mejia, The Southern Group

COURTESY OF THE FLOOR TO VISITORS**ADJOURNMENT****NOTICE**

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (904) 247-6299 no later than one business day before the meeting or by sending an e-mail to CityClerk@jaxbchfl.net. Information concerning the hearing process is available online at www.jacksonvillebeach.org/publichearinginfo and a copy is also posted in the City Hall first floor display case. In accordance with Section 286.0114, Florida Statutes, any member of the public can attend the public hearing and can be heard on any matter presented before the Agency. Anyone who wishes to provide live public comment should complete a "Speaker Request Card" and submit it to the recording secretary prior to the beginning of the meeting. These forms are available at the entrance of the City Council Chambers for your convenience. Speakers will be called to address the Agency when specified items are under consideration and will be limited to a maximum of three minutes or less, at the discretion of the presiding officer.

Alternatively, written public comment can be submitted in advance and must include the following: (1) First Name, (2) Last Name, (3) Address, (4) Public Hearing Date, (5) Specific Agenda Item(s), and (6) Comments. Written public comments may be submitted by one of the following options: (1) Email to the Agency Administrator at planning@jaxbchfl.net, (2) Postal mail to Community Redevelopment Agency Administrator - Public Comment, 11 3rd Street North, Jacksonville Beach, FL 32250, or (3) Drop off in-person to Planning and Development at City Hall. Written comments that include all required information and are received 24 hours in advance of the meeting will be distributed to the Agency and attached to the related agenda item before the start of the meeting. Written public comments will be read into the record at the appropriate time and will be limited to three (3) minutes of reading time. All comments received are public record.

In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

cc: Mike Staffopoulos, City Manager; Chris Ambrosio, City Attorney



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Draft Regular Meeting Minutes

Community Redevelopment Agency

Monday, January 25, 2021

5:00 PM

Council Chambers

CALL TO ORDER

Chairman Art Graham called the Regular Meeting to order at 5:02 P.M.

ROLL CALL

Chairperson: Art Graham
Vice-Chairperson: Frances Povloski
Agency Members: Jeffrey Jones, Gary Paetau, David McGraw

Also present were Interim Acting Agency Administrator James Gilmore, Consultant Taylor Mejia, Police Commander Mark Evans, Chief Financial Officer Ashlie Gossett and Recording Secretary Chandra Medford.

APPROVAL OF MINUTES

- a. Special Community Redevelopment Agency Meeting held December 16, 2020

It was moved by Mr. Jones and seconded by Mr. Paetau and passed unanimously by voice vote, to approve the December 16, 2020 special meeting minutes as presented.

DOWNTOWN CAPE

Police Commander Evans apprised the Agency of recent events, crime and other issues that occurred or affected properties in the Downtown and South Beach Redevelopment Districts and responded to various questions from Agency members, including but not limited to micromobility devices and security at South Beach Park.

OLD BUSINESS

There were no scheduled old business agenda items. Consultant Gilmore provided a status update for the posted CRA Program Manager position at the request of Mr. Paetau.

NEW BUSINESS

- a. **The Southern Group Contract Extension – Jim Gilmore**

It was moved by Mr. Paetau and seconded by Mrs. Povloski and passed unanimously by roll call vote to amend and extend the existing contract with The Southern Group for an additional six (6) months.

Consultant Gilmore provided an overview of the proposed contract extension. Discussion ensued and Mr. Gilmore and Chief Financial Officer Gossett responded to various questions and statements regarding but not limited to contract length, consultant availability and funding.

ITEMS FOR DISCUSSION

a. Southend TIFF Reduction - Ashlie Gossett, Chief Financial Officer

It was moved by Mr. Paetau to hire a consultant to conduct a capital improvements plan study to review the status of previously identified projects from 2011 to determine if there are any outstanding projects that remain to be completed in the South Beach District. The Motion died for lack of a second.

Discussion ensued and Chief Financial Officer Ashlie Gossett and Interim Administrator Gilmore responded to various questions and statements including but not limited to projected capital improvement and maintenance projects, funding [reserves, pay-offs and returns], assets, accountability, project studies, external consultants, and private property taxes. Mr. Gilmore distributed copies of capital improvements plan documents he received. Mr. Jones and Mrs. Povloski expressed desire to allow the Public Works Department Director to provide updated project information before making any recommendations.

Acting Administrator Gilmore distributed copies of capital improvements plan documents he received of consolidated plan documents and a spreadsheet from Council Resolution No. 1949-2015 (as amended) to the Agency Members. Vice Chairperson Povloski distributed a handout. Discussion ensued regarding future improvements in the Downtown District.

b. Downtown Projected Cash Flow - Ashlie Gossett, Chief Financial Officer

Chief Financial Officer Ashlie Gossett summarized and provided additional information and contained within two spreadsheets concerning cash flow projections for the Downtown Redevelopment District, including but not limited to Phase III-C project clarification, maintenance funds and projects, and unallocated funds.

c. CRA- Owned Southend Lot Appraisal Update – Jim Gilmore, The Southern Group

Interim Administrator Gilmore reported that the appraisal has been completed and that a request for proposal (RFP) for consideration is anticipated to be issued in March 2021. A brief discussion ensued.

d. Public Works Downtown Repairs – Jim Gilmore/Kayle Moore, Project Engineer

Interim Administrator Gilmore provided status updates of repair projects located in the Downtown District, including but not limited to the Pier design, expansion of the Dix.Hite contract, street lighting plan, and Art Master Plan. Mr. Gilmore distributed a copy of an invoice from A.W.A. Contracting Co., Inc. A short discussion ensued.

e. Delray Beach CRA – Art Graham, Chair

Due to time constraints this item was deferred to an upcoming, future, undetermined meeting.

f. Upcoming Meeting Agenda Topics – Jim Gilmore and Taylor Mejia, The Southern Group

Interim Administrator Gilmore provided a list of potential agenda items to be presented before the Agency in February 2021 and responded to various statements and questions from Agency members.

g. It was moved by Mr. Jones and seconded by Mrs. Povloski and approved unanimously by roll call vote to authorize the reimbursement of travel expenses related to Chairperson Graham's tour and evaluation of the Delray Beach Community Redevelopment Agency.

COURTESY OF THE FLOOR TO VISITORS

There were no visitors who wished to address the Agency.

ADJOURNMENT

There being no further business, Chairperson Graham adjourned the meeting at 6:46 P.M.
Submitted by: Chandra Medford, Recording Secretary

Approval:

Art Graham, Chairperson

Date: _____



Draft Workshop Meeting Minutes

Community Redevelopment Agency

Wednesday, February 10, 2021

5:00 PM

Council Chambers

CALL TO ORDER

Chairman Art Graham called the Workshop Meeting to order at 5:02 P.M.

ROLL CALL

Chairperson: Art Graham
Vice-Chairperson: Frances Povloski
Agency Members: Jeffrey Jones, Gary Paetau, David McGraw

Also present were Interim Agency Administrator James Gilmore, Consultant Taylor Mejia, Mayor Chris Hoffman City Manager Michael Staffopolous, Financial Officer Ashlie Gossett, AJ Souto, Public Works Department Director Dennis Barron, Public Works Project Engineer Kayle Moore, and Recording Secretary Chandra Medford.

ITEMS FOR DISCUSSION

a. Downtown – Current 5 Year CIP – Jim Gilmore

Interim Agency Administrator James Gilmore provided a brief summary for this item. An extensive discussion ensued. Public Works Department Director Dennis Barron, Public Works Project Engineer Kayle Moore, and Chief Financial Officer Ashlie Gossett responded to and answered various questions from Agency members regarding but not limited to: project funding, design engineering, selection, coordination, scheduling, implementation, communication to the general public, and commencement of construction.

b. Downtown – Remaining elements of Action Plan (Art, Lighting, Street Furnishings, Bike/Pedestrian, Wayfinding) – Jim Gilmore

A short discussion ensued. Public Works Project Engineer Kayle Moore explained that the Art and Lighting will be discussed next week. Chief Financial Officer Ashlie Gossett, Interim Administrator Gilmore, Public Works Director Dennis Barron, and Mr. Moore responded to various statements and questions related to the status of current and potential projects.

c. Southend – Current 5 Year CIP – Jim Gilmore

A focused discussion ensued. Interim Administrator Gilmore and Chairperson Graham provided additional information. Chief Financial Officer Ashlie Gossett responded to various statements and questions, including but not limited to funding [reserves, pay-offs and returns], purchasing and conveyance of land between the City and the Agency.

d. Public Works Update – Dennis Barron, Director of Public Works

A short discussion ensued. Director Barron provided project status updated and responded to various statements and questions, including but not limited to drainage grates and brick paver replacement in the Downtown District and a storm drain in disrepair near Sunshine Park.

e. Delray Beach CRA – Mayor Christine Hoffman

Mayor Hoffman shared a PowerPoint presentation and her findings of the tour and evaluation of the Delray Beach Community Redevelopment Agency conducted in January 2021 and responded to various statements and questions from Agency members.

COURTESY OF THE FLOOR TO VISITORS

The following visitors addressed the Agency:

- Michelle Tipton, 2333 Azalea Drive, Jacksonville Beach, Florida
- Sheri Nicholson, 13721 Hunterwood Road, Jacksonville, Florida
- Ken Marsh, 2011 Gail Avenue, Jacksonville Beach, Florida

ADJOURNMENT

There being no further business, Chairperson Graham adjourned the meeting at 7:11 P.M.
Submitted by: Chandra Medford, Recording Secretary

Approval:

Art Graham, Chairperson

Date: _____



City of Jacksonville Beach

11 North Third Street
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Draft Special Meeting Minutes

Community Redevelopment Agency

Wednesday, February 17, 2021

6:00 PM

Council Chambers

CALL TO ORDER

Chairperson Art Graham called the special meeting to order at 6:00 P.M.

ROLL CALL

Chairperson: Art Graham
Vice-Chairperson: Frances Povloski
Agency Members: Jeffrey Jones, Gary Paetau, David McGraw

Also present were Interim Acting Agency Administrator James Gilmore, Agency Consultant Taylor Mejia, Police Commander Mark Evans, Downtown CAPE Police Sergeant Jason Sharp, Chief Financial Officer Ashlie Gossett, Public Works Project Engineer Kayle Moore, and Recording Secretary Chandra Medford.

DOWNTOWN CAPE

Police Commander Evans apprised the Agency of recent events, delivery truck parking enforcement and other issues that occurred in the Downtown Redevelopment District and responded to various questions from Agency members.

APPROVAL OF MINUTES

- a. Community Redevelopment Agency Regular Meeting held January 25, 2021

Chairperson Graham deferred this item to the next regularly scheduled meeting.

OLD BUSINESS

There was no old business.

NEW BUSINESS

- a. **Appropriation Request to Implement the Bike Parking and Site Furnishings Project**

Public Works Project Engineer Kayle Moore provided a brief summary of the proposal and responded to various questions and statements from Agency members, including but not limited to the scope of services, materials, funding, scheduling, implementation and the potential commencement of construction.

Resolution No. 2021-01 - A resolution of the City of Jacksonville Beach Community Redevelopment Agency to amend the FY 2020-2021 Downtown Community Redevelopment District Capital Improvement Budget to appropriate \$30,800 (\$28,000 base fee plus \$2,800 contingency) of Downtown Tax Increment Trust Funds for the final design and bidding services to implement the Bike Parking and Site Furnishing Plans included in the Downtown Action Plan.

It was moved by Mrs. Povloski and seconded by Mr. Jones and passed unanimously by roll call vote to approve Resolution No. 2021-01.

ITEMS FOR DISCUSSION

a. Southend TIFF Reduction – Art Graham, Chair

It was moved by Mrs. Povloski and seconded by Mr. McGraw to recommend the City Council maintain 95% Tax Increment Financing funding for the 2021-2022 Fiscal Year. The motion passed by a vote of 3 to 2.

Chairperson Graham provided background information. Discussion ensued including but not limited to unforeseen projects, incentives, enhanced policing initiatives, alternative return percentages, and South Beach Park ownership.

Roll Call Vote: Ayes – McGraw, Povloski, Paetau.
Nays – Jones, Graham

b. Downtown CIP Amendments - Jim Gilmore, The Southern Group

Due to time constraints this item was deferred to an upcoming, future, undetermined meeting.

c. Southend CIP Amendments -- Jim Gilmore, The Southern Group

Due to time constraints this item was deferred to an upcoming, future, undetermined meeting.

d. CRA Program Manager Update - Jim Gilmore, The Southern Group

Chairperson Graham explained the candidates have been narrowed down to three applicants. Mr. Graham conducted a voice poll for a volunteer to participate in the interviews. Mr. McGraw and Mr. Paetau offered. Mr. Paetau was designated.

COURTESY OF THE FLOOR TO VISITORS

No visitors wished to speak under Courtesy of the Floor.

ADJOURNMENT

There being no further business, Chairperson Graham adjourned the meeting at 6:30 P.M.
Submitted by: Chandra Medford, Recording Secretary

Approval:

Art Graham, Chairperson

Date: _____



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Draft Workshop Meeting Minutes

Community Redevelopment Agency

Tuesday, March 16, 2021

4:30 PM

Council Chambers

CALL TO ORDER

Chairman Art Graham called the Workshop Meeting to order at 4:32 P.M.

ROLL CALL

Chairperson: Art Graham
Vice-Chairperson: Frances Povloski
Agency Members: Jeffrey Jones, Gary Paetau, David McGraw

Also present were Interim Agency Administrator James Gilmore, Parks and Recreation Director Jason Phitides, Golf Course Superintendent Trevor Hughes, Planning Director Heather Ireland, and Recording Secretary Chandra Medford.

OLD BUSINESS

a. CRA Program Manager Update

Chairperson Graham, Interim Administrator Gilmore, and Planning Director Ireland confirmed a CRA Coordinator has been selected and she is expected to start on April 12, 2021.

b. Bike Parking and Site Furnishings Project Update

Vice-Chairperson Povloski distributed photographs of potential options for bicycle parking. Interim Agency Administrator Gilmore stated he requested Public Works Director Barron obtain a copy of a catalog from the selected vendor for the Agency choose from. A brief discussion ensued.

ITEMS FOR DISCUSSION

a. Southend Parks CIP and Maintenance – Jason Phitides and Trevor Hughes, Parks and Recreation

An extensive discussion ensued. Director Phitides and Golf Course Superintendent Trevor Hughes responded to various statements and questions from Agency members regarding project funding, procurement procedures, design engineering, selection, coordination, and implementation of potential capital improvements and annual maintenance including but not limited to Sunshine Park playground equipment, lighting, shade shelters, basketball and volleyball courts, fencing, sidewalks, and parking

b. Downtown Parks CIP and Maintenance - Jason Phitides and Trevor Hughes, Parks and Recreation

A short discussion ensued. Director Phitides, Golf Course Superintendent Trevor Hughes, and Interim Administrator Gilmore responded to various statements and questions from Agency members regarding project funding, expenditures, design engineering, selection, coordination with Public Works, and implementation of potential capital improvements and annual maintenance including but not limited to and maintenance of Latham Plaza, Seawalk Pavilion, Oceanfront Park, and the old Veterans Memorial.

c. Plan Amendment Process — Jim Gilmore, The Southern Group

A discussion ensued. Interim Administrator Gilmore and Chairperson Graham provided additional information. Chief Financial Officer Ashlie Gossett responded to various statements and questions, including but not limited to funding [reserves, pay-offs and returns], purchasing and conveyance of land between the City and the Agency.

d. Upcoming Meeting Agenda Items - Jim Gilmore, The Southern Group

Due to time constraints this item was not addressed.

COURTESY OF THE FLOOR TO VISITORS

There were no visitors who wished to address the Agency.

ADJOURNMENT

There being no further business, Chairperson Graham adjourned the meeting at 5:59 P.M.
Submitted by: Chandra Medford, Recording Secretary

Approval:

Art Graham, Chairperson

Date: _____

INCENTIVE TOOL BOX TO SUPPORT PRIVATE INVESTMENT AND DEVELOPMENT

JACKSONVILLE BEACH COMMUNITY REDEVELOPMENT AGENCY

1. RECAPTURE ENHANCED VALUE (REV) GRANT

OBJECTIVE

A “REV” grant is designed to bring private capital investment and redevelopment into a nonresidential project site. Utilizing a “base year” assessed property value (this can be from the original CRA assessed value or the assessed value from the time of development of the property) for the project, a certain percentage of the city’s portion of the incremental increase in ad valorem taxes on real and/or tangible personal property paid by the project above the base year amount is available as a REV grant to incent the project.. For example, if a commercial development – office and/or retail proves a need for an incentive to cause the development to occur, a negotiation can take place based on an analysis of the need for the assistance.

SUGGESTED CRITERIA

- The project must create some number of full time jobs.
- The standard grant could be up to 50 percent of the increment and up to 10 years. However, development needs may require a higher percentage and/or longer period of time for the grant.
- A REV grant is paid annually to the developer AFTER construction of the project that creates the increment is completed and the tangible personal property becomes taxable, and the taxes are paid.
- In lieu of any other funding source, the REV grant may be utilized to fund the City’s required match to any State program requiring such a match.
- A maximum total for the REV grant would be set when approved. If the project reaches this maximum before the end of the period (10 years), the REV grant would end.

2. PARKING PARTICIPATION OPTIONS

In this model, the private sector would be responsible for financing and building a parking facility. Frequently, parking facilities do not work without an incentive due to costs and projected revenue. As part of a transactional analysis from the developer pro forma, the following incentives could be provided:

- Land – lease or disposition
- Grant to offset costs to be paid upon completion of the project with a Guaranteed number of public parking spaces always available

3. SITE PREPARATION

To support new development feasibility, the CRA can use TIF funds for all horizontal site work to prepare a pad for vertical construction. This is easier when CRA or City owns the land, but if not, then traffic improvements, ROW landscaping and other items can be done and the City/CRA could obtain property easements for onsite work as well.

4. GENERAL INFRASTRUCTURE SUPPORT (ROADS, TRAFFIC)

Jax Beach is doing this now with the massive downtown capital improvement projects. Significant work has been done in the South End CRA as well. The plan update must include future projects infrastructure support from roads to landscaping, parks, etc. that can be included that will serve as a general incentive for development.

SUGGESTED CRITERIA

For specific infrastructure support, these criteria may be considered:

- The project is in accordance with the adopted CRA Plan.
- The company must commit to a minimum amount of private capital investment.
- A maximum amount of public investment can be considered. A rule of thumb is 25 percent of total proposed project cost. The amount of public investment is determined by the impact to the area and the financial needs of the project.

5. Commercial Development Program The Commercial Revitalization Program provides for real estate tax recovery grant for the incremental improvements made for new, renewal, or expansion leases involving office or retail space. This suggestion is a twist on the REV grant described above and relates to leases in commercial properties.

SUGGESTED CRITERIA

For leases of 3 or 4 years a 3-year real estate tax recovery grant equal in the first year to the lesser of:

- 75% of the actual tax liability, and
- \$2.50 PSF with a 2-year phase-out thereafter

For leases of 5 years or more, a 5-year real estate tax recovery grant equal in the first three years to the lesser of:

- 75% of the actual tax liability, and
- \$2.50 PSF with a 2-year phase-out thereafter

Leasehold expenditures for improvements must be at least (a) \$5 PSF for new and renewal leases of less than 10 years; (b) \$10 PSF for renewal leases of 10 years or more involving only previously occupied space; and (c) \$35 PSF for new leases of 10 years or more and renewal leases of 10 years or more involving expansion space. Lease must not be a sublet or license agreement. Lease must provide that (a) any recoveries of real estate taxes will be passed through to tenant and (b) required leasehold improvement expenditures will be made.

Applications must be filed before lease is signed. For a new lease, evidence of leasehold improvement expenditures should be submitted within 60 days of rent commencement. For a renewal lease, evidence should be submitted within 14 months of lease commencement.

The maximum amount of public investment is 20 percent of total proposed project cost (up to \$100,000). The amount of public investment is determined by the impact to the area and the financial needs of the project. All assistance will be in the form of low interest loans. These loans may be structured in the form of a forgivable loan with certain milestones (job creation, machinery purchased, expansion goals reached, total sales, etc.) being met.

Funds may be used for leasehold improvements (including professional fees associated with the design and permitting of the proposed construction activities), purchasing machinery and equipment, purchasing furniture and fixtures (for retail buildings located on the first floor of commercial buildings providing a needed product/service), and professional fees and soft costs associated with closings and documentation of small business loans.

Eligibility is subject to standard underwriting criteria.

6. FACADE RENOVATION AND LANDSCAPING GRANT PROGRAM

OBJECTIVE

The Façade Renovation Grant Program is designed to provide commercial or retail façade renovation funding assistance for existing businesses. In these areas, the insufficient infrastructure coupled with degrading structures has become an obstacle to business location and expansion. The collateral/equity in the buildings in these areas do not translate into enough to get traditional financing/loans to make improvements and thus the buildings continue to degrade. The public investment in the facades of structures in strategic areas not only will provide the gap in equity to get traditional financing for upgrades; it has the potential to translate into enhanced sales and/or customers for many of the businesses in these areas. Furthermore, these renovations can help in reducing blight.

SUGGESTED CRITERIA

- The property must be in good standing with the City and have no outstanding liens or violations.
- The program matches two dollars of City funding for every one dollar of eligible façade renovation costs (including contributions of materials with documented receipts) borne by the owner/tenant.
- Funds may be used for renovation of the front and sides of buildings visible to public streets (including painting, cleaning, staining, masonry repairs, repairing or replacing cornices, entrances, doors, windows, decorative details and awning, signage) as well as decorative fencing (not chain-link), landscaping elements and permanently affixed exterior lighting. Funds may not be used for residential property, building permits, acquisition of property, machinery or equipment, working capital, inventory or refinancing of existing debt.
- Business structures receiving Façade Renovation Grant funds must be in compliance with all existing city, state, and federal building codes and regulations and permitting requirements as a prerequisite to the receipt of funds.
- Grant eligibility is limited to one address per year.

7. RETAIL ENHANCEMENT GRANT PROGRAM

OBJECTIVE

A Retail Enhancement Grant Program is designed to create momentum in the task of recruiting and retaining restaurant and retail businesses. The project must be consistent with the Redevelopment Plan.

The program is for recoverable grants to any property or business owner with projects to assist with paying some of the costs associated with renovating or preparing commercial space for retail, salon, restaurant, gallery, or other similar use for occupancy. Funds may be used to retain existing businesses or to recruit new businesses.

To advance recruitment and marketability, the recoverable grant provides an incentive to improve the interior appearance and utility of street level storefronts, which will in theory attract retail and restaurant owners and draw more customers.

The following is a potential list of desired retail and other businesses. The list below is not all inclusive but serves as a guide only:

- | | |
|--|--|
| • Business incubators | Stationery stores |
| • Education/academia | • Kitchen/home accessories |
| • Information technology offices | • Small appliances |
| • Apparel stores including accessories (purses, scarves, hats) | • Electronics |
| • Shoe stores | • Sporting goods |
| • Toy stores | • Entertainment venues |
| • Hobby stores, craft store and supplies | • Jewelry stores |
| • Art supplies, framing stores | • Florists |
| • Pet stores and supplies | • Specialty retail apparel such as bridal, formal gown, tuxedo, costume. (does not include rental) |
| • Specialty food stores/delicatessens | • Art Galleries |
| • Restaurants | • Office supply stores |
| • Coffee/Tea shops | • Pharmacies |
| • Gift Stores | |
| • Book stores | |

SUGGEST CRITERIA

All rehabilitation work and design features must comply with all applicable city codes, ordinances, and CRA guidelines . Work must follow plans and specifications as approved by the CRA and must be completed within six (6) months from the date of permitting. All applicable licenses and permits must be obtained, including all permits required by the City of Jacksonville Beach's Planning Department, Development Services Division.

Program requirements:

- Projects must be located within the Jacksonville Beach Downtown Community Redevelopment Area. Remodeling, renovation, rehabilitation, installation, and additions to the interior and exterior of the commercial building are eligible for Grant funds. Grant funds must be used to modify and improve buildings and shall not be used for normal maintenance repair.
- Mixed-use projects improving multiple floors can qualify for funds; provided the ground floor will be used for retail and renovations to the ground floor are part of the project renovation scope.
- Generally, renovation projects must exceed \$10,000.
- Maximum Grant award would be \$20 for every square foot leased or occupied by the proposed tenant or business. The amount of incentive dollars awarded should not exceed 50 percent of the total construction costs.
- Grantee must remain in the location for five (5) years and must create or retain for five (5) years during the term of the agreement two (2) or more full-time equivalent jobs.
- Existing retailers who need to modernize the location or business owners at the end of their lease term who are considering moving can qualify for grantfunds.
- Applicants proposing to use Grant funds to help relocate from one building to another are not eligible to receive Grant funds unless the proposed move is necessary for business.
- Applicants will be required to execute a grant agreement and other security documents, including but not limited to, a forgivable promissory note and subordinate mortgage (as to a property owner applicant or property owner/tenant applicant) and a forgivable promissory note and personal guarantee (as to a tenant applicant). If a property owner applicant does not have a prospective tenant at the time of the Grant award the property owner/applicant may be required to execute a non-forgivable promissory note, subordinate mortgage and personal guaranty (the specific loan terms to be negotiated). All loan closing costs (e.g., recording fees and documentary stamp taxes) shall be included in the Grant amount awarded.
- The Grants will be recoverable and amortized over a period of five (5) years. The principal amount of the Grant will diminish 20 percent each year for a period of five (5) years. If the grantee does not default on the Grant terms during the required five (5) year period, the Grant will be closed.
- Eligible Grant expenditures include:
 - o Interior demolition or site preparation costs as part of a comprehensive renovation project.
 - o Permanent building improvements, which are likely to have universal functionality. Items including but not necessarily limited to demising walls, exterior lighting, code compliant restrooms, electrical wiring to the panel, HVACsystems.
 - o Improvements to meet Fire and Life Safety codes and/or Americans with Disabilities Act requirements.
 - o Exterior improvements including signs, painting, or other improvements to the outside of a building.
 - o Sanitary sewer improvements.
 - o Grease traps.
 - o Elevator Installation which services the retail.

- Ineligible Grant expenditures include:
 - Temporary or movable cubicles or partitions to subdivide space.
 - Office equipment including computers, telephones, copy machines, and other similar items.
 - Renovating space on a speculative basis to help attract new tenants.
 - Moving expenses.
 - Working capital.

FUNDING REQUIREMENTS

The Grant offers a maximum grant award of \$20 for every square foot leased or occupied by the proposed tenant or business. The amount of incentive dollars awarded shall not exceed 50 percent of the total project construction costs. The application may be made by the property owner, the tenant or jointly by the property owner and the tenant.

8. LAND USE AND ZONING MODIFICATIONS

Examine Land Use and Zoning Issues to see what modifications could spur development.

9. SPECIAL PERMITTING PROCESS

- Fast Track Permitting
- Waiving or using TIF to fund permit fees

10. USE OF LAND DISPOSITION FUNDS

Utilize proceeds from land disposition to establish a trust fund to support Retail Enhancement Grant or other uses.

11. ECONOMIC DEVELOPMENT ELECTRICITY INCENTIVE

Depending on rules regulating Beaches Utilities, an electricity Incentive could be provided along the following suggested terms to reduce the load rate. Some type of minimum and new load would be calculated.

SUGGESTED CRITERIA

- Year 1: 23.6% reduction to be credited in Year 2
- Year 2: 20% reduction to be credited in Year 3
- Year 3: 15% reduction to be credited in Year 4
- Year 4: 10% reduction to be credited in Year 5
- Year 5: 5% reduction to be credited in Year 6

The new discounted electrical load rate is applicable to new business establishments, commercial or industrial space that has been vacant for more than one month, and the expansion of existing establishments. The program is not available for load shifted from one location to another.

PUBLIC RETURN ON INVESTMENT ANALYSIS USING ROI FORMULA

Economic benefit is the direct, indirect, and induced gains in City revenues which result from the City's public investment in a project.

Return on investment (ROI) measures the economic benefit against the public investment for a project. This measure does not address issues of overall effectiveness or societal benefit; instead, it focuses on tangible financial gains or losses to City revenues that are derived from an investment in a specific project.

General ROI Measurements:

- Greater Than One - the project more than breaks even; the direct return to the City produces more projected revenues than the total cost of the public investment.
- Equal To One - the project breaks even; the return to the City in additional direct revenues equals the total cost of the public investment.
- Less Than One, But Positive - the project does not break even; however, the City generates enough revenues to recover a portion of its cost for the public investment.
- Less Than Zero - the project does not recover any portion of the public investment cost, and the City revenues are less than they would have been in the absence of the program because taxable activity is shifted to a nontaxable activity.

Projected City Ad Valorem Taxes (10 years)	A
Induced Taxes (10 years)	B
Total Direct City Revenue	$A + B = C$
Total City Investment	D
City's ROI	$C/D = E$

STATE INCENTIVES

There are no available state incentives currently beyond a Historic Tax Credit to a developer or a Brownfields tax credit to a developer

CRA RESOLUTION NO. 2021-02

A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH COMMUNITY REDEVELOPMENT AGENCY AMENDING ITS DOWNTOWN REDEVELOPMENT DISTRICT CAPITAL IMPROVEMENT PROJECTS BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the CRA is authorized to appropriate tax increment trust funds for projects and programs included in its approved Community Redevelopment Plan, and

WHEREAS, on July 20, 2015, the Community Redevelopment Agency incorporated the Downtown Action Plan into the Downtown Community Redevelopment Plan to add projects and programs designed to collectively improve the overall quality of life in the Downtown Redevelopment District and the City as a whole, and

WHEREAS, The City advertised a Request for Qualifications (RFQ) to procure the services of one or more engineering consultants. Award of this proposal provides the City with consulting engineering firms to manage the development and execution of the remaining projects associated with Downtown and Southend Redevelopment infrastructure improvements program.

WHEREAS, The City of Jacksonville Beach Public Works Department recommends that GAI Consultants, Inc., be awarded a contract for professional engineering services for Project Areas #2 (Phase IIIC-Project 4), #3 (Phase IIIC-Project 5), and #4 (Phase IIID-Project 6 – non-CRA) of RFQ No. 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas. The scope of services for this contract includes design and bidding services for water, sewer, stormwater, parking, street, and other infrastructure improvements within the identified CRA project areas, as well as public outreach, construction phasing, and contract development assistance as detailed in the attached Proposal for Professional Services dated March 5, 2021

WHEREAS, the Community Redevelopment Agency has sufficient Downtown Community Redevelopment Tax Increment Trust Fund revenues to pay for this task assignment:

NOW, THEREFORE, BE IT RESOLVED BY THE JACKSONVILLE BEACH COMMUNITY REDEVELOPMENT AGENCY THAT:

SECTION 1. The fiscal year 2020-2021 Downtown Community Redevelopment Capital Improvement Budget for the Jacksonville Beach Community Redevelopment Agency is amended to appropriate \$1,052,415.65 for RFQ 08-1920 for the final design and bidding services to implement the Downtown Southend infrastructure improvements.

SECTION 2. This resolution shall take effect upon its adoption.

DULY ADOPTED IN OPEN MEETING THIS 22nd Day of March, 2021.

Art Graham, CHAIRMAN

James Gilmore,
ACTING AGENCY ADMINISTRATOR

MEMORANDUM

TO: Jim Gilmore and Taylor Mejia, The Southern Group

FROM: Kayle Moore, PW Project Engineer

SUBJECT: Appropriation of Downtown Tax Increment Trust Funds for
Downtown Phase 3C and 3D Infrastructure Improvements Design

ACTION REQUESTED:

Appropriate Downtown Tax Increment Trust Funds for the Downtown Phase 3C and 3D Infrastructure Improvements Design portion of RFQ 08-1920
Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas

BACKGROUND:

The Community Redevelopment Agency (CRA) is embarking on its next phase of infrastructure improvements in the Downtown and the Southend Community Redevelopment areas (see attached map). The CRA intends to improve the water, sewer, stormwater, parking, street, and other infrastructure within the specific Downtown CRA project areas depicted on the map.

The City advertised a Request for Qualifications (RFQ) to procure the services of one or more engineering consultants that will span the length of the remaining improvements program. Award of this proposal provides the City with consulting engineering firms to manage the development and execution of the remaining projects associated with Downtown and Southend Redevelopment infrastructure improvements program.

Invitations were sent to 14 utility roadway and engineering consulting firms. The City received five proposals to its RFQ. These proposals were reviewed and ranked by a City Review Committee consisting of Marty Martirone, P.E., City Engineer, Kayle Moore, P.E., Public Works Project Engineer, and Bill Mann, Planning and Development Director. The top three firms participated in a presentation process.

The Committee ranked the responding firms as follows:

RFQ 08-1920 Review Committee Ranking Results			
Firm	Proposal Score	Presentation Score	Overall Rank
GAI Consultants, Inc.	97.33	98.33	1



City of
Jacksonville Beach
Operations &
Maintenance Facility
Department of Public
Works
1460-A Shetter Avenue
Jacksonville Beach
FL 32250
Phone: 904.247.6219
Fax: 904.247.6117
www.jacksonvillebeach.org

Jones Edmunds & Associates, Inc.	93.67	96.33	2
England-Thims & Miller, Inc.	94.00	89.33	3
WGI, Inc.	82.33	N/A	4
Halff Associates, Inc.	81.67	N/A	5

After reviewing the proposals and attending the presentations, the Committee recommended that the City further negotiate discrete portions of the scope as described in the RFQ with the top two ranked firms. Staff and the Committee recommended that GAI Consultants, Inc., be awarded a contract for professional engineering services for Project Areas #2 (Phase IIIC-Project 4), #3 (Phase IIIC-Project 5), and #4 (Phase IIID-Project 6 – non-CRA) of RFQ No. 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas. The scope of services for this contract includes design and bidding services for water, sewer, stormwater, parking, street, and other infrastructure improvements within the identified CRA project areas, as well as public outreach, construction phasing, and contract development assistance as detailed in the attached Proposal for Professional Services dated March 5, 2021

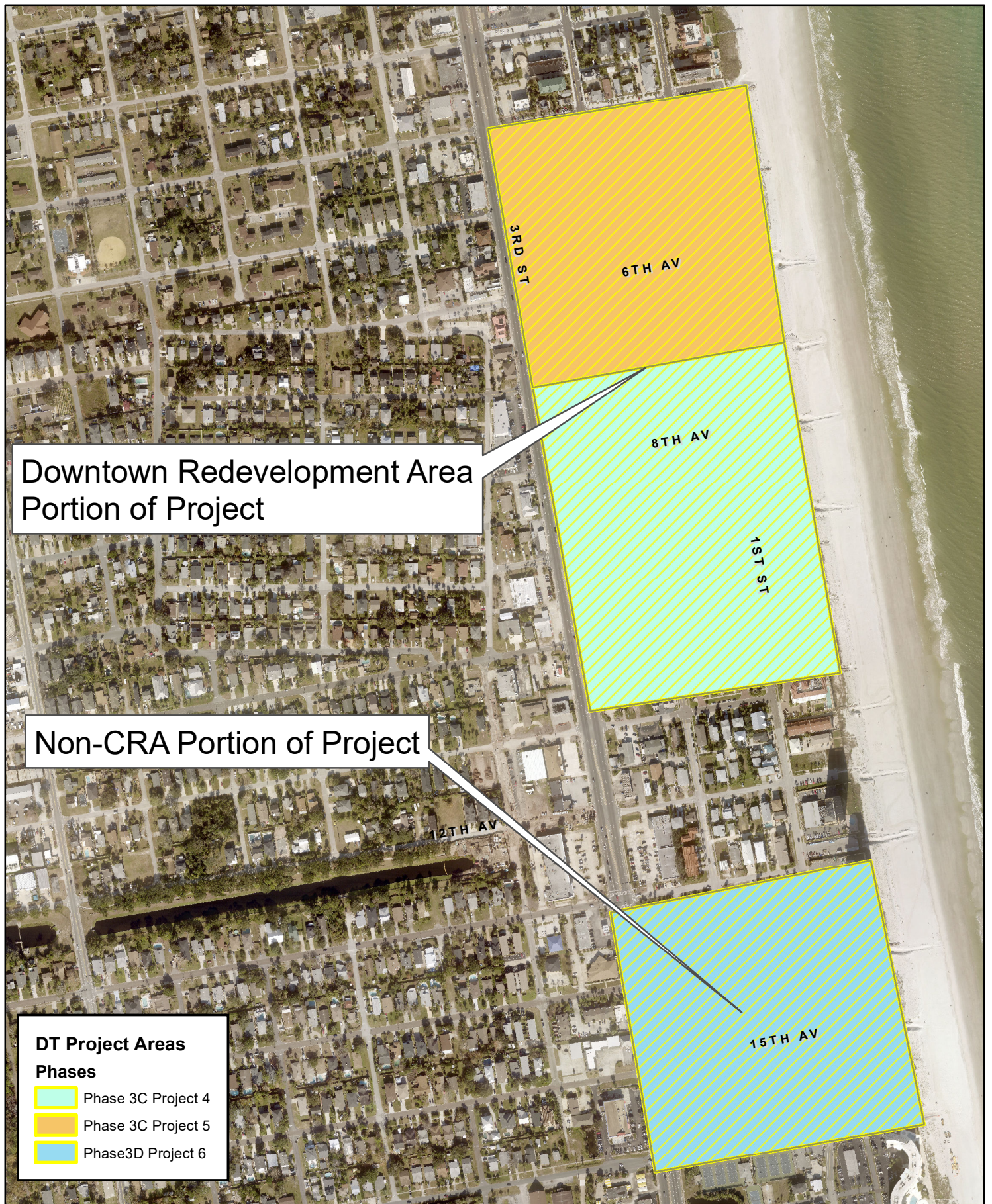
The total cost for the Final Design-Bid phase of the CRA portion of this project is \$1,052,415.65, which includes a 10% contingency.

RECOMMENDATION:

Appropriate Downtown Redevelopment Tax Increment Trust funds in the amount of \$1,052,415.65 for RFQ 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas, Project Areas #2 (Phase IIIC-Project 4) and #3 (Phase IIIC-Project 5) to GAI Consultants, Inc.

ATTACHMENTS

- CRA Project Areas Map
- RFQ 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas, including GAI's RFQ Proposal
- Notice of Intent to Negotiate Satisfactory Contract
- GAI Proposal for Professional Services dated March 5, 2021





City of Jacksonville Beach

Property and Procurement Division
1460A Shetter Ave., Jacksonville Beach, FL 32250
Tel: 904-247-6229



REQUEST FOR QUALIFICATIONS

RFQ Number:	08-1920
RFQ Title:	Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas

Submittal Deadline	
Day:	Wednesday
Date:	August 26, 2020
Time:	3:00 P.M.
Location:	Property and Procurement
Address:	1460A Shetter Ave., Jacksonville Beach, FL 32250

ANTICIPATED TIME LINE: The **anticipated** schedule for this RFQ is as follows:

RFQ Advertised	29-July-2020
Deadline to Submit Questions	14-August-2020
Addendum (if necessary) Issued	19-August-2020
Submission Deadline	26-August-2020
RFQ Opened	26-August-2020

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SECTION A: OVERVIEW

OVERVIEW

1. PURPOSE:

The City of Jacksonville Beach is requesting proposals from utility and roadway engineering consulting firms to enter into an agreement for investigating, planning, designing, engineering and construction management of Infrastructure Improvements, Downtown Redevelopment Area and Adjacent Areas, Jacksonville Beach, Florida. Fees will be negotiated utilizing the Consultant's Competitive Negotiation Act, Chapter 287.055, F.S., and a purchase order will be issued for the scope of work assigned under this contract.

Responses received to this RFQ will be evaluated and ranked in accordance with the process and evaluation criteria contained in Section C of this document.

2. RFQ DUE DATE: 3:00 PM WEDNESDAY AUGUST 26, 2020

Subject to the terms and conditions specified in this **Request for Qualifications (RFQ)**, will be received until Wednesday, **August 26, 2020 at 3:00 p.m.**, and acknowledged publicly by the Property and Procurement Division, 1460A Shetter Avenue, Jacksonville Beach, Florida 32250.

3. ELIGIBILITY:

The selected firm must have the capability, experience and licensing necessary to provide investigating, planning, designing, engineering and construction management of Infrastructure Improvements in the Downtown Redevelopment Area and Adjacent Areas, Jacksonville Beach, Florida.

Responses will only be considered from firms which are regularly engaged in the business of providing and performing similar services requested in this solicitation, and who have verifiable evidence of a consistent satisfactory record of performance.

4. CONTRACT AWARD:

The City reserves the right to enter into a contract with the selected firm(s) that the City deems to offer the best overall qualifications and experience. In addition, the City Manager, as the City's representative, in his sole discretion, reserves the right to cancel this RFQ, to reject any and all responses, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the City to do so.

The City reserves the right to negotiate with the highest rated respondent. If an agreement cannot be reached with the highest rated respondent, the City reserves the right to negotiate and recommend award to the next ranked respondent or subsequent respondents, until an agreement is reached.

The City reserves the right to award this contract to multiple firms. Notwithstanding the contract(s) resulting from this RFQ, the CITY reserves the right to follow its normal purchasing procedures at any time to procure additional services for any of the types of work noted in this RFQ. Consultant agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services at its sole option.

5. ANTICIPATED RFQ TIMELINE:

The **anticipated** schedule for this RFQ is as follows:

RFQ Advertised	29-July-2020
Deadline to Submit Questions	14-August-2020
Addendum (if necessary) Issued	19-August-2020
Submission Deadline	26-August-2020
RFQ Opened	26-August-2020

6. SUBMITTAL REQUIREMENTS:

Electronic response submission with the company name, RFQ number and title in the file name will be sent to:

<https://cojbftp2.jaxbchfl.net/public/folder/94EY3zcbU0CzjOyPgA5QBA/RFQ%2008-1920>
Password: jK@u5&V5

It is the respondent's responsibility to ensure that all files for the response are able to be received by the City. Completed responses to this RFQ will **only** be received electronically. The response should include One (1) PDF of the entire response with the required signatures. This will serve as the official submitted response.

Electronic submissions received after the posted due date and/or time will not be considered. Modifications received after the due date and/or letters of withdrawal received after the due date or after contract award, whichever is applicable, will not be considered.

No verbal interpretations will be made of any response documents. Requests for such interpretations shall be made via email to Purchasing@jaxbchfl.net at least seven (7) days prior to the RFQ opening date. Interpretation will be in the form of an addendum and issued to all respondents.

RFQ opening call – in information:

As authorized by the governors executive order and due to the current restrictions and limitations for social distancing and gatherings surrounding the COVID-19 crisis, we are conducting a telephonic RFQ opening on Wednesday, August 26, 2020 at 3:00pm.

The Governor's Executive Order Number 20-69, addressing Local Government Public

Meetings, states local government bodies may utilize communications media technology (CMT), as provided in section 120.54(5)(b)2., Florida Statutes.

The following CMT telephone options are available to listen to the August 26, 2020 RFQ opening.

Dial(for higher quality, dial a number based on your current location):

US: +1(646)3573664
+1(773)2319226 (US North)
+1(312)2630281
+1(470)8692200 (US East)
+1(650)2424929
+1(720)9027700 (US Central)
+1(213)2505700
+1(346)9804201
+1(469)4450100 (US South)
+1(623)4049000 (US West)

Meeting ID: 148 208 5142

SECTION B: GENERAL PROVISIONS

GENERAL PROVISIONS

1.1 INSTRUCTIONS TO RESPONDENTS:

- **Requirements** that are **explicit** to this particular **Request for Qualifications Number 08-1920** are found in **SECTION C**, which begins on **page 22**.
- **The Minimal Response Package shall consist of the following:**

Respondent's company profile and submittal letter - A brief letter of intent that will include a description of the services to be provided and other relevant information.

Interested firms should provide proposed timeline for completion of project. The proposed schedule should include time for completion of draft report and final report.

Address all items in Section C: Nature of the Work and Scope of Services.

Form 1: Response Form

Form 2: RFQ Award Notice

Form 3: Required Disclosure

Form 4: Drug-Free Workplace Compliance

Form 5: Non-Collusion Affidavit

Form 6: Non-Bankruptcy Affidavit

Any additional information which may be pertinent.

All forms must be completely filled out, appropriately executed and submitted as part of the response package. These start on **page 37**.

Failure to comply with the requirements of this paragraph may be construed by the CITY as proper grounds for disqualifying any response at the CITY's sole discretion.

1.2 TERMS AND CONDITIONS

- A. General. It is the purpose and intent of this Contract to secure the supplies and/or services listed herein for the City of Jacksonville Beach, Jacksonville Beach, Florida, hereinafter called the "CITY."
- B. Time for CITY Acceptance. Respondent shall honor its response for 90 days from the Submission Deadline date.
- C. Effective Contract Term Start Date. The effective contract term start date shall be the date of award by the CITY or date of Notice to Proceed, whichever is later.
- D. Extension of Contract. If the CITY should have a need to re-advertise for responses, the Contract resulting from this RFQ shall automatically be extended month-to-month past its term end date. This mandatory extension will allow the CITY to receive and assess

responses, to award a new contract, and to ensure a smooth, cooperative and seamless transition between consultants; to minimize impact and disruption to customers; and, to maintain public safety and health standards.

E. Award.

- 1) The CITY reserves the right to waive informalities, to reject any and all responses, in whole or in part, and to accept the response that in its judgment will best serve the interest of the CITY.
- 2) The CITY specifically reserves the right to reject any conditional response and will normally reject those that make it impossible to determine the true amount of the submittal. Each item must be submitted separately and no attempt shall be made to tie any item or items together.

F. Inspection. All supplies and workmanship shall be subject to inspection and test after arrival at destination. In case any articles are found to be defective, or otherwise not in conformity with the specification requirement, the CITY shall have the right to reject such articles.

G. Payments. The Consultant shall be paid, upon the submission of an invoice, the prices stipulated herein for articles delivered and accepted. Invoices must show a Purchase Order Number. Payments shall be made in conformance with the Florida Prompt Payment Act and after approval by the City Finance Department. Payment is contingent upon appropriation of funds by the City Council.

1.3 ADDITIONAL INFORMATION

The information in this RFQ package is provided to facilitate responses. Much effort was made to provide necessary and accurate information, but the CITY is not to be penalized for any lack of completeness. If you require further information regarding this submittal, please contact Luis F. Flores, Property and Procurement Officer, in the Property and Procurement Division via email at Purchasing@jaxbchfl.net.

1.4 ADDENDA TO THE RFQ

If any addenda are issued to this RFQ, a good faith attempt will be made to deliver a copy to each of those Respondents, who, according to the records of the Property and Procurement Division previously requested a copy of this RFQ. However, prior to submitting a response, it shall be the responsibility of the Respondent to contact the CITY's Property and Procurement Division at Purchasing@jaxbchfl.net to determine if any addenda were issued and if so, to obtain such addenda for attachment to, and consideration with, the RFQ. Respondents should either acknowledge receipt of such addendum(s) on their response, or attach such addendum(s) to their response. Additionally, all documents associated with this RFQ are available on the CITY's webpage:

<http://www.jacksonvillebeach.org/government/departments/finance/bidrfp-rfq-listings>

1.5 USE OF RESPONSE FORMS

All submittals must include the forms provided in Section F of this package. Failure to comply may preclude consideration of the submission. Supplemental information may be attached to these forms.

1.6 DEVIATIONS FROM REQUESTED PLAN

The Contract terms and conditions stipulated in this RFQ are those required by the CITY. Respondents are required to submit their responses, which comply with the request. Any deviations from the request should be clearly noted. Any deviation or incomplete response or nonresponse may be deemed as a nonconforming, nonresponsive RFQ.

1.7 CONFLICT WITH SPECIMEN CONTRACTS

Unless specifically noted to the contrary as a deviation from the RFQ, the submission of Respondent's specimen contract with a Respondent's response submittal shall not constitute notice of the Respondent's intent to deviate from the RFQ in a restrictive manner. Unless specifically noted otherwise, the attachment of the Respondent's specimen contract shall be deemed to be an offer in at least full compliance with the RFQ, and the Respondent expressly agrees to reform said contract to the extent inconsistent in a restrictive manner from the RFQ. That is, submission of a Respondent's contract shall be deemed solely an offer of supplemental terms and conditions not otherwise addressed in the RFQ or a broadening of terms and conditions to the benefit of the CITY beyond that required by the RFQ.

1.8 ERRORS IN SUBMITTALS

Respondents shall fully inform themselves as to the conditions, requirements and specifications before submitting their qualifications. Failure to do so will be at the Respondent's own risk, and a Respondent cannot secure relief on a plea of error. Neither law nor regulations make allowance for errors either of omission or commission on the part of the Respondent.

1.9 LEGAL AND REGULATORY COMPLIANCE

The Respondent must agree to comply with all applicable federal, state and local laws, ordinances, rules and regulations as the same exist and as may be amended from time to time, including, but not limited to the Public Records Law, Chapter 119, Florida Statutes. In accordance with Section 119.0701, Florida Statutes, the following provisions are included in this Contract:

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT THE CITY OF JACKSONVILLE BEACH, CITY CLERK'S OFFICE:

TELEPHONE NUMBER: 904-247-6250 EXT # 10

EMAIL ADDRESS: CITYCLERK@JAXBCHFL.NET

MAILING ADDRESS: 11 NORTH THIRD STREET, JACKSONVILLE BEACH, FL 32250.

The Contractor shall comply with public records laws of Florida, specifically to:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Contractor or keep and maintain public records required by the public agency to perform the service. If the Contractor transfers all public records to the public agency upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

1.10 CANCELLATION/NON-RENEWAL/ADVERSE CHANGE/RATE INCREASE NOTICE

The CITY should be given at least 90 days' notice of cancellation, non-renewal, adverse change or increase in rates (if applicable).

1.11 WAIVER/REJECTION OF RESPONSES

The CITY reserves the right to waive formalities or informalities in submissions and to reject any or all submittals or portions of submittals, or to accept any submittals or portions of submittals deemed to be in the best interest(s) of the CITY or to negotiate or not negotiate with the Respondent. The CITY reserves the right to reject all RFQs and re-advertise a new RFQ for this work.

1.12 AUTHORIZED OFFER

The person submitting the response should indicate the extent of authorization by the Company to make a valid offer in the response summary that may be accepted by the CITY to form a valid and binding contract.

If the person submitting the response is not authorized to submit a response that can be bound

by CITY acceptance, such a person should also obtain the signature of an authorized representative of the insurer, that may result in a bound contract upon the CITY's acceptance.

1.13 EVALUATION OF RESPONSES

The CITY will evaluate each response based on all the criteria set forth in the RFQ. The evaluation process will consider all requested criteria to determine which firm is the most highly qualified to perform the required services.

1.14 PUBLIC ENTITY CRIMES STATEMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response on a contract to provide any goods or services to a public entity, may not submit a response on a contract with a public entity for the construction or repair of a public building or public work, may not submit a response on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

1.15 CONFLICT OF INTEREST CERTIFICATE

All solicitations once advertised, and until the appropriate authority has approved an award recommendation, are under the "Cone of Silence". This limits and requires documentation of communications between potential proposers and/or proposers on CITY solicitations, the CITY's professional staff, and the City Council members.

Any lobbying by or on behalf of the Respondent will result in rejection/disqualification of said response. Respondents shall refrain from any contact with City Council members and staff or the Evaluation Committee regarding this response.

DURING THE PERIOD BETWEEN RESPONSE SUBMISSION DATE AND THE CONTRACT AWARD, RESPONDENTS, INCLUDING THEIR AGENTS AND REPRESENTATIVES, SHALL NOT DIRECTLY DISCUSS OR PROMOTE THEIR RESPONSE WITH ANY MEMBER OF THE CITY COUNCIL OR CITY STAFF EXCEPT UPON THE REQUEST OF THE CITY OF JACKSONVILLE BEACH PROPERTY AND PROCUREMENT DIVISION IN THE COURSE OF CITY-SPONSORED INQUIRIES, BRIEFINGS, INTERVIEWS, OR PRESENTATIONS.

This provision is not meant to preclude respondents from discussing other matters with City Council members or CITY staff. This policy is intended to create a level playing field for all potential Respondents, assure that contract decisions are made in public, and to protect the integrity of the RFQ process. Its purpose is to stimulate competition, prevent favoritism and secure the best work and materials at the lowest practicable price, for the best interests and benefit of the taxpayers and property owners. Violation of this provision may result in rejection of the Respondent's response.

1.16 DISCRIMINATION CLAUSE

An entity or affiliate who has been placed on the discriminatory vendor list may not submit on a contract to provide goods or services to a public entity, may not submit a response on a contract with a public entity for the construction or repair of a public building or public work, may not submit responses on leases of real property to a public entity, may not award or perform work as a contractor, supplier, sub-contractor, or consultant under contract with any public entity, and may not transact business with any public entity.

1.18 SAFETY REQUIREMENTS FOR CONSULTANTS PROVIDING SERVICES TO CITY

- A. The Consultant shall comply with all federal and state Occupational Safety and Health Act (OSHA) Standards including 29 CFR 1910 and any other rules and regulations applicable to construction and maintenance activities in the State of Florida. The Consultant shall also comply with Chapter 442, Florida Statutes (Toxic Substances in the Workplace) and any county or city or any other agency's rules and regulations regarding safety.
- B. The Owner's safety personnel or any supervisor or inspector may, but is not required to, order that the work be stopped if a condition of immediate danger is found to exist. Nothing contained herein shall be construed to shift responsibility or risk of loss for injuries or damage sustained as a result of a violation of this Article from the Consultant to the Owner; and the Consultant shall remain solely and exclusively responsible for compliance with all safety requirements and for the safety of all persons and property at the project site.
- C. The parties hereto expressly agree that the obligation to comply with applicable safety provisions is a material provision of this Contract and a duty of the Consultant. The Owner reserves the right to require demonstration of compliance with the safety provisions of this Contract. The parties agree that such failure is deemed to be a material breach of this Agreement; and the Consultant agrees that upon such breach, all work pursuant to the Contract shall terminate until demonstration to the Owner that the safety provisions of this Agreement have been complied with. In no event shall action or failure to act on the part of the Owner be construed as a duty to enforce the safety provisions of this Agreement nor shall it be construed to create liability for the Owner for any act or failure to act in respect to the safety provisions of this Agreement.

1.19 INSURANCE REQUIREMENTS

A. GENERAL PROVISIONS

Hold Harmless: The CITY shall be held harmless against all claims for bodily injury, disease, death, personal injury, and damage to property or loss of use resulting therefrom, to the extent caused by the Engineer, unless such claims are a result of the CITY's sole negligence.

Defense fees and costs on behalf of the CITY: The Consultant agrees to pay on behalf of the CITY, the CITY's legal defense fees and costs, for all third party claims and actions filed against the CITY arising from or relating to any scope of work or services performed by the Consultant as described herein.

Such payment on behalf of the CITY shall be in addition to all other legal remedies available to the CITY and shall not be considered to be the CITY's exclusive remedy.

Loss Control/Safety: Precaution shall be exercised at all times by the Consultant for the protection of all persons, employees, and property. The Consultant shall comply with all laws, regulations and ordinances related to safety and health, shall make special efforts to detect hazardous conditions, and shall take prompt action where loss control and safety measures should reasonably be expected.

B. PROOF OF CARRIAGE OF INSURANCE & NAMING CITY AS ADDITIONAL INSURED

The Consultant shall furnish the CITY with satisfactory proof of carriage of insurance required herein. The Consultant shall name the City of Jacksonville Beach (CITY) as additional insured on the Consultant's, and any sub-consultant's Public Liability, Property Damage and Comprehensive Automobile Liability Insurance Policies. The additional insured shall be provided the same coverage as the primary insured for losses arising from work performed by the Consultant or its sub-consultants. The proof of carriage or a copy of all policies shall be required prior to commencement of any work under this Contract.

The CITY may order work to be stopped if conditions exist that present immediate danger to persons or property. The Consultant acknowledges that such stoppage will not shift responsibility for any damages from the Consultant to the Organization.

C. INSURANCE REQUIREMENTS

Basic Coverages Required: During the term of this Contract, the Consultant shall procure and maintain the following-described insurance and/or self-insurance except for coverage's specifically waived by the CITY. All policies and insurers must be acceptable to the CITY.

These insurance requirements shall not limit the liability of the Consultant. The CITY does not represent these types of amounts of insurance to be sufficient or adequate to protect the Consultant's interests or liabilities, but are merely minimums. All insurers must carry a current A.M. Best & Company rating of at least "A-."

Worker's Compensation Coverage is required for Consultant and all sub-consultants.

The Consultant and all sub-consultants shall purchase and maintain worker's compensation insurance for all workers' compensation obligations imposed by state law

and employer's liability limits of at least \$100,000.00 each accident, \$100,000.00 each employee and \$500,000.00 policy limit for disease.

The Consultant and all sub-consultants shall also purchase any other coverages required by law for the benefit of employees.

General Liability Coverage is required for Consultant and all sub-consultants.

Commercial General Liability in Occurrence Form.

Coverage A shall include Bodily Injury and Property Damage coverage for liability claims arising from premises, operations, contractual liability, independent Consultants, products and complete operations and including but not limited to coverage for claims resulting from explosion, collapse, or underground (x,c,u) exposures (if any).

Coverage B shall include personal injury and **is required**.

Coverage C, medical payments is **not** required.

Amounts:	Bodily Injury:	\$1,000,000	Each Occurrence
		\$1,000,000	Aggregate
	Property Damage:	\$1,000,000	Each Occurrence
		\$1,000,000	Aggregate

Products and Completed Operations are required for Consultant and all sub-consultants.

Amount:	\$1,000,000	Aggregate
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Business Auto Liability Coverage is required for Consultant and all sub-consultants.

Business Auto Liability Coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

Amounts:	Bodily Injury:	\$1,000,000	Each Occurrence
		\$1,000,000	Aggregate
	Property Damage:	\$1,000,000	Each Occurrence
		\$1,000,000	Aggregate

Professional Liability is required for Consultant and all sub-consultants.

Pollution Liability is not Required of Consultant and all sub-consultants.

The CITY requires Pollution/Environmental Liability insurance covering cleanup costs including on-site discovery and third party liability, on-site and off-site third party pollution liability coverage, natural resources damage coverage.

Limits of Liability:	\$1,000,000	Each Pollution Event Limit
	\$1,000,000	Aggregate Policy Limit

Excess or Umbrella Liability Coverage.

Umbrella Liability insurance is preferred, but an Excess Liability equivalent may be allowed. Whichever type of coverage is provided; it shall not be more restrictive than the underlying insurance policy coverages.

Limits of Liability:	\$1,000,000	Each Occurrence
	\$1,000,000	Aggregate

Claims Made Coverage – No Gap

If any of the required professional or pollution liability insurance is provided on a “claims made” form, such coverage shall extend for a period of not less than 36 months following completion of the contract. In the event of termination of claims made policy, extended coverage may be provided by assurance that extended discovery coverage of at least 36 months will be purchased from the expiring insurer, or by assurance that the succeeding insurer will provide retroactive coverage with an inception date of at least on or before the effective date of this Contract.

D. CERTIFICATES OF INSURANCE OF CONSULTANT AND ALL SUBCONSULTANTS

Required insurance shall be documented in Certificates of Insurance which provide that the CITY shall be notified at least 30 days in advance of cancellation, nonrenewal or adverse change.

New Certificates of Insurance are to be provided to the CITY at least 15 days prior to coverage renewals.

If requested by the CITY, the Consultant shall furnish complete copies of the Consultant’s insurance policies, forms and endorsements.

For Commercial General Liability coverage, the Consultant shall at the option of the CITY, provide an indication of the amount of claims, payments, or reserves chargeable to the aggregate amount of liability coverage.

NOTE: Any sub-Consultants approved by the CITY shall be required to provide proof of insurance identical in amounts as required by the contract to perform related services. All coverages shall name the CITY as “additional insured.”

Receipt of certificates or other documents of insurance or policies or copies of policies by the CITY, or by any of its representatives, which indicate less coverage than required will not constitute a waiver of the successful proposer(s)' obligation to fulfill the insurance requirements herein.

1.20 PERFORMANCE AND PAYMENT BONDS – N/A

Respondents shall furnish in their response “proof of bond ability” from their Surety Company indicating their ability to obtain a performance and payment bond of at least \$5,000,000 in the event it shall be requested by the CITY. Surety shall indicate in their letter their history with the Respondent and their willingness to process P&P Bonds as needed on the Respondent's behalf.

The awarded Respondent shall furnish within seventy-two (72) hours of an “Event” Notice to Proceed a 100% Performance Bond and 100% Payment Bond in conformance with Section 255.05, Florida Statutes, payable to the CITY as security for the faithful performance of the Contract and payment of sub-contractors and/or suppliers. The Performance and Payment Bond shall be issued for each particular disaster event in which the Notice to Proceed is executed. The Performance and Payment Bonds shall be maintained throughout the Notice to Proceed execution period. At the completion of all work under a particular Notice to Proceed, the Performance and Payment Bonds shall be released after 90 days to ensure all sub-contractors have been paid. Costs of all bonds shall be included in proposed unit pricing. The Performance and Payment Bond Form supplied by the CITY shall be the only acceptable forms for these bonds.

If Respondent fails to deliver the Performance and Payment Bond within the specified time, including any extensions approved by the CITY, the CITY shall declare the Respondent in default of the contractual terms and conditions, and the Respondent shall cease work until the required Performance and Payment Bond is submitted to the CITY's Purchasing Department.

The bond shall be issued by an agency authorized to do business in the State of Florida with a rating of “A” or higher, as listed in the A.M. Best & Company latest published rating. An attorney-in-fact who signs a Performance Bond must file with the bond a certified copy of his/her power of attorney to assign said bond.

Level I Event: Tropical Storm to Hurricane Category 1; shall be in the amount of one million (\$1,000,000.00) dollars.

Level II Event: Hurricane Category 2; shall be in the amount of three million (\$3,000,000.00) dollars.

Level III Event: Hurricane Category 3 and above; shall be in the amount of five million (\$5,000,000.00) dollars.

Performance and Payment Bond amounts for other events shall be determined based on the severity and magnitude of the event. Should a catastrophe other than a hurricane occur, the

CITY will inform the selected firm(s) of the level of bonding required.

Performance and Payment Bonds for each event shall comply with all other requirements, unless otherwise stated. If the catastrophic event diminishes after the Event “Notice to Proceed” is issued, a stop work order shall be issued to cancel the Performance and Payment Bonds tied to said event.

1.21 BANKRUPTCY

No firm will be issued a contract for the work, where a key representative has filed for bankruptcy personally or has been an officer or principal of a firm, which has filed bankruptcy in the past seven (7) years. Attached is a Non-Bankruptcy Affidavit form. All submitted responses must include this form executed by the proper representative of the Respondent company (**see attached Form 6**).

1.22 NONEXCLUSIVE

Notwithstanding the contract resulting from this RFQ, the CITY reserves the right to follow its normal purchasing procedures at any time to procure additional services for any of the types of work noted in this RFQ. The Consultant agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the CITY may, at any time, secure similar or identical services at its sole option. The Consultant is not guaranteed any amount of work.

1.23 DRUG FREE WORKPLACE COMPLIANCE FORM

Attached is a Drug Free Workplace Compliance Form. All submitted responses must include this form executed by the proper representative of your company (**see attached Form 4**.)

1.24 WARRANTY – N/A

All warranties express and implied shall be made available to the CITY for goods and services covered by this solicitation. All goods furnished shall be fully guaranteed by the successful Respondent against factory defects and workmanship. At no expense to the CITY, the successful Respondent shall correct any and all apparent and latent defects that may occur within the manufacturer’s standard warranty.

1.25 PROTEST

Any Respondent who perceives themselves aggrieved in connection with a recommended award may protest to the Property and Procurement Officer. A written notice of intent to file a protest must be filed with the Property and Procurement Officer within three (3) days after receipt by the Respondent of the Notice of Intent to Submit RFQ for Approval and Award by City Council, in accordance with the procedures set forth in Section XII K., City of Jacksonville Beach Purchasing Manual. Failure to follow the protest procedures or failure to meet any deadline set forth herein shall automatically nullify any protest or claim brought by an aggrieved bidder/proposer and shall constitute a waiver of all right to protest or appeal.

In the event of a timely protest, the CITY shall not proceed further with award of the contract and agreement until all administrative remedies are exhausted, or until the City Manager determines the award of the contract is immediately necessary to protect the public health, welfare, or safety.

1.26 FRAUD AND MISREPRESENTATION

Any individual, corporation, or other entity that attempts to meet its contractual obligations with the CITY through fraud, misrepresentation, or material misstatement, may be debarred for up to five (5) years. The CITY, as a further sanction, may terminate or cancel any other contracts with such individual, corporation, or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

1.27 OMISSIONS IN SPECIFICATIONS

The scope of services or description of items contained within this solicitation describes the various functions and classes of work required as necessary for the completion of the project. Any omissions of inherent technical functions or classes of work within the specifications and/or statement of work shall not relieve the Respondent from furnishing, installing, or performing such work where required to the satisfactory completion of the project.

1.28 FORCE MAJEURE

The CITY and the successful Respondent are excused from the performance of their respective obligations under the contract when and to the extent that their performance is delayed or prevented by any circumstances beyond their control, including fire, flood, explosion, strikes or other labor disputes, natural disasters, public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance provided that:

- a) The non-performing party gives the other party prompt written notice describing the particulars of the force majeure, including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the force majeure.
- b) The excuse of performance is of no greater scope and of no longer duration than is required by the force majeure.
- c) No obligations of either party that arose before the force majeure causing the excuse of performance are excused as a result of the force majeure.
- d) The non-performing party uses its best efforts to remedy its inability to perform.

Notwithstanding the above, performance shall not be excused under this section for a period in excess of two (2) months, provided that in extenuating circumstances, the CITY may excuse performance for a longer term. Economic hardship of the successful Respondent shall not

constitute a force majeure. The term of the contract shall be extended by a period equal to that during which either party's performance is suspended under this section.

1.29 RESPONSE AWARD NOTICE FORM

Attached is a Response Award Notice Form. All submitted responses are to include this form to be notified of the recommendation of award (**see attached Form 2**).

1.30 INDEMNIFICATION

The Respondent to whom a contract is awarded shall defend, indemnify and hold harmless the CITY as outlined below.

The Consultant covenants and agrees to indemnify, hold harmless and defend the CITY, its council, officers, employees, agents and servants from any and all claims for bodily injury, including death, personal injury, and property damage, including damage to property owned by CITY, and any other losses, damages, and expenses of any kind, including attorney's fees, court costs and expenses, which arise out of, in connection with, or by reason of services provided by the Consultant or any of its Sub-consultant(s) in any tier, occasioned by the negligence, errors, or other wrongful act or omission of the Consultant, its sub-consultant(s) in any tier, their officers, employees, servants or agents.

In the event that the completion of the project (to include the work of others) is delayed or suspended as a result of the Consultant's failure to purchase or maintain the required insurance, the Consultant shall indemnify the CITY from any and all increased expenses resulting from such delay. Should any claims be asserted against the CITY by virtue of any deficiency or ambiguity in the plans and specifications provided by the Consultant, the Consultant agrees and warrants that Consultant shall hold the CITY harmless and shall indemnify it from all losses occurring thereby and shall further defend any claim or action on the CITY's behalf.

The first ten dollars (\$10.00) of remuneration paid to the Consultant is consideration for the indemnification provided for above.

The extent of liability is in no way limited to, reduced, or lessened by the insurance requirements contained elsewhere within this Agreement.

This indemnification shall survive the expiration or earlier termination of the contract.

1.31 RFQ IS NOT A BID

This Request for Qualifications is not to be considered a bid. The CITY will evaluate responses based on the criteria set forth in this RFQ. The evaluation process is to consider all requested criteria to determine which firm is the most responsive, responsible and highly qualified to perform the required services.

SECTION C: NATURE OF THE WORK AND SCOPE OF SERVICES

NATURE OF THE WORK

MINIMUM REQUIREMENTS OF THE FIRM

1. The firm must be authorized under state and local law to perform the services sought by this RFQ.
2. The firm must have extensive experience in the planning, design, engineering and construction management of public utility, drainage, and roadway improvements.
3. The firm must have a working knowledge of the requirements and procedures of the various local, state, and federal agencies with regulatory authority over the planning, design, and engineering of utility and roadway improvements.
4. A local office (Duval, St. Johns, or Clay counties) in close proximity to where the work will be done.

The design firm must have the capability of providing in-house design services to perform the required work.

COMPETITIVE SELECTION PROCESS AND CONSULTANT(S) WRITTEN PROPOSAL SUBMITTAL REQUIREMENTS

A response to this Request for Proposals must be made according to the requirements established in this section. Failure to adhere to these requirements may be a cause for rejection of the proposal. Any correction or resubmission done by the Respondent will not extend the date for submittal of the proposal.

1. COMPETITIVE SELECTION PROCESS:

Consultant competitive selection shall be in accordance with this Request for Proposal.

The City will assess qualifications, interest, and availability of the respondents by reviewing the submitted written responses. This review will result in a ranked list of fully qualified respondents. If deemed necessary, public informal interviews / discussions may be conducted of no fewer than three (3) of the listed respondents determined to be best qualified based upon the evaluation of the submitted responses. These interviews / discussions will include, but may not be limited to, the respondent's qualifications, approach to the project, and ability to furnish the services. The City reserves the right to require public presentations from respondents if it deems them necessary.

During the review of submitted responses, each criterion below will be evaluated. The evaluation of the criteria will be utilized as an aid in selecting / ranking the respondents.

2. SUBMITTED PROPOSAL / QUALIFICATIONS SUBMITTAL REQUIREMENT:

Respondents are to adhere to the requirements shown below. Failure to do so may result in

rejection of proposal as non-responsive.

- a. Be concise and to the point.
- b. Limit proposal to no more than thirty (30), 8-1/2" X 11" type written pages.
- c. Provide adequate information on each criterion below.
- d. Provide the criteria information below in the order shown.

CRITERIA:

a. Ability of Professional Personnel, including:

- 1. **Past Record of Professional Performance / Accomplishments:** A list plus brief description of recent completed projects similar to the City requirements under consideration with references to include each owner's contact person with telephone number. This is to be limited to design projects completed by team members that will be assigned to this project within the last ten (10) years and be assigned to the local office.
- 2. **Ability to design an Approach and Work Plan to Meet the Project Requirements:** Include a description of the proposer's understanding of the general nature of the assignment, approach and methodology envisioned to accomplish the scope of work, identification of any problem areas you may have detected and proposed solutions, recommendations for construction contract enhancement to better facilitate timely completion and minimize impacts to the City's residents and businesses, and any suggestions for potential cost savings in professional fees and/or construction related costs through the employment of innovative approaches.
- 3. **Project Team:** List consultant team members and sub-contractor firms/team members. Give brief bullets on education, training, and experience of project personnel.
- 4. **Construction Management:** Describe the experience of the firm and assigned personnel to coordinate, direct, and resolve conflicts arising from design and construction work activities and project delays among various contractors, engineers, developer's engineers and/or contractors on simultaneous multiple design and/or construction projects.

- b. **Proximity:** Location of the consultant's home office (corporate headquarters) and location of the local office where the project(s) will be produced. The members of the project team should be permanently assigned to and physically located at the project office. Routine and responsive face-to-face and telephonic and virtual interaction will be important in servicing the City's needs in performing this contract.

c. Willingness to Meet Time and Budget Requirements:

- 1. Affirm the respondent's willingness and ability to conform to the following City requirements:

- (a) In no case, will the City pay a total overhead rate that exceeds 150 percent of direct labor.
- (b) Profit rate shall be applied only to direct labor plus associated overhead and shall not exceed 10 percent.
- (c) No mark-up or profit shall be paid on non-labor related job costs, reimbursable expenses, or services provided by subcontractors.
- (d) Prior to competitive negotiation on the scope of service, the selected consultant will be required to provide the proposed total compensation, utilizing hourly rates and detailing employee hours needed for each activity, number of sheets required for drawings, amount proposed for surveys, geotechnical investigations, and other specialty sub-consultant costs, and all other costs associated with the project. See Section “E” for additional information.
- (e) Ability of firm to meet project schedules and budget requirements.

d. Recent, Current, and Projected Workload of the Firm.

e. Volume of Work Previously Awarded to the Firm by the City of Jacksonville

Beach: Provide a listing of projects with performance results / outcomes. This is to be limited to design projects completed within the last ten (10) years.

SUBMITTALS SHALL ALSO INCLUDE THE FOLLOWING ITEMS:

- a.** Certification of licensure to carry out the work outlined in the RFQ in the State of Florida.
- b.** Public Entity Crime Form.
- c.** Quality Assurance Program.

COMPETITIVE NEGOTIATION PROCESS

1. The competitive negotiation shall be in accordance with this Request for Proposal.
2. The City intends to negotiate a contract with the respondent that the City determines is the most qualified during the competitive selection process. The negotiations will be for professional services at compensation, which the City determines is fair, competitive, and reasonable.
3. The City will notify the most qualified respondent that the City plans to initiate negotiations for professional services. Prior to the start of negotiations, the notified respondent shall provide to the City the following information:
 - a. The proposed total compensation, utilizing hourly rates and detailing employee hours needed for each activity, number of sheets required for drawings, amount proposed for

- surveys, geotechnical investigations, and other specialty sub-consultant costs, and all other costs associated with the project, following the outline in Section “E.”
- b. The respondent shall also submit a Truth-In-Negotiation Certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting.
4. If the City is unable to negotiate a satisfactory contract with the firm considered the most qualified at a price the City determines to be fair, competitive, and reasonable, then the City shall terminate negotiations at its sole discretion. The City may then, at its sole discretion, undertake negotiations with the respondent that the City determined is the second most qualified respondent during the competitive selection process. This procedure may be repeated until an agreement is reached with a fully qualified respondent.

SCOPE OF SERVICES

The **CONSULTANT** will provide the necessary engineering services for the Infrastructure Improvements, Downtown/Southend Redevelopment Areas and Adjacent Areas located in the City of Jacksonville Beach Florida. The Downtown Redevelopment Area portion of the project is bounded on the north by 4th Avenue South, the east by the Atlantic Ocean, the south by 11th Avenue South, and on the west by 3rd Street (S.R. A1A); the Southend Redevelopment Area is bounded on the north by Seabreeze Avenue, the east by Isabella Boulevard, on the south by Duval/St. Johns County Line, and on the west by America Avenue; and the Adjacent Areas portion of the project includes the area bounded on the north by 13th Avenue South, the east by the Atlantic Ocean, the south by 16th Avenue South, and on the west by 3rd Street (S.R. A1A), and the downstream area bounded on the north by 12th Avenue South, the East by 4th Street South, the South by 13th Avenue South, and on the west by 10th Street South, as indicated on Exhibits “A” and “B.”

The proposed services are divided into three phases. Work by the **CONSULTANT** on a subsequent phase will be decided / authorized by the City of Jacksonville Beach following the successful completion, review, and acceptance of the deliverable products for the current phase. The engineering design services shall provide new water, wastewater, and stormwater system piping, downstream channel improvements and other infrastructure and roadway improvements to include modifications to allow for additional on-street parking spaces where appropriate. The City of Jacksonville Beach encourages the submission of any innovative cost effective design concepts.

Public Awareness: The Consultant will develop and assist the City Staff in implementing a public awareness program to advise those citizens and businesses that will be affected by the proposed water, wastewater, stormwater, downstream channel improvements and other infrastructure and roadway improvements project(s). In addition to a public meeting to present the CONSULTANT’S findings from the Preliminary Study Phase for approval, the program will include the preparation of exhibits and two presentations to the public following the completion of the Design/Permitting Phase. The first will be in a more local/neighborhood setting discussing the project with those owners immediately adjacent to the proposed construction. The second presentation will be in a more public forum possibly such as a City Council and/or Redevelopment Agency meeting or workshop.

CITY OF JACKSONVILLE BEACH PROJECT PERSONNEL:

- A. Project Officer – Director of Public Works
- B. Project Contact –Project Engineer, Public Works Department
Kayle Moore, PE., Project Engineer – Public Works Department, 1460A Shetter Avenue, Jacksonville Beach, Florida 32250. Telephone (904) 853-1929
- C. Project Finance and CRA Liaison – CRA Administrator

The phases are as follows:

PHASE ONE -- PRELIMINARY STUDY/DESIGN

The specific preliminary engineering services to be provided by the **CONSULTANT** for Phase One will be as follows:

- (1) Preliminary plans for water, wastewater and stormwater system piping, downstream stormwater treatment and conveyance and other infrastructure and roadway improvements, including on-street parking enhancements, in sufficient detail to allow for providing an Engineer's Opinion of Probable Cost. (See Section "D" for a potential listing.)
- (2) Detailed breakdown of the Engineer's Opinion of Probable Cost.
- (3) Survey and geological investigation services (including coring existing roadway sections to determine subgrade material) sufficient to complete the tasks in Phase One and to proceed with Phase Two when decided/authorized by the City.
- (4) Recommended Phasing Plan for Design and Construction Projects.
- (5) Phase I Design Completion Schedule.
- (6) Incorporate existing developer and City construction plans and other related information provided by the City to be utilized in identifying existing infrastructure.

PHASE TWO -- DESIGN/PERMITTING

The specific design/permitting services to be provided by the **CONSULTANT** are as follows:

- (1) Construction drawings and specifications covering water, wastewater, stormwater, downstream stormwater treatment and conveyance and other infrastructure and roadway improvements, parking enhancements, and maintenance of traffic.
- (2) Stormwater management plan and permitting.
- (3) Florida Department of Transportation (FDOT) permitting.
- (4) NPDES permitting.
- (5) Florida Department of Environmental Protection (FDEP) permitting.
- (6) Cost estimating for the 60 percent, 90 percent, and 100 percent review submissions.
- (7) Design review submissions (60 percent, 90 percent, and 100 percent).
- (8) Bidding and Recommendation of Award services.

- (9) Design Completion Schedule.
- (10) Update City Contract and front end documents.

PHASE THREE -- CONSTRUCTION MANAGEMENT

If Phase Three is decided/authorized by the CITY, the specific construction management services to be provided by the **CONSULTANT** during the period of construction are as follows:

- (1) Shop drawing review and distribution of same to City and Contractor.
- (2) Monthly, if required, project coordination meetings including members of the consultant team, contractors and subcontractors, and appropriate members of the city staff.
- (3) Periodic inspections of the work in progress, particularly during critical stages of construction.
- (4) Periodic review of the construction schedule and coordination with City and the Contractor to address delays or changes to the project schedule.
- (5) Contractor Pay Requests review and approval.
- (6) Change Order Request Processing.
- (7) Testing and disinfection of water mains.
- (8) Testing of wastewater and stormwater mains.
- (9) Testing of wastewater and stormwater pump stations.
- (10) Review of all testing results performed during the course of construction.
- (11) Review "As-Built" plans from the Contractor for submission to the City.
- (12) Conflict resolution between the City, Contractor, Developer's contractors and/or Permitting Agencies, including conflicts regarding contract violations with respect to project schedule and progress.
- (13) Final walk through and project closeout.
- (14) Project certification to approving agencies.

Exhibit "A"

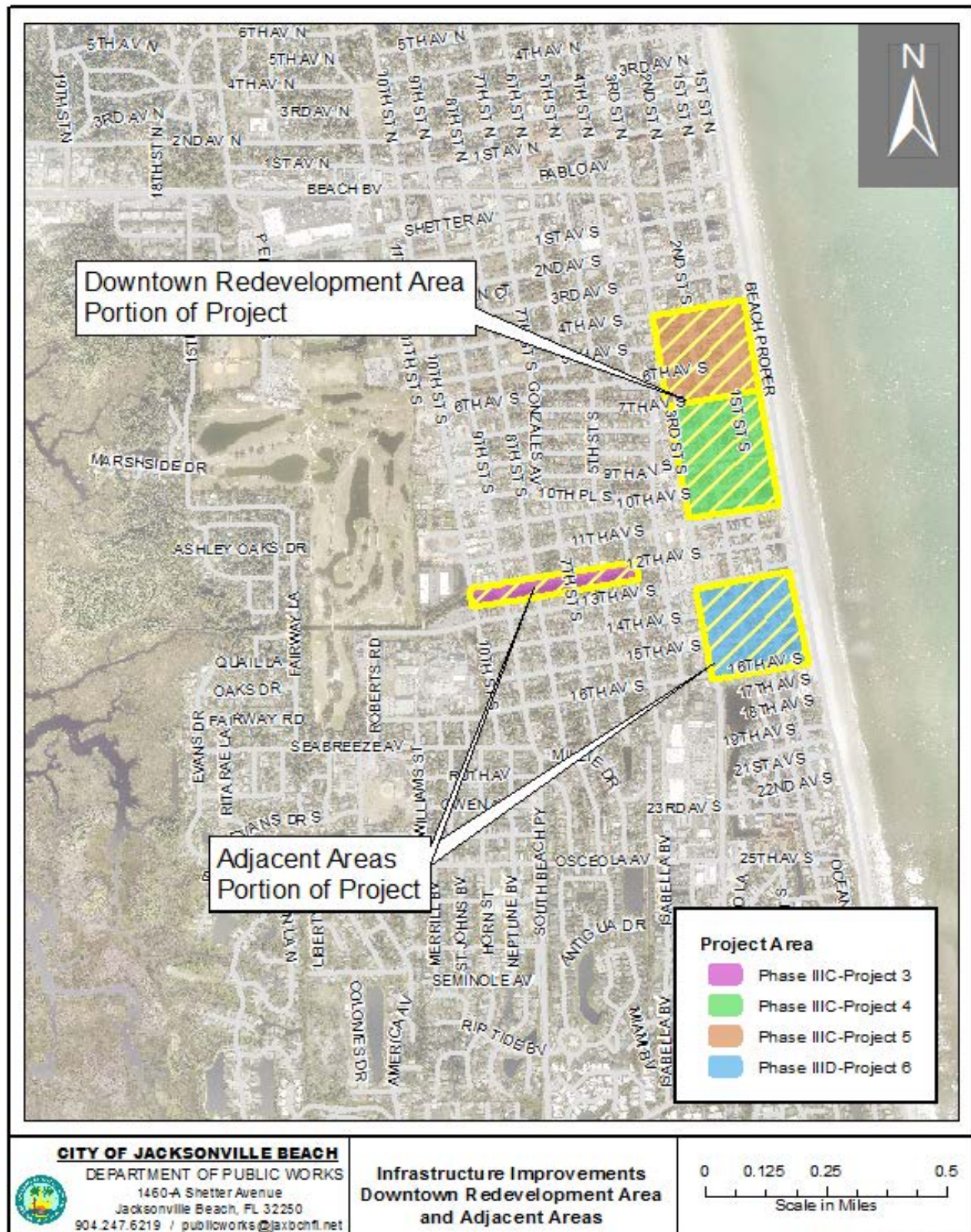


Exhibit "B"



SECTION D: PLANNED PROJECT AREAS AND IMPROVEMENTS

LIST OF PROJECT AREAS

1. Outfall Channel Improvements from 4th Street South to 10th Street South (Phase IIIC-Project 3)
2. 7th Avenue South to 11th Avenue South from Street end to 3rd Street South (Phase IIIC-Project 4)
3. 4th Avenue South to 7th Avenue South from Street end to 3rd Street South (Phase IIIC-Project 5)
4. 13th Avenue South to 16th Avenue South from Street end to 3rd Street South (Phase IIID-Project 6)
5. Southend Redevelopment Area

LIST OF POTENTIAL IMPROVEMENTS
WITHIN THE PROJECT AREAS

1. Water Mains
2. Wastewater Mains
3. Stormwater Mains
4. Beach Stormwater Outfall Reversals
5. Stormwater Pump Stations
6. Milling and Overlay Existing Streets
7. Reconstruct Existing Roadways
8. Additional On-Street Parking
9. Beach Access Street End Zones
10. Other projects approved by the City of Jacksonville Beach

SECTION E: RATES

NOTE: Proposed cost information is to be submitted in writing upon separate notification after the competitive selection process is completed by the City.

1. **Cost:** Quote rates, fees or charges. Detail other cost-proposals or cost-breakdown information.
 - a. Schedule of direct labor rates (without fringe benefits) for the following categories of personnel to be used on the project:
 - Project Manager (Responsible Professional)
 - Design Engineer or Architect (Registered)
 - Designer or Technician (Non-Registered)
 - Computer-Aided-Digital Design (CADD) personnel
 - Construction Manager
 - Field Inspector
 - Clerical (Typist, Word Processor, Printer, Assembly)
 - Other (Specify)
 - b. Proposed overhead rate on direct labor, profit rate, costs of printing, CAD systems or other direct project costs.
 - c. If applicable, proposed size and cost per day of survey crew.
 - d. If applicable, other sub consultant rates / costs.
 - e. Any other information available to show pricing methods.

Proposed rates and costs will be used in the competitive negotiation of fees and shall remain in effect throughout the length of the contract, except such rates may be adjusted with mutual written agreement when additional work beyond the original authorization is being requested; provided, any increases in the Consumer Price Index (CPI) since the date of the proposal.

With regard to proposed overhead rates in use by the firm, in no case will the City pay a total overhead rate, which exceeds 150 percent of direct labor. Profit rate shall be applied only to direct labor plus overhead and shall not exceed 10 percent. No mark-up or profit shall be paid on non-labor related job costs, reimbursables or on services provided by subcontractors.

2. **Proposed Total Compensation:** The consultant is required to provide proposed total compensation utilizing the rates identified above and detailing employee hours needed for each activity, number of sheets required for drawings, amount proposed for surveys, geotechnical investigations, and other sub consultant work, and all other costs associated with the project.
3. **Truth-In-Negotiation Certificate:** Submit truth-in-lending certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting.

4. **Additional Cost Information:** The City reserves the right to request additional cost information from the respondent to aid in determining and negotiating a fair, competitive, and reasonable price for the services to be contracted.

5. **Competitive Negotiations:**

The cost information provided is to be utilized in the competitive negotiation process with the most qualified respondent as determined by the City.

If the City is unable to negotiate a satisfactory contract with the firm considered the most qualified at a price the City determines to be fair, competitive, and reasonable, then the City shall terminate negotiations at its sole discretion. The City may then, at its sole discretion, undertake negotiations with the respondent that the City determined is the second most qualified respondent during the competitive selection process. This procedure may be repeated until an agreement is reached with a fully qualified respondent.

SECTION F: SUBMITTAL FORMS

FORM 1

RESPONSE FORM (page 1 of 2)

RFQ NUMBER: **08-1920**
TITLE: **Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas**

TO: THE CITY OF JACKSONVILLE BEACH, FLORIDA

DATE: _____

All services shall be provided meeting, and in compliance with this RFQ document and the most current versions of all local, state, and federal laws, rules, regulations, policies, guidelines.

NOTE: Respondent is solely responsible for developing / determining / verifying for this project all plans / all methods / all quantities / all measurements and all manufacturers' requirements / recommendations necessary to provide a satisfactory fully completed project under the provisions of the RFQ, to the CITY's satisfaction, to include costs for all labor, all equipment, all materials, all rental / leasing / purchasing of equipment and materials, all preparations, all repairs, all safety work, all quality control work, all disposal work, all mobilization and demobilization work, all sub-consultant work, all taxes, all insurance, all bonding if required, all inspection work, all verification work, all warranty work, all permitting at all levels of government, all Consultant overhead, all Consultant profit, and any / all other project related work and/or cost/expense that is not listed, and all of which shall be the basis for the respondent's response for this RFQ.

I hereby certify that I have read and understand the requirements of **RFQ #: 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas**, and as the respondent will comply with all requirements, and that I am duly authorized to execute this response document and any Contract(s) and/or other transactions required by award of this RFQ.

SUBMITTED BY: _____
Printed Name of Authorized Submitter

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

LICENSE NUMBER: _____

By: _____
Signature of Authorized Submitter

Title (typed or neatly printed)

FORM 1

RESPONSE FORM (page 2 of 2)

RESPONSE DOCUMENT TURN-IN CHECKLIST

The following documents are to be completed, signed and submitted as part of the Submittal Package in response to this RFQ. Failure to provide the listed documents may be cause for the CITY to consider rejection of the submitted response. This consideration will be at the sole discretion of the CITY.

INITIAL Check-Off	#	SECTION TITLE
[]	1.	Title Page
[]	2.	Table of Contents
[]	3.	Letter of Transmittal
[]	4.	FORM 1: RESPONSE FORM (completed pages 38 - 39)
[]	5.	FORM 2: RFQ AWARD NOTICE FORM (completed page 40)
[]	6.	FORM 3: REQUIRED DISCLOSURE FORM (completed page 41)
[]	7.	FORM 4: DRUG-FREE WORKPLACE COMPLIANCE FORM (completed page 42)
[]	8.	FORM 5: NON-COLLUSION AFFIDAVIT (completed page 43)
[]	9.	FORM 6: NON-BANKRUPTCY AFFIDAVIT (completed page 44)

NOTE: Please INITIAL Check-Off of each *document / activity / requirement* that is attached to the Response Form and/or is required by the RFQ and/or Addenda.

ADDENDA RECEIPT VERIFICATION

Respondent shall acknowledge receipt of all addenda, if any, to the RFQ, by filling in Addenda Numbers and dates below.

Addendum #: _____	Dated: _____		Addendum #: _____	Dated: _____
Addendum #: _____	Dated: _____		Addendum #: _____	Dated: _____
Addendum #: _____	Dated: _____		Addendum #: _____	Dated: _____

FORM 2

RFQ AWARD NOTICE

City of Jacksonville Beach

1460A Shetter Avenue, Jacksonville Beach, FL 32250, (904) 247-6229

NOTICE: Items 1 to 6 are to be completed by the respondent. The respondent is to submit the form to the CITY along with the Response Form and other required documents.

1. Company Name: _____
2. Address: _____
3. City, State & Zip: _____
4. Attention: _____
5. Phone: _____ Fax: _____
6. E-mail address: _____

PLEASE PRINT CLEARLY

ITEMS BELOW TO BE COMPLETED BY THE CITY OF JACKSONVILLE BEACH

Responses were received and evaluated, and the following recommendation will be presented to the City Manager for award of **RFQ No. 08-1920** per the attached Response Tabulation form(s).

A written notice of intent to file a protest must be filed with the Property and Procurement Officer within three (3) days after receipt by the respondent of the Notice of Intent to Submit RFQ for Approval and Award by City Council from the Property and Procurement Officer in accordance with the procedures set forth in Section XII K., City of Jacksonville Beach Purchasing Manual.

If awarded RFQ, please do not proceed with any work prior to receiving an official City of Jacksonville Beach Purchase Order and/or Notice-to-Proceed letter.

Thank you for your response.
Sincerely,

CITY OF JACKSONVILLE BEACH
/s/Luis F. Flores
Property and Procurement Division

FORM 4

DRUG-FREE WORKPLACE COMPLIANCE

IDENTICAL TIE RESPONSES - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more responses, which are equal with respect to price, quality and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under contract a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under contract, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature

FORM 5

NON-COLLUSION AFFIDAVIT

_____, being first duly sworn deposes and says that:

1. He (it) is the _____, of _____ the Respondent that has submitted the attached Response;
2. He is fully informed respecting the preparation and contents of the attached Response and of all pertinent circumstances respecting such Response;
3. Such Response is genuine and is not a collusive or sham Response;
4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employee, or parties in interest, including this Affidavit, have in any way, colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, firm or person to submit a collusive or sham Response in connection with the contract for which the attached Response has been submitted; or to refrain from responding in connection with such contract; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any Respondent, firm, or person to fix the price or prices in the attached Response or of any other Respondent, or to fix any overhead, profit, or cost elements of the Response price or the Response price in any other Respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed contract;
5. The price or prices quoted in the attached Response are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Respondent or any other of its agents, representatives, owners, employees or parties in interest, including his affidavit.

By: _____

Sworn and subscribed to before me this _____ day of _____,

20____, in the State of _____, County of _____.

_____ Notary Public

My Commission Expires: _____

FORM 6

NON-BANKRUPTCY AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____ is an officer and member of the
firm of _____, being first duly sworn, deposes and states that;

1. The subsequent certification statement is a true and accurate statement as of the date shown below.
2. The affiant understands that the intentional inclusion of false, deceptive or fraudulent statements on this Non-Bankruptcy Affidavit constitutes fraud; and, that the City of Jacksonville Beach, Florida, considers such action on the part of the affiant to constitute good cause for denial, suspension, revocation, disqualification, or rejection of affiant's participation in **RFQ #: 08-1920**.
3. Certification Statement: This is to certify that the aforementioned firm has not filed for bankruptcy in the past seven (7) years and that no owner/officer or principal of the aforementioned firm has filed for bankruptcy personally in the past seven (7) years or has been an owner/officer or principal of a firm which has filed for bankruptcy in the past seven (7) years.

Affiant Signature

Sworn to before me this _____ day of _____, 20____ by _____.
(Name of affiant)

He/She is personally known to me or has produced _____ as identification.

Signature of Notary

Notary's Printed Name

Expiration of Notary's Commission

Affix Seal Here:

ADDENDUM No. 1

RFQ No.: 08-1920
Title: Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas

The purpose of Addendum No. 1 to RFQ No. 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas is to provide revised pages 29, 32 and answer the following questions.

Question 1:

Do the forms count towards the 30 page requirement?

Answer 1:

We will not count the required forms as part of the 30 pages.

Question 2:

Is there a specific public entity crime form that needs to be included? It is mentioned on page 24 of the RFQ, but I do not see a form attached in the forms section?

Answer 2:

Yes, Form 3 – Required Disclosure.

Question 3:

Is there a certain section the forms should be placed in the submittal?

Answer 3:

The required forms may be placed at the end of the submittal package.

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

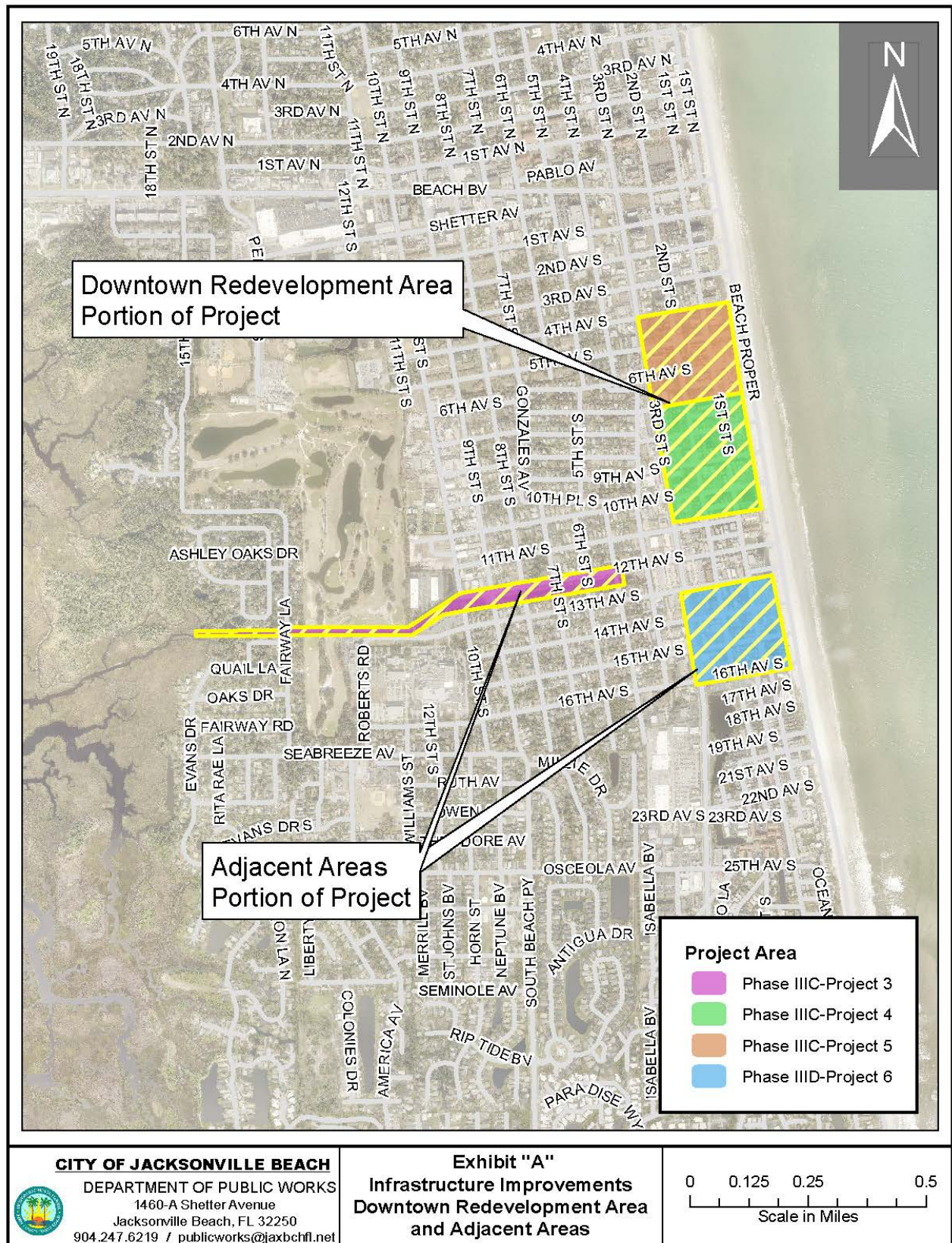
SUBMITTED BY: _____

Printed name of authorized submitter

TITLE: _____

SIGNATURE: _____

DATE: _____



LIST OF PROJECT AREAS

1. Outfall Channel Improvements from 4th Street South to Intracoastal Waterway (Phase IIIC-Project 3)
2. 7th Avenue South to 11th Avenue South from Street end to 3rd Street South (Phase IIIC-Project 4)
3. 4th Avenue South to 7th Avenue South from Street end to 3rd Street South (Phase IIIC-Project 5)
4. 13th Avenue South to 16th Avenue South from Street end to 3rd Street South (Phase IIID-Project 6)
5. Southend Redevelopment Area

LIST OF POTENTIAL IMPROVEMENTS
WITHIN THE PROJECT AREAS

1. Water Mains
2. Wastewater Mains
3. Stormwater Mains
4. Beach Stormwater Outfall Reversals
5. Stormwater Pump Stations
6. Milling and Overlay Existing Streets
7. Reconstruct Existing Roadways
8. Additional On-Street Parking
9. Beach Access Street End Zones
10. Other projects approved by the City of Jacksonville Beach

ADDENDUM No. 2

RFQ No.: 08-1920
Title: Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas

The purpose of Addendum No. 2 to RFQ No. 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas is to provide revised pages 23, 24, 37, 43 and answer the following questions.

Question 1:

Do the covers/tabs count towards the 30-page limit?

Answer 1:

No.

Question 2:

On page 8 of 43, the RFQ states “Interested firms should provide proposed timeline for completion of project. The proposed schedule should include time for completion of draft report and final report.” Could you please clarify what you would like us to provide and to what extent of detail to fulfill this request?

Answer 2:

At a minimum, provide a timeline for development of the Phase One – Preliminary Study/Design, including draft report, review/revision iterations and final Preliminary Engineering Report.

Question 3:

Will drawings produced in ACAD format be acceptable?

Answer 3:

Design deliverables will be required in ACAD and Adobe PDF formats.

Question 4:

Under 1.1, Page 8 “Interested firms should provide proposed timeline for completion of project. The proposed schedule should include time for completion of draft report and final report.”

What is meant by this – the timeline for the entire design and construction? Design only? Until survey and other data is gathered and preliminary plans have been assembled to define what the scope of design would be under Phase 1 – Preliminary Study/Design, it would be difficult to place an accurate timeline. Also, in the Scope of Services, there is no draft and final report

mentioned. Please clarify where this is and when this is to occur?

Answer 4:

Same response as question #2 above.

Question 5:

The term “construction management” is utilized throughout. Is this really “construction administration or construction observation”? If the designer prescribes means and methods to the contractor during the work, that could pose some legal concerns. Please clarify the contractor will have a separate contract directly with the City and the contractor will not be under the designer?

Answer 5:

For this RFQ, Construction Management is considered to be Construction Administration and issue resolution, not means and methods. Contractor(s) will have separate contract for construction. The selected design consultant may assist the City in preparation of portions of the construction contract(s).

Question 6:

In Phase 3 (7) and (8), testing and disinfection of watermain/sewer mains. Is the consultant being asked to conduct these tests? Typically the contractor sets up and performs the pressure tests, and the consultant observes and reviews the bacteriological test results to approve or disapprove. Need clarification on if the consultant is actually performing these tests. Also, is the contractor pulling samples and sending them to an independent laboratory for the bac'ts or is the City asking the consultant to perform this operation?

Answer 6:

The selected consultant may be require to observe and document pressure tests and bac't results, but not to conduct such test or take field samples.

Question 7:

We would like to confirm that no performance and payment bonds are required by the consultant. Page 17, 1.20.

Answer 7:

Performance and payment bonds not required.

Question 8:

We would like to confirm that no warranty is required by the consultant. Page 18, 1.24.

Answer 8:

Warranty not required.

Question 9:

Does the City of Jacksonville Beach have a budget for constructing the project and what is it's funding source? Is it within the CIP budget or are there special funding mechanisms such as a CRA involved with the project?

Answer 9:

Yes, CRA and City funds.

It is within the CIP and there are different funding sources involved. Downtown CRA Budget for design and construction is \$15,106,975; City budget for design and construction is \$4,443,025; Southend CRA budget for design and construction is \$14,320,000.

Question 10:

Does the City have an expected timeframe to construct?

Answer 10:

Yes, FY 2021-2025.

Question 11:

Can the City share any background information regarding future or proposed redevelopment/uses of the properties that may coincide with these infrastructure efforts focused on roadway, utility, and stormwater improvements?

Answer 11:

Existing area is mostly built out.

Question 12:

The maps provided in the RFQ provided three distinct areas with phasing plans and a separate exhibit depicting the Southend Redevelopment Area Boundary. Are there specific problems to solve within each of these boundaries distinguished from one another and is there any background you can share that precipitated these specific parcels to be included within the request?

Answer 12:

Mainly roadway and drainage concerns with some water and sewer rehabilitation.

Question 13:

We noted a list of criteria within the request including professional ability, proximity, willingness to meet time and budget requirements, current workload, and work previously awarded by the City of Jacksonville Beach. Is there a particular weight to these categories on how they will be rated? If so, could you share how this will be measured?

Answer 13:

Yes, see revised pages 23 and 24 attached with weighted criteria values.

Question 14:

Per the RFQ Section C: Nature of the Work page 23 of 43 “the proposal is to be limited to no more than thirty (30) 8-1/2” x 11” typed written pages.” Does this page limit include the 6 required forms to be filled out provided in the RFQ, staff resumes, licenses, insurance information, etc. which are all required to be submitted as part of this proposal or do all or some of these items not count towards the 30 page proposal limit?

Answer 14:

No.

Question 15:

Also per RFQ Section C: Nature of the Work page 24 of 43 Submittals shall also include the following items: “b. Public Entity Crime Form.” Is this the same as the provided Form 3 Required Disclosure on page 40 of 43 which is required to be submitted?

Answer 15:

Yes.

Question 16:

Form 1: RFQ Response Submittal. Will the City consider changing the language in this paragraph as shown below?

NOTE: Respondent agrees that, as it relates to the professional services under the resulting contract, if Consultant is selected, Consultant will be is solely responsible for developing / determining / verifying...

Explanation: Some of these tasks are not applicable to a professional services agreement or to the scope of services applicable to this RFQ.

Answer 16:

Yes, see revised form attached.

Question 17:

Form 1: RFQ Response Submittal. Will the City consider removing the language shown below?

I hereby certify that I have read and understand the requirements of **RFQ #08-1920, Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas**, and as the respondent will comply with all requirements contained within the executed and negotiated contract, and that I am duly authorized to execute this response document and any Contract(s) and/or other transactions required by award of this RFQ.

Explanation: The Consultant should agree to comply with all contract documents when a contract is negotiated between the successful respondent(s) and the City.

Answer 17:

Yes, see revised form attached.

Question 18:

Form 6: Non-Bankruptcy Affidavit, Item 3. Will the City consider removing this language from item 3 of the form?

and that no owner/officer or principal of the aforementioned firm has filed for bankruptcy personally in the past seven (7) years or has been an owner/officer or principal of firm which has filed for bankruptcy in the past seven (7) years.

Explanation: As a corporation, we are unable to attest to the personal finances of our shareholders or the financial history of shareholders' past business endeavors. We are proud to be wholly owned by our employees, and the firm's shareholder agreement prohibits shares to be used as collateral for personal finances. The financial health of the firm is protected from personal bankruptcy or previous business endeavors.

Answer 18:

Yes, see revised form attached.

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

SUBMITTED BY: _____

Printed name of authorized submitter

TITLE: _____

SIGNATURE: _____

DATE: _____

rejection of proposal as non-responsive.

- a. Be concise and to the point.
- b. Limit proposal to no more than thirty (30), 8-1/2" X 11" type written pages.
- c. Provide adequate information on each criterion below.
- d. Provide the criteria information below in the order shown.

CRITERIA:

a. Ability of Professional Personnel, including:

- 1. **Past Record of Professional Performance / Accomplishments:** A list plus brief description of recent completed projects similar to the City requirements under consideration with references to include each owner's contact person with telephone number. This is to be limited to design projects completed by team members that will be assigned to this project within the last ten (10) years and be assigned to the local office. (15 Points)
 - 2. **Ability to design an Approach and Work Plan to Meet the Project Requirements:** Include a description of the proposer's understanding of the general nature of the assignment, approach and methodology envisioned to accomplish the scope of work, identification of any problem areas you may have detected and proposed solutions, recommendations for construction contract enhancement to better facilitate timely completion and minimize impacts to the City's residents and businesses, and any suggestions for potential cost savings in professional fees and/or construction related costs through the employment of innovative approaches. (20 Points)
 - 3. **Project Team:** List consultant team members and sub-contractor firms/team members. Give brief bullets on education, training, and experience of project personnel. (10 Points)
 - 4. **Construction Management:** Describe the experience of the firm and assigned personnel to coordinate, direct, and resolve conflicts arising from design and construction work activities and project delays among various contractors, engineers, developer's engineers and/or contractors on simultaneous multiple design and/or construction projects. (20 Points)
- b. Proximity:** Location of the consultant's home office (corporate headquarters) and location of the local office where the project(s) will be produced. The members of the project team should be permanently assigned to and physically located at the project office. Routine and responsive face-to-face and telephonic and virtual interaction will be important in servicing the City's needs in performing this contract. (5 Points)

c. Ability to Meet Time and Budget Requirements:

- 1. Affirm the respondent's ability to conform to the following City requirements:

- (a) In no case, will the City pay a total overhead rate that exceeds 150 percent of direct labor.
- (b) Profit rate shall be applied only to direct labor plus associated overhead and shall not exceed 10 percent.
- (c) No mark-up or profit shall be paid on non-labor related job costs, reimbursable expenses, or services provided by subcontractors.
- (d) Prior to competitive negotiation on the scope of service, the selected consultant will be required to provide the proposed total compensation, utilizing hourly rates and detailing employee hours needed for each activity, number of sheets required for drawings, amount proposed for surveys, geotechnical investigations, and other specialty sub-consultant costs, and all other costs associated with the project. See Section “E” for additional information.
- (e) Ability of firm to meet project schedules and budget requirements. (20 Points)

d. Recent, Current, and Projected Workload of the Firm. (5 Points)

e. Volume of Work Previously Awarded to the Firm by the City of Jacksonville

Beach: Provide a listing of projects with performance results / outcomes. This is to be limited to design projects completed within the last ten (10) years. (5 Points)

SUBMITTALS SHALL ALSO INCLUDE THE FOLLOWING ITEMS:

- a. Certification of licensure to carry out the work outlined in the RFQ in the State of Florida.
- b. Public Entity Crime Form.
- c. Quality Assurance Program.

COMPETITIVE NEGOTIATION PROCESS

1. The competitive negotiation shall be in accordance with this Request for Proposal.
2. The City intends to negotiate a contract with the respondent that the City determines is the most qualified during the competitive selection process. The negotiations will be for professional services at compensation, which the City determines is fair, competitive, and reasonable.
3. The City will notify the most qualified respondent that the City plans to initiate negotiations for professional services. Prior to the start of negotiations, the notified respondent shall provide to the City the following information:
 - a. The proposed total compensation, utilizing hourly rates and detailing employee hours needed for each activity, number of sheets required for drawings, amount proposed for

FORM 1

RESPONSE FORM (page 1 of 2)

RFQ NUMBER: **08-1920**

TITLE: **Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas**

TO: THE CITY OF JACKSONVILLE BEACH, FLORIDA

DATE: _____

All services shall be provided meeting, and in compliance with this RFQ document and the most current versions of all local, state, and federal laws, rules, regulations, policies, guidelines.

NOTE: Respondent agrees that, as it relates to the professional services under the resulting contract, if Consultant is selected, Consultant will be responsible for developing / determining / verifying for this project all plans / all methods / all quantities / all measurements and all manufacturers' requirements / recommendations necessary to provide a satisfactory fully completed project under the provisions of the RFQ, to the CITY's satisfaction, to include costs for all labor, all equipment, all materials, all rental / leasing / purchasing of equipment and materials, all preparations, all repairs, all safety work, all quality control work, all disposal work, all mobilization and demobilization work, all sub-consultant work, all taxes, all insurance, all bonding if required, all inspection work, all verification work, all warranty work, all permitting at all levels of government, all Consultant overhead, all Consultant profit, and any / all other project related work and/or cost/expense that is not listed, and all of which shall be the basis for the respondent's response for this RFQ.

I hereby certify that I have read and understand the requirements of **RFQ #: 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas**, and as the respondent will comply with all requirements, contained within the executed and negotiated contract and that I am duly authorized to execute this response document and any Contract(s) and/or other transactions required by award of this RFQ.

SUBMITTED BY: _____
Printed Name of Authorized Submitter

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

LICENSE NUMBER: _____

By: _____
Signature of Authorized Submitter

Title (typed or neatly printed)

FORM 6

NON-BANKRUPTCY AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____ is an officer and member of the
firm of _____, being first duly sworn, deposes and states that;

1. The subsequent certification statement is a true and accurate statement as of the date shown below.
2. The affiant understands that the intentional inclusion of false, deceptive or fraudulent statements on this Non-Bankruptcy Affidavit constitutes fraud; and, that the City of Jacksonville Beach, Florida, considers such action on the part of the affiant to constitute good cause for denial, suspension, revocation, disqualification, or rejection of affiant's participation in **RFQ #: 08-1920**.
3. Certification Statement: This is to certify that the aforementioned firm has not filed for bankruptcy in the past seven (7) years.

Affiant Signature

Sworn to before me this _____ day of _____, 20____ by _____.
(Name of affiant)

He/She is personally known to me or has produced _____ as identification.

Signature of Notary

Notary's Printed Name

Expiration of Notary's Commission

Affix Seal Here:



RFQ No. 08-1920

**Infrastructure
Improvements
Downtown/Southend
Redevelopment Areas
& Adjacent Areas**

Submitted by
GAI Consultants, Inc.
1301 Riverplace Blvd, Ste 900
Jacksonville, FL 32207

August 26, 2020



gai consultants®

August 26, 2020



City of Jacksonville Beach
Property and Procurement Division
1460A Shetter Ave, Jacksonville Beach, FL 32250

**RE: RFQ No. 08-1920 Infrastructure Improvements – Downtown/Southend
Redevelopment Areas and Adjacent Areas**

Dear Selection Committee Members:

On behalf of the GAI Consultants (GAI) team, we are pleased to submit this response to the City of Jacksonville Beach (COJB) for RFQ No. 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas. Our team is excited about the opportunity to provide experienced individuals who will work closely with COJB staff and deliver an on-time, within-budget project utilizing our in-depth expertise and diverse array of qualified personnel.

The City of Jacksonville Beach Community Redevelopment Agency (CRA) was established March 20, 1978 within the city limits of Jacksonville Beach by Ordinance 6950. The agency oversees improvements in the two redevelopment areas: **the Downtown and Southend**. The tax increment funding in each of these districts has significantly increased property values and improved the quality of life since their inception. **GAI Consultants Inc. has worked with the City and CRA for the last 14 years** to complete a master plan, design project improvements and assist the City in the construction inspection of improvements specifically focused on the Downtown Redevelopment District. Ron Hoogland, PE and Matt Bolyard, PE have been involved throughout the duration of these services and offer an unmatched level of knowledge of the existing area, recent and proposed improvements. Bob Baxter, PE and Sylvester Asiamah, PE have also worked for the City over the years along with numerous other staff since 2006. Our team also includes our in-house surveyor, geotechnical and environmental engineering subconsultants whom all have an extensive resume supporting the City on your projects. We are a local presence and have taken pride in our local knowledge and history of responsiveness to the City's needs. In order to provide the best services to the City, GAI has partnered with Four Waters Engineering as our main subconsultant for the stormwater pump station rehabilitation and design due to their expertise and local presence.

We look forward to continuing our partnership with the City of Jacksonville Beach to redevelop the downtown and southend areas, ultimately improving the quality of life for the local community.

Sincerely,

GAI Consultants, Inc.

A handwritten signature in blue ink, appearing to read 'Matt Bolyard'.

Matthew Bolyard, PE
Project Manager

A handwritten signature in blue ink, appearing to read 'Ron Hoogland'.

Ronald Hoogland, PE
QA/QC Manager

A handwritten signature in blue ink, appearing to read 'Kevin Leadbetter'.

Kevin Leadbetter, PE
Principal-in-Charge





Table of Contents

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Section F - Required Documentation	<i>Not included in page count</i>

Ability of Professional Personnel

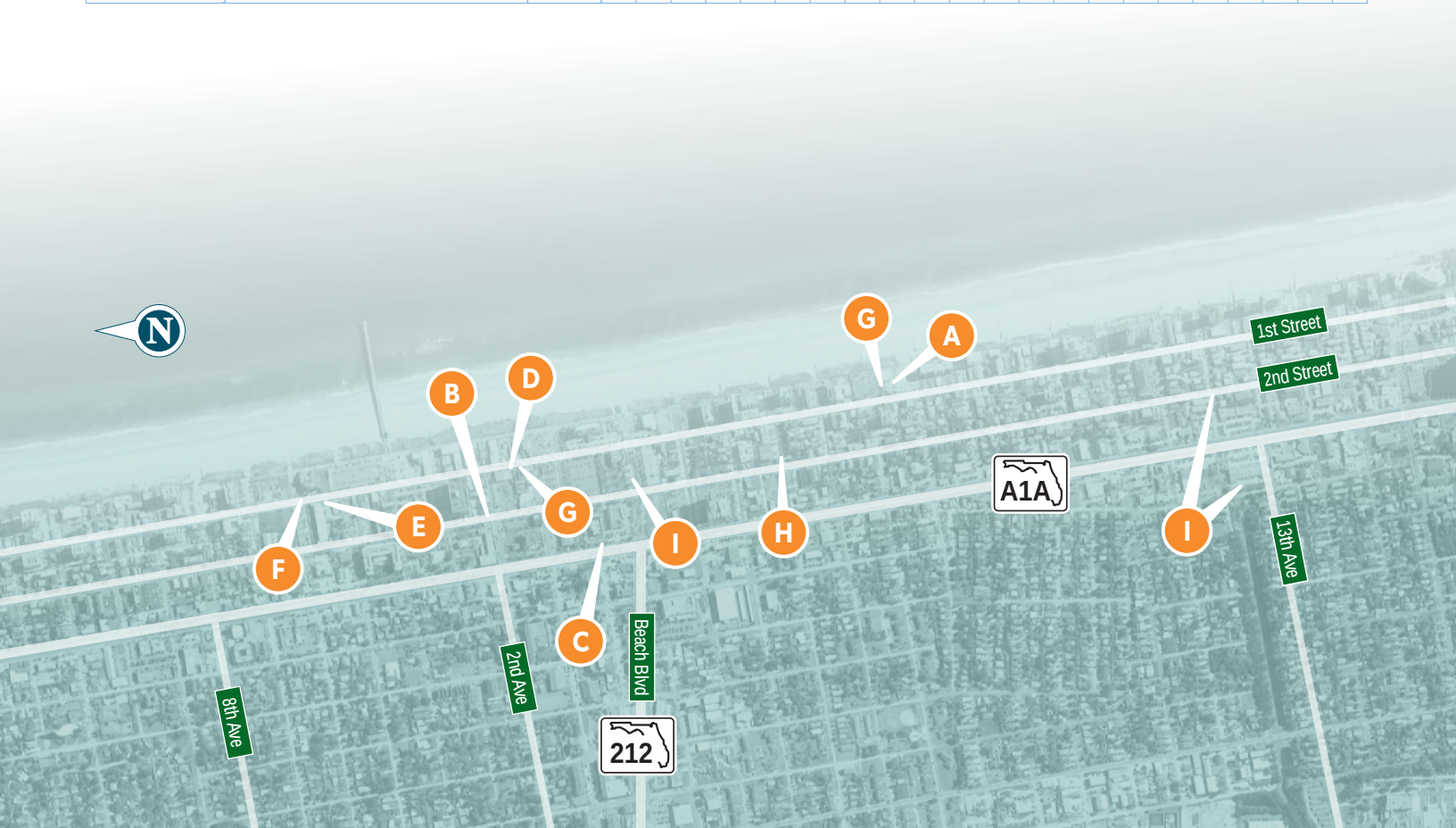


A | Ability of Professional Personnel

1. Past Record of Professional Performance / Accomplishments

GAI has significant experience providing the City of Jacksonville Beach with the services required under this contract. The following pages demonstrate the experience and accomplishments of our team.

CITY OF JACKSONVILLE BEACH EXPERIENCE																							
PROJECT	SCOPE ITEMS																						
	STORM DRAINAGE	WATER/SEWER	ROADWAY	PARKING	STORM WATER FACILITIES	PUMP STATION	PARKS	BES ELECTRIC COORDINATION	BEACH ENDS	INTERSECTIONS & ROUNDABOUTS	BICYCLE & PEDESTRIAN ACCESS	WALKABILITY	LIGHTING	LANDSCAPE	STREETSCAPE AND FURNITURE	MISC STRUCTURES	UTILITY COORDINATION	BUILDING IMPROVEMENTS	SJRWMD PERMITTING	FDEP PERMITTING	FDOT PERMITTING	CITY DEVELOPMENT REVIEWS	
A Oceanfront Park Improvements (Subconsultant to Godard)	•	•	•	•			•	•	•	•	•	•	•	•	•	•	•	•	•				•
B Downtown Redevelopment Master Plan	•	•	•	•	•		•	•	•	•	•	•	•	•	•		•						
C Phase 1 SR A1A Infrastructure Improvements + CEI	•	•	•	•	•			•	•	•	•	•	•	•	•	•		•		•	•	•	•
D Phase 2 Infrastructure Improvements + CEI	•	•	•	•	•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
E Phase 3A Infrastructure Improvements + CEI	•	•	•	•	•			•	•	•	•	•	•	•	•		•	•		•	•	•	•
F Phase 3B Infrastructure Improvements + CEI	•	•	•	•	•			•	•	•	•	•	•	•	•			•		•	•	•	•
G Oceanfront Park Restroom & Seawalk Pavilion Improvements	•	•		•			•	•				•	•	•	•	•	•	•		•			•
H Phase 3C Project 1 Infrastructure Improvements	•	•	•	•	•			•	•	•	•	•	•	•	•		•	•	•	•	•	•	•
I Phase 3C Project 2 Infrastructure & Stormwater Pump Station	•	•	•	•	•	•		•	•	•	•	•	•	•	•		•	•	•	•	•	•	•



CITY OF JACKSONVILLE BEACH EXPERIENCE



C Phase 1 - SR A1A Streetscape Improvements with FDOT Joint Participation Agreement

Client: COJB | Contact: Martin Martirone, PE 904.270.2556 | Project Cost: \$3.5M | Completed: 2010

Project consisted of a median closure study. New median left turn bay lengths were calculated for construction after median closures. The remainder of this project consisted of roadway resurfacing, access management, streetscape and landscaping development, on-street parking area bulb-out construction, lighting, median construction, reconstruction of curb and gutter and sidewalk, bus stop island construction, drainage improvements, waterline reconstruction, mast arm signals, signing and marking. Project required FDOT Drainage Connection and Driveway Permitting. *Contributing Staff: Matt Bolyard, PE, Ron Hoogland, PE, Joe Lek, PSM, Sylvester Asiamah, PE, Bob Baxter, PE, Steve Weaver, PE*



D Phase 2 Infrastructure Improvements + CEI

Client: COJB | Contact: Martin Martirone, PE 904.270.2556 | Project Cost: \$4.4M | Completed: 2013

Project consisted of reconstruction of 1st Street to a new inverted typical section, resurfacing, access management, streetscaping, landscaping, lighting, median construction, reconstruction of curb and gutter and sidewalk, drainage improvements, waterline reconstruction, sewer reconstruction, retaining wall construction, new bathroom construction, stormwater pump station upgrades, traffic signals, signing and marking. Project required FDOT Drainage Connection and Driveway Permitting, FDEP Water and Sewer Permitting, FDEP CCCL Permitting and SJRWMD Permitting. *Contributing Staff: Matt Bolyard, PE, Ron Hoogland, PE, Joe Lek, PSM, Sylvester Asiamah, PE, Bob Baxter, PE, Steve Weaver, PE*



E Phase 3A Infrastructure Improvements + CEI

Client: COJB | Contact: Martin Martirone, PE 904.270.2556 | Project Cost: \$3.7M | Completed: 2014

Project consisted of continuing the streetscape improvements on 1st Street N. from 4th to 6th Avenue N. and the reconstruction of 5th Avenue N. and 6th Avenue N. from 1st Street to 3rd Street N. Project also included the design of three gateway sign features. Project required FDOT Drainage Connection and Driveway Permitting, FDEP Water and Sewer Permitting, FDEP CCCL Permitting and SJRWMD Permitting. *Contributing Staff: Matt Bolyard, PE, Ron Hoogland, PE, Joe Lek, PSM, Sylvester Asiamah, PE, Bob Baxter, PE, Steve Weaver, PE*



F Phase 3B Infrastructure Improvements + CEI

Client: COJB | Contact: Martin Martirone, PE 904.270.2556 | Project Cost: \$800K | Completed: 2015

Project consisted of complete roadway, sidewalk and parking reconstruction on 7th Avenue N. from 1st Street N. to 2nd Street N. and 1st Street N. from 6th Street N. to 9th Street N. *Contributing Staff: Matt Bolyard, PE, Ron Hoogland, PE, Joe Lek, PSM, Sylvester Asiamah, PE, Bob Baxter, PE, Steve Weaver, PE, Geoff Reichold, PG*



G Oceanfront Park Restroom & Seawalk Pavilion Improvements

Client: COJB | Contact: Martin Martirone, PE 904.270.2556 | Project Cost: \$600K | Completed: 2016

Projects consisted of design and construction of a new bathroom structure at Oceanfront Park and a new multi-use building extension onto the existing Seawalk Pavilion Amphitheater. Both projects included drainage improvements, new water and sewer connections. *Contributing Staff: Matt Bolyard, PE, Ron Hoogland, PE, Joe Lek, PSM, Sylvester Asiamah, PE, Bob Baxter, PE, Steve Weaver, PE*



H Phase 3C Project 1 Infrastructure Improvements

Client: COJB | Contact: Martin Martirone, PE 904.270.2556 | Project Cost: \$5.5M | Completed: 2018

Project consisted of total reconstruction of a 12 city block coastal residential and commercial corridor, resurfacing, access management, parking design, streetscape, landscaping, lighting, median construction, reconstruction of curb and gutter and sidewalk, drainage improvements, stormwater outfall construction, waterline reconstruction, sewer reconstruction and signing and pavement marking. Project required FDOT Drainage Connection and Driveway Permitting, FDEP Water and Sewer Permitting, FDEP CCCL Permitting and SJRWMD Permitting. *Contributing Staff: Matt Bolyard, PE, Ron Hoogland, PE, Joe Lek, PSM, Shawn Macklefresh, PE, Bob Baxter, PE, Sylvester Asiamah, PE, Steve Weaver, PE*



I Phase 3C Project 2 Infrastructure & Stormwater Pump Station

Client: COJB | Contact: Martin Martirone, PE 904.270.2556 | Project Cost: \$10.5M | Completed: 2020

Project consisted of total reconstruction of a 10 city block coastal residential and commercial corridor, resurfacing, access management, parking design, lighting, median construction, reconstruction of curb and gutter and sidewalk, drainage improvements, 72 inch stormwater outfall construction, stormwater vault and pump station improvements, pump station building upgrades and maintenance, new pump station SCADA system, gravity wall construction, steel sheet pile, waterline reconstruction, sewer reconstruction, decorative signing, and signing and pavement marking. Project required FDOT Drainage Connection and Driveway Permitting, FDEP Water and Sewer Permitting, FDEP CCCL Permitting and SJRWMD Permitting. *Contributing Staff: Matt Bolyard, PE, Ron Hoogland, PE, Joe Lek, PSM, Shawn Macklefresh, PE, Jenna Jakes, PE, Bob Baxter, PE, Sylvester Asiamah, PE, Steve Weaver, PE, Geoff Reichold, PG*

ADDITIONAL DESIGN PROJECT EXPERIENCE

DESIGN PROJECT EXPERIENCE																			
PROJECT	SCOPE ITEMS																		
	STORM DRAINAGE	WATER/SEWER	ROADWAY	PARKING	STORM WATER FACILITIES	PUMP STATION	ELECTRIC COORDINATION	INTERSECTIONS & ROUNDABOUTS	BICYCLE & PEDESTRIAN ACCESS	WALKABILITY	LIGHTING	LANDSCAPE	STREETSCAPE AND FURNITURE	MISC STRUCTURES	UTILITY COORDINATION	SJRWMD PERMITTING	FDEP PERMITTING	FDOT PERMITTING	CITY DEVELOPMENT REVIEWS
US-92 / SR 600 Pedestrian Improvements, FDOT D5	•	•	•	•	•		•	•	•	•	•	•	•	•	•	•	•	•	•
Riverplace Boulevard Pedestrian & Bicycle Improvements, City of Jacksonville	•	•	•	•	•		•	•	•	•	•	•	•	•	•	•	•	•	•
Victory Pointe Park, City of Clermont	•	•	•	•	•		•		•	•	•	•	•	•	•	•	•	•	•
K-6 Weir and Canal Improvements, City of Palm Coast	•	•	•		•									•	•	•			
Daytona Beach Nova Canal Flood Control	•		•		•	•	•	•						•	•	•		•	•
Lake Apopka North Shore Interconnect Pump Station, SJRWMD (4W)	•		•		•	•	•							•	•	•	•		•
Lasalle Street Stormwater Pump Station and Outfall Improvements, City of Jacksonville (4W)	•		•		•	•	•							•	•	•	•		•
Clear Lake Stormwater Pump Station, City of Gainesville (4W)	•				•	•	•							•	•	•	•		•
Sanitary Sewer Lift Stations LS-17, LS-23 and LS-29 Rehabilitation (4W)		•				•	•							•	•		•		•



US-92/SR 600 Pedestrian Improvements, Daytona Beach, Florida

Client: FDOT D5 | Contact: Bradley Bauknecht, PE 386.943.5429 | Project Cost: \$17.2M | Completed: 2016

GAI Consultants was the prime engineer for the US 92/ SR 600 Improvements for FDOT in District 5. This project spans the limits of the Daytona International Speedway property within the City limits of Daytona Beach. Work items included upgrading the Williamson Blvd intersection, pedestrian signals, ITS systems, and the enclosure of existing drainage conveyance ditches throughout the 1.38-mile project limits. Amenity improvements included streetscape, landscaping, 12' decorative sidewalks, a 180' pedestrian bridge spanning US 92, new LED street and sidewalk lights, a new bus stop and gateway features, aesthetic handrail and fencing, accent areas, specialty bridge lighting, and bridge architectural features. This high-profile project changes the character of the corridor by creating a unique gateway and pedestrian destination to Daytona Beach and the International Speedway. *Contributing Staff: Matt Bolyard, PE, Ron Hoogland, PE, Bob Baxter, PE, Sylvester Asiamah, PE, Joe Lek, PSM*



Riverplace Blvd Pedestrian & Bicycle Improvements, Jacksonville, Florida

Client: City of Jacksonville | Contact: Dave Hahn, PE 904.255.8793 | Project Cost: \$4.5M | Completed: 2019

Project consisted of a road diet from 5 to 3 lanes, streetscaping, brick paver sidewalks, addition of dedicated bike lanes, drainage improvements, gateway Riverwalk signage, wayfinding signage, water and sewer improvements, seat wall amenities, lighting, landscaping, irrigation, signal reconstruction and ITS. Project limits are on the south bank of downtown Jacksonville with significant utility conflicts and MOT. *Contributing Staff: Matt Bolyard, PE, Ron Hoogland, PE, Bob Baxter, PE, Shawn Macklefresh, PE, Sylvester Asiamah, PE, Jenna Jakes, PE, Joe Lek, PSM*



Victory Pointe Park, Clermont, Florida

Client: City of Clermont | Contact: Darren Gray 352.241.7258 | Project Cost: \$8M | Completed: 2018

As part of the City of Clermont's Downtown Master Plan process, GAI identified Victory Pointe Park as a key catalyst project, based on the City's need for a new stormwater facility on the west side. The Victory Pointe Park project re-envisioned the typical stormwater pond approach by creating a community amenity that provides recreation, a wildlife habitat, and a signature address for adjacent future development. The park receives stormwater from a significant portion of the downtown streets, and includes a series of cascading filter marsh treatment areas designed to reference native Florida environments—just part of a series of innovative stormwater strategies developed to help improve water quality within Lake Minneola and expand development opportunities downtown. In addition to providing environmental improvements and serving as a development catalyst, the project establishes the adjacent lakefront as the location for the myriad special events hosted by the city, creating economic opportunities for merchants and restaurants. GAI also assisted the City in obtaining a \$600,000 Lake County Water Authority Grant to support the project budget. The project was opened to the public in August 2018. *Contributing Staff: Ruth Perry, PLA, Pete Sechler, PLA, AICP*

SUBCONSULTANT PROJECT EXPERIENCE



Lake Apopka North Shore Interconnect Pump Station, Apopka, Florida

Client: SJRWMD | Contact: Bob Naleway, PE 386.312.2366 | Project Cost: \$1.3M | Completed: 2019

The SJRWMD has an ongoing ecosystem restoration program to reverse eutrophication in Lake Apopka, the fourth largest lake in Florida, by limiting watershed inputs of phosphorus. This project is part of an initiative to deliver water to be stored on the North shore to reduce the phosphorus load in part by installing a duplex pump station and additional infrastructure to hydraulically connect the North Shore Duda Parcel with the North Shore Zellwood Parcel across a lake level canal. The project included design, permitting, bid assistance, and value engineering. The design included duplex 75 Hp axial flow pumps with 30" discharge piping, pump access platforms, electrical service and controls system, and surface water control infrastructure improvements that include culverts and slide gates.

Contributing Staff: Angela Bryan, PE, Michael Klink, PE

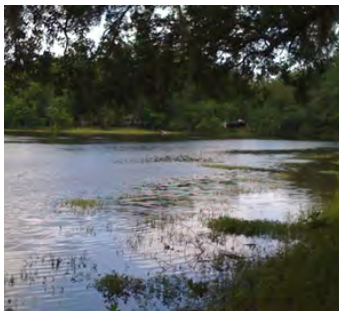


LaSalle Street Stormwater Pump Station and Outfall Improvements, Jacksonville, Florida

Client: City of Jacksonville | Contact: Dave Hahn, PE 904.255.8793 | Project Cost: est. \$32.3M | Completed: est. 2022

Poor drainage, rising water levels, and tidal influence have caused significant flooding issues in this historic neighborhood. The City of Jacksonville has contracted with Four Waters to develop preliminary plans for a pump station and drainage improvements to relieve flooding in the approximately 150-acre LaSalle Street drainage basin. This includes development of a drainage model, analyses of existing conditions and three storm event conditions for the basin, modeling and preliminary design of corresponding stormwater management infrastructure recommendations, and preliminary design and cost estimation of the final recommended improvements. Project also required pre-application coordination with the SJRWMD and COJ Development department to ensure compliance and compatibility.

Contributing Staff: Angela Bryan, PE, Michael Klink, PE



Clear Lake Stormwater Pump Station, Gainesville, FL

Client: City of Gainesville | Contact: Darren Gray 352.241.7258 | Project Cost: \$8M | Completed: 2018

Four Waters personnel provided design for replacement of a 4,000 GPM stormwater pump to control flooding in a residential area surrounding Gainesville's Clear Lake and adjacent to a floodplain. The design required a new pump, electrical control panel, headwall, ductile iron piping, rip-rap, flap gate, and duckbill check valve. Included in the project were FEMA funding (HMGP) assistance, construction plans, specifications, and construction administration.

In order for the FEMA funding to apply, the project had to be constructed and functioning properly by the specified FEMA grant date. The project was completed as scheduled and is functioning as designed. The Clear Lake stormwater pump was immediately in use during heavy rain events from hurricanes that hit North Florida.

Contributing Staff: Angela Bryan, PE, Michael Klink, PE



Sanitary Sewer Lift Stations LS-17, LS-23 and LS-29 Rehabilitation, Jacksonville Beach, FL

Client: City of Jacksonville Beach | Contact: Martin Martirone, PE 904.270.2556 | Project Cost: \$1.1M | Completed: 2021

Projects included the rehabilitation of existing sanitary sewer lift stations LS-17, LS-23 and LS-29. All stations featured the replacement of the existing duplex submersible pumps. Four Waters provided design and permitting services for demolition and replacement the pumps and nearly all of the associated equipment. The design included new pumps, guide rails, piping, pump out, and valve box. The valve boxes were placed above ground to eliminate confined space entry for maintenance. The existing coating of the wet well will be removed and replaced. New electrical controls and SCADA components were designed and new site lighting was added.

Contributing Staff: Angela Bryan, PE, Michael Klink, PE



CEI PROJECT EXPERIENCE

CEI PROJECT EXPERIENCE																	
PROJECT	SCOPE ITEMS																
	STORM DRAINAGE	WATER/SEWER	ROADWAY	PARKING	STORM WATER FACILITIES	PUMP STATION	ELECTRIC COORDINATION	INTERSECTIONS & ROUNDABOUTS	BICYCLE & PEDESTRIAN ACCESS	WALKABILITY	LIGHTING	LANDSCAPE	STREETSCAPE AND FURNITURE	MISC STRUCTURES	UTILITY COORDINATION	BUILDING IMPROVEMENTS	SIRWMD PERMITTING
Hopkins Creek Drainage Improvements, FDOT D2	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
SR A1A Roadway and Signal Improvements (Mayport Road to 9th Avenue North), FDOT D2	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
SR A1A Roadway Improvements and Resurfacing (9th Avenue North to 34th Avenue South), FDOT D2	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
SR A1A and Mayport Road Signal Improvements (Atlantic Boulevard to Assisi Lane), FDOT D2	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
SR A1A Roadway Improvements (Mayport Road to Mayport Ferry), FDOT D2	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Howell Drive Bridge Replacement over Ribault River, FDOT D2	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
I-95/Airport Road Interchange, FDOT D2	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
State and Union Street/JEA Sewer Improvements, FDOT D2	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Coastline Drive Improvements, City of Jacksonville	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Hart Bridge Improvements, City of Jacksonville	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Victory Pointe Park, City of Clermont	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Old Dixie Highway (I-95 to US 1)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
I-295 Express Lanes, FDOT D2	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
I-95/I-295 Northern Interchange, FDOT D2	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
SR 100 Rail to Trail, FDOT D2	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•



Hopkins Creek Drainage Improvements, Jacksonville, Florida

Client: City of Jacksonville | Contact: Dave Hahn, PE 904.255.8793 | Project Cost: \$4M | Completed: 2006

Project consisted of stormwater outfall channel improvements to Hopkins Creek outfall including steel sheet pile and concrete cap east of Penman Rd, drainage pipe installation, rubble rip rap and the construction of a pedestrian bridge on the west side of Penman Rd.

Contributing Staff: Kevin Leadbetter, PE Andre Sutherland, PE, Kevin Lairsey



I-95/Airport Road Interchange, Jacksonville, Florida

Client: FDOT District Two | Contact: John Patterson, PE 904.360.5576 | Project Cost: \$11M | Completed: 2020

GAI provided CEI services on this \$11 million interchange improvement project with JPA utility work, that included the removal of 1,900 lf of asbestos cement (AC) waterline, 230 lf of 8-inch new water main and 216 lf of 6-inch sewer main encased in a carrier pipe, pier protection, new roundabout on Duval Road, extensive utility coordination/relocation, two new drainage ponds, conventional street lighting, new signalization, limerock base, structural and friction course asphalt paving, new sidewalk, and curb and gutter. The project is located along the main road leading to the Jacksonville International Airport and the River City Mall, which required strict adherence to lane closure timeframes and ensuring the traffic detection and signals were operational at all times.

Contributing Staff: Kevin Leadbetter, PE, Andre Sutherland, PE, Kevin Lairsey

CEI PROJECT EXPERIENCE



State and Union Street JEA Sewer Improvements, Jacksonville, Florida

Client: JEA | Contact: Ken Jenkins 904.866.2047 | Project Cost: \$3.5M | Completed: 2016

GAI provided CEI services on this \$3.5 million project responsible for oversight on the installation of over 1,500 lf of 8-inch gravity sanitary sewer line and associated manholes along State and Union Streets, a major arterial in downtown Jacksonville. Other construction elements included MOT inspection, embankment, asphalt base and structural asphalt paving, mitigation of known and unknown buried utility conflicts along the entire corridor, and unforeseen unsuitable material discovered during construction. The project also involved the construction of a pile supported lift station and public coordination support with FDOT, city officials, local businesses and churches within the vicinity.

Contributing Staff: Kevin Leadbetter, PE, Andre Sutherland, PE, Joe Lek, PSM



Coastline Drive and Liberty Street Bridge Replacement, Jacksonville, Florida

Client: City of Jacksonville | Contact: Gary Goldsberry, PE 904.255.8709 | Project Cost: \$25M | Completed: Ongoing

GAI is providing CEI services on this high-profile FDOT Local Agency Program (LAP) project in the City of Jacksonville, which consists of marine construction in an environmentally sensitive location. This project involves the construction of two separate bridge structures along the north bank St. Johns River. Both structures have an average of 84 ft in width and a clear span length of 425 ft. Each structure has approximately 9 prestressed concrete pile supported bents with both battered and plumb piles. The construction of the superstructure includes Florida Slab Beams, curtain walls, deck pours, deck grooving, and grinding. More than 700 linear feet of steel sheet pile wall is being constructed along the existing bulkhead. Services included Coordination with nearby condominium associations and hotel along riverfront-inspection of concrete pile foundations, flat slab beam construction, and the construction of the City of Jacksonville's Riverwalk.

Contributing Staff: Kevin Leadbetter, PE, Andre Sutherland, PE, Joe Lek, PSM



Hart Bridge Approach Modification, Jacksonville, Florida

Client: City of Jacksonville | Contact: Jack Gabriel, PE, DBIA 904.300.8291 | Project Cost: \$25M | Completed: Ongoing

The City of Jacksonville selected GAI to perform construction engineering and inspection (CEI) services on the Hart Bridge Approach Modification project in downtown Jacksonville. A three-quarter-mile section of the bridge's existing, elevated on-ramps are being replaced with ground-level approaches to accommodate expansion of the sports complex near downtown. Demolition is beginning in 2020.

Contributing Staff: Kevin Leadbetter, PE, Andre Sutherland, PE, Kevin Lairsey, Joe Lek, PSM



I-295 Express Lanes CEI Services, Jacksonville, Florida

Client: FDOT District Two | Contact: Dan Lahey, PE 904.360.5553 | Project Cost: \$89M | Completed: 2018

GAI provided construction inspection services on the I-295 West Beltway from the Buckman Bridge to I-95 (5.7 miles). Construction included 530,000 square foot of noise walls, drainage, utilities, and road and bridge widening along with roadway lighting, overhead toll gantries and signs. Construction work was along the outside of I-295 and along the median. Four of the six bridges widened used Florida I-beams and the remaining two utilized steel plate girders. The project required the reconstruction and full system integration of the corridor's ITS backbone, utilizing 8.5 miles of new fiber optic cable, 16 new CCTV cameras, and 11 new dynamic message signs. The drainage work included the widening of six box culverts, and the jacking and boring of 36" pipes beneath I-295. Other activities included over 300,000 CY of excavation, 400,000 CY of embankment and more than 17,000 tons of asphalt paving.

Contributing Staff: Kevin Leadbetter, PE, Andre Sutherland, PE, Kevin Lairsey, Joe Lek, PSM



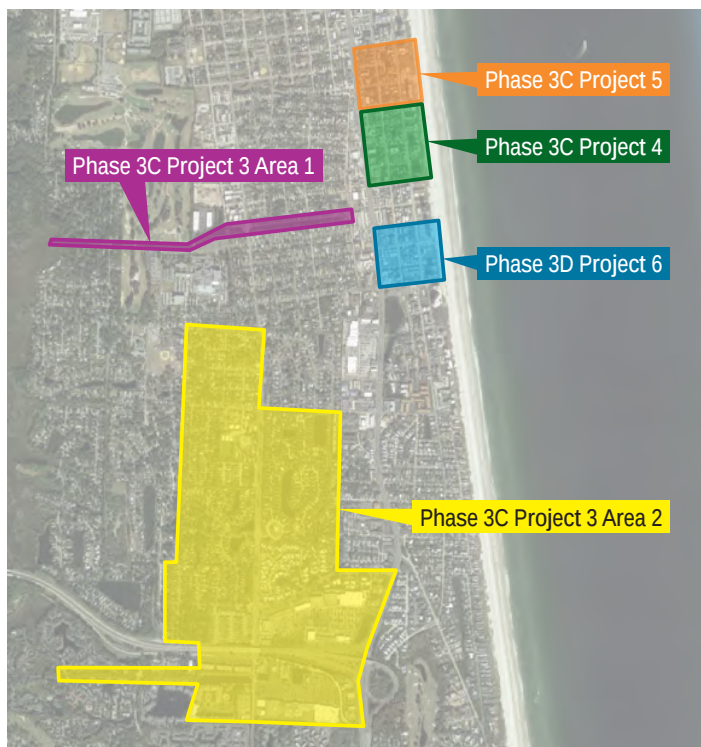
I-95/I-295 Interchange CEI Services, Jacksonville, Florida

Client: FDOT District Two | Contact: Brian Benton, PE 904.360.5544 | Project Cost: \$170M | Completed: Ongoing

GAI is providing CEI services for the I-95/I-295 North Interchange project, which includes MOT, clearing and grubbing, erosion and sediment control, 850,000 cy embankment, optional base group 1 and 4, Type B stabilization, 712,000+ sf MSE wall, 201,000 cy of concrete pavement, 25,000+ lf stormwater pipe, 72 inches jack and bore (680 lf beneath I-295), 11 prestressed FIB bridges, lighting, ITS, signalization, pavement markings, and overhead and cantilever trusses. Improvements included new concrete pavement, which is being incorporated into all ramps, collector-distributor (CD) roads, and mainline pavements west of the US 17 interchange; new flexible pavements, which were constructed on mainline roadways, and ramps east of US 17 to Pulaski Road; and auxiliary lanes and minor ramp improvements, which were added to I-95 and the Airport Road Interchange along with Cole Road bridge replacement.

Contributing Staff: Kevin Leadbetter, PE, Andre Sutherland, PE, Kevin Lairsey, Joe Lek, PSM

2. Ability to Design an Approach and Work Plan to Meet the Project Requirements



PROJECT UNDERSTANDING

GAI understands the three phases of this project per the RFQ are Phase 1 (Preliminary Study and Design), Phase 2 (Final Design and Permitting) and Phase 3 (Construction Management). Our approach includes the following:

- » GAI will create a schedule for City approval prior to starting Phase 1 and Phase 2 tasks.
- » We recommend that after the Phase 1 of the five project areas is complete, that the City advance Phase 2 and 3 efforts for the outfall improvements and pump station rehabilitation in the Central Basin and South Beach Basin associated with Phase 3C Project 3. These projects can be combined and designed concurrently since the proposed improvements will be similar and are funded by two separate CRA sources.
- » Once the design phase of these projects have been completed, design of the three remaining roadway and drainage projects (Phase 3C Projects 4 and 5 and Phase 3D Project 6 east of SRA1A) can begin Phase 2 efforts simultaneously. These projects can be bid as three separate construction projects or together if the City so desires. This would ensure the City finishes the design phase of their proposed improvements and move into construction as the CRA and City of Jacksonville Beach General Fund allows. The Phase 2 design efforts of these projects can begin even more quickly if the City so desires so construction can be occurring in one of these areas at the same time as the Phase 3C Project 3 is being constructed.
- » Timing of these projects will be based upon available funding and our Engineer's Opinion of Probable Cost (EOPC) which

is completed as part of Phase 1. Our experience in design build and CEI provides GAI with firsthand knowledge of recent project costs, which will allow us to accurately forecast construction costs.

- » Our initial design schedule is included in Section C of this proposal. The Phase 2 efforts will include 60%, 90% and 100% submittals which will also include updated EOPCs. GAI will meet with the City after each submittal to discuss their comments before proceeding to the next phase of design.
- » Once the plans, permitting, and specifications are complete, we will assist the City with bidding and award services, complete any needed revisions to the plans or specs, prepare Addendums, and review the final bids by contractors.

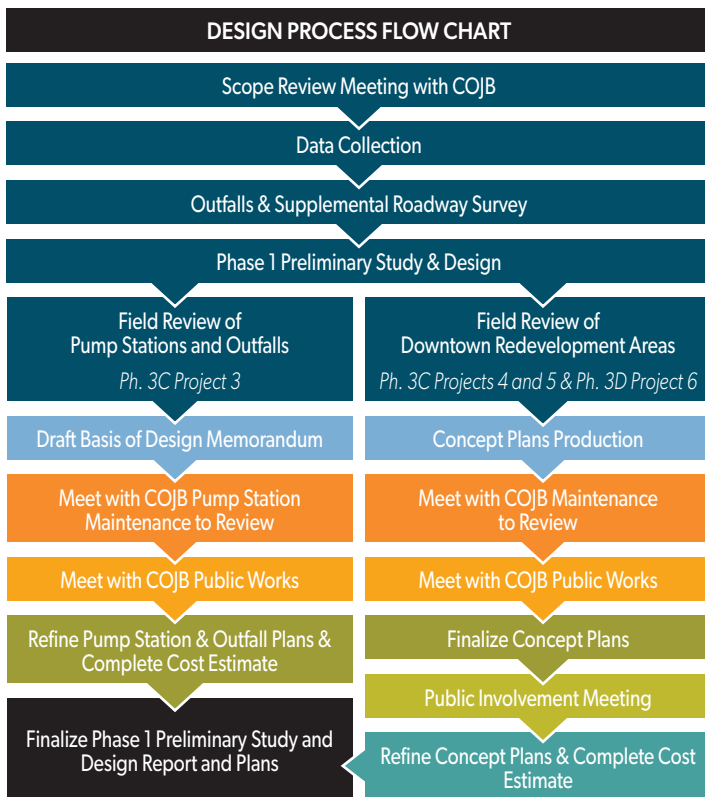
The City of Jacksonville Beach 2015 Downtown Action Plan outlined some additional objectives such as public art and murals, pod type seating, bike racks and pedestrian safety improvements. The GAI Team will coordinate with the City to include these elements as part of the upcoming downtown redevelopment area improvements. We will work with the City to monitor funding and design and tailor proposed improvements in an efficient manner, being good stewards of the public's tax dollars.

LESSONS LEARNED

We have recently field reviewed previous phases of work completed to assess which materials and designs have held up well (both in condition and maintainability). Some lessons learned from this exercise include:

- » **Existing roadway grades.** We understand the rise in sea levels is a concern to many coastal municipalities and will look to balance this growing issue with the protection of adjacent low-lying private properties from public roadway runoff.
- » **Waste Disposal.** GAI will work with disposal companies to coordinate the locations and configurations of dumpster enclosures to provide greater accessibility.
- » **Maintenance.** In addition to working with the COJB Public Works Department, GAI will coordinate with City Maintenance staff (roadway, sewer, pump station) to identify and refine best practices.
- » **Right-of-Way.** GAI will review all available temporary and permanent easements with the City to determine work areas and increase public parking where appropriate.
- » **Public Involvement.** GAI will work with the City to conduct a public involvement workshop prior to finalizing the Phase I Preliminary Study and Design to gather input early on in design on enhancements such as sidewalks, driveways, and public parking.

- » **Sidewalk Locations.** GAI will collaborate with the City to identify ideal placement of sidewalks, as installing sidewalks at the back of curb have recently resulted in cost increases due to grade tie-ins at the right-of-way.



PHASE 3C – PROJECT 3

Phase 3C Project 3 consists of improvements to the desiltation basins, pump stations and outfall channels to the Central (Phase 3C Project 3 Area 1) and South Beach Basins (Phase 3C Project 3 Area 2). These two outfall channels are two of the three main stormwater outfalls for the City of Jacksonville Beach. The City has recently cleared portions of the channels as part of routine maintenance to remove plant growth from the channel bottoms and side slopes. These two areas will be surveyed, field reviewed and the existing drainage conditions modeled as part of the Phase 1 Preliminary Study and Design. The existing stormwater pump stations are nearly identical and proposed improvements to the stations and the outfall channels will be similar.

Cost Savings Innovations

We recommend these two areas both be designed concurrently and let together as a single project. This will provide a cost savings to the City as the designs will be completed at the same time and will allow both sections to be awarded to the same contractor based on the availability of City CRA funds. This will save the City by effectively cutting mobilization costs in half. Other opportunities to control costs come from minimizing the period of time that the pump station must be bypassed, either partially or completely, by constructing the project outside of the active Florida hurricane season. Given the similarities of the existing pump stations, another

opportunity for cost savings is through standardization of proposed replacement equipment.

PHASE 3C – PROJECT 3 – AREA 1 - 12TH AVE. S. LINEAR POND / CENTRAL BASIN AND OUTFALL IMPROVEMENTS

The GAI-designed Phase 3C Project 2 Improvements constructed two additional outfalls into the 12th Avenue S. Linear Pond within the Central Basin. A steel sheet pile wall and reinforced concrete bottom was also installed, simplifying removal of sediment while maintaining previous design elevations. The width of this pond was



also increased to provide a larger storage volume.

The additional impervious area from the downtown redevelopment area brought to the Central Basin by the new 72" outfall pipe (SJRWMD Permit Number 18166-15) used up 4.98 acre – ft of the 5.06 acre – ft of treatment credits remaining from the South-Central Jacksonville Beach Drainage Basin Permit (SJRWMD Permit No: 18166-14). These credits were originally generated from the SJRWMD Permit No 18166-8 which showed the Central Basin with a drainage area of 368 acres and the South Beach Basin with a drainage area of 747 acres functioning together as a single system. Since that permit was issued, the drainage areas have been revised to 402 acres and 647 acres as a result of subsequent permit modifications. These basins are connected by an existing pipe at SR A1A and Osceola Avenue and have the same normal water levels and weir crest elevations. Therefore, any modifications completed at one pump station will affect the other and any modifications to pump sizing, normal water levels or overflow weir elevations needs to be replicated at each station.

SJRWMD Permitting Innovation

GAI proposes the same width and sheet pile wall be continued the length of the 12th Avenue S. Linear Pond/Central Basin to maintain consistency and increase available stormwater storage. The additional storage area created by these improvements is approximately 2.12 acre – ft. The SJRWMD permit could be modified to increase stormwater treatment credits for this basin providing compensating treatment for other improvements in the Central or South Beach Basins. This increase in storage provides an added benefit during high tide and surge events (such as those experienced

during hurricanes). The water surface elevation associated with these events has become a concern of the City as water does backflow over the current weir level from the intracoastal waterway. At a minimum, if no sheet pile is installed in this area, the existing basin should be regraded to restore the -6.0 ft elevation to which it was designed and constructed. Our most recent survey in the area showed the existing pond bottom to be approx. -2.0 ft suggesting over 4 ft of sediment has built up over the years in some sections of the basin. The restoration of this basin to the grades it was previously designed for would not require any SJRWMD permitting as it would be considered a maintenance effort. GAI can also work with the City to transform this area by redeveloping the surrounding park landscape with activity areas and recreational features. This improvement would disguise this stormwater facility by converting it to a park like setting.



Maintenance Issues

The existing mitered end section west of 9th Street S. is broken and should be replaced and rip rap installed at its base. The adjacent box culvert looks to be in good shape and may only need minor repairs due to some surficial cracking.



Central Basin Pump Station

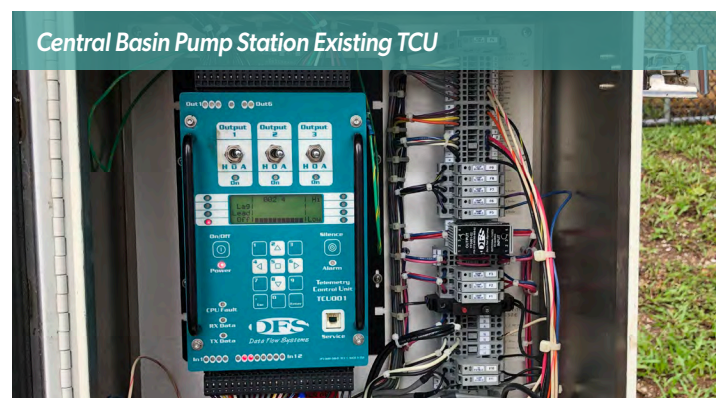
The Central Basin Pump Station was constructed in 1995 along with the improvements to the 12th Avenue S. Linear Pond. This basin was constructed as a desiltation basin for the City to draw down the basin water level to remove sediment which quickly builds up in the conveyance system and ends up at this downstream outfall. As part of this previous project FDOT turned over these parcels and future maintenance responsibility of this basin and outfall to the City. The existing pump station weir is at elevation +4.0 ft with 4 – 6" orifice pipes staggered in pairs at elev. +2.00 and at elev. +2.50 with Tideflex backflow preventers which maintain the normal water level

at an elevation of approx. +2.0 ft. This 2 ft of treatment volume was the basis for the original SJRWMD permit 18166-1 which designed this basin as a wet pond with a weir and pumps at one end to allow the area to be lowered and the sediment removed.

This pump station itself is showing signs of age and needs rehabilitation. In reviewing the pump station with City maintenance staff, GAI observed that one of the pumps at this station was removed in recent years to be cleaned due to clogging of the impeller and drive shaft. GAI will work with the City during the Phase 1 Preliminary Study and Design to field review the pump station and create a basis of design memorandum to document the existing condition of the pump station, concrete weir and wetwell and to determine what portions of the facility should be repaired or replaced.



The existing duplex axial flow propeller pumps were manufactured by Farmers Pumps Inc. using De'Rand Gear Drives Model M80P and Ironhorse 40 HP 3 Phase AC Induction Motors. The current pumps have a capacity of 11,500 GPM each and have 2 – 24" ductile iron outflow pipes. These pumps are designed to create high flows under low head conditions and are ideal for their current application.



Recent field reviews of the project site show the existing Telemetry Control Unit (TCU) is a TAC 2 TCU001 by Data Flow Systems which is integrated into the City's existing SCADA system and has recently been replaced by the City and looks to be in good working order. This is a currently supported unit from Data Flow Systems and should be supported for many years to come. The motor starters themselves are shown as FVNR size 3 units on the as-built plans.

There is also currently no backup generator in place for the electric

pumps should the power fail. This is due to the Central Basin being originally designed to gravity flow over the existing weir. We will coordinate any future generator needs with the City and incorporate a temporary or permanently installed generator system should the City desire. The chosen generator fuel source will be determined based on preference and availability.

Existing Weir Proposed Modification

As part of the Phase 1 Preliminary Study and Design we will research and analyze the elevation of the existing weir. As the system was designed to be a gravity flow system, any increase in the elevation of the weir will increase the hydraulic grade line upstream, adversely impacting the City and FDOT conveyance systems. Any increase in the weir elevation would require the pumps to be run more frequently and possibly require capacity upgrades. Currently the water level is monitored by the City upstream and downstream of the existing weir by sonic probes. The lead pump activates when the water surface reaches elevation of 3' and the lag pump turns on when elevation of 3.2' is achieved. If the City prefers to continue operating the station in this manner the system could be permitted with an increased weir height. GAI will analyze proposed pump replacement and operation parameters for either raising the weir elevation or keeping as-is and provide cost estimates for evaluation.



Central Basin Outfall Channel

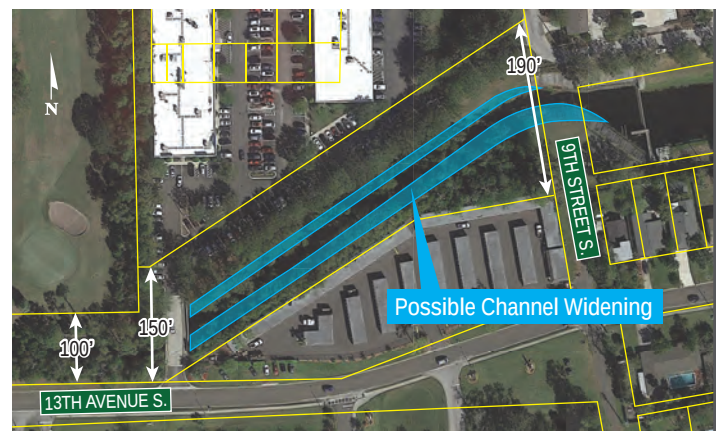
The Central Basin outfall channel does not appear to have been previously permitted through the SJRWMD. State regulations describe that permitted drainage conveyances can be restored to original dimensions periodically as part of routine maintenance. If this conveyance channel was never permitted or if it pre-dates permitting then a general permit will likely be required from the SJRWMD to make any modifications or restore it to its original cross section.

The two outfalls are located in the FDEP Intracoastal Waterway Basin WBID: 2205C and the basin is not considered to be impaired waters. Any proposed widening of the existing channel within adjacent upland areas would likely be considered temporary wetland impacts. Any modifications that would involve the lining of the side slopes or bottom of the channel with concrete ditch pavement or sand cement rip rap would be considered permanent surface water impacts due to its conversion to an impervious surface and would

likely require mitigation.

The GAI Team will survey and analyze the existing outfall channel to finalize channel widths and confirm the previously proposed improvements which specified the addition of (1) 12' x 8' box culvert at 9th St. S., (2) 7' x 8' box culverts at the golf course cart path, and (2) 7' x 8' box culverts at Fairway Lane. If required, installing new box culverts next to the existing box culverts would be the first preference as retaining the existing culverts would reduce costs and accelerate construction time. The existing box culverts will be field inspected to determine any repairs or patching which may be required to surface cracking. It is not uncommon to see high water levels and even overtopping of the golf course cart path and Fairway Lane during heavy storms. These observations, coupled with the additional flows and outfalls added to the 12th Avenue S. Linear Basin, have increased the peak discharge over the existing weir. Some proposed improvements to the outfall channel are expected in order to remedy these concerns.

There is a constriction in the existing channel immediately downstream from the existing pump station at the north end of 10th St. S. This narrow, curved section could be widened to increase the bottom width of the channel from approximately 20 ft to 40 ft and restored with channel lining. This area is still within the existing City owned property and would still accommodate City maintenance staff parking despite the widening. The ability to widen the existing channel bottom also exists further downstream along the back side of the existing self-storage area to the existing bridge for the Links Office Park. The city owned property along this stretch of the channel varies from 190 to 150 ft in width and then reduces to 100 ft in width to the west of the existing bridge for the Links Office Park. The outfall channel in this area could be substantially increased in width without the need for sheet pile or other costly measures. The City recently cleared this channel from the Links Office Park Bridge to Fairway Lane. Extensive new plant growth on the side slopes has occurred just in the last two years since this work has been completed. The outfall channel west of Fairway Lane exists in a 100 ft wide drainage easement.



The ability to line the existing ditches will be investigated with different material types and configurations and compiled in the Phase 1 Preliminary Study and Design. The installation of an impervious

erosion control mat, concrete ditch paving or sand cement rip rap would eliminate the restrictions from plant growth along with greatly reducing maintenance costs. The channel widening and lining could continue approx. 500 ft to west of Fairway Lane at which point access becomes more difficult as it becomes almost entirely marsh. The investment in widening and lining the existing outfall channel along with additional box culverts at key restrictions would likely deliver the most cost-effective improvement to the drainage system of this portion of the City.

Central Basin Outfall Canal looking east from Fairway Lane



PHASE 3C PROJECT 3 – AREA 2 - SOUTHEND REDEVELOPMENT AREA BOUNDARY

The area has been significantly developed and improved over the years with various suburban and commercial developments. Recent focus by the City has been in improving the drainage system in the area and the existing outfall to the Intracoastal Waterway. South Beach Parkway, Jacksonville Drive and Marsh Landing Parkway have been the focus of the roadway improvements as have drainage improvements to the South Beach Basin Outfall. Further Improvements have been proposed to the upstream section of the South Beach Basin Outfall in recent years.

The existing south beach outfall canal starts just south of Osceola Avenue at the intersection with Sandra Dr. as an open channel. This channel drains to the south where it feeds into two 72" RCP pipes which drain underneath the existing South Beach Regional Shopping Center. The outfall then converts to 2 – 8 ft x 7 ft box culverts which go underneath SR 202 (Butler Blvd) and outfall into another open channel which parallels alongside Marsh Landing Parkway. The existing open channel which drained from SR 202 (Butler Blvd.) to the box culverts underneath South Beach Parkway was filled in and partially replaced with 2 – 8 ft x 6 ft box culverts in 1995 (SJRWMD Permit No: 25415-1) during the construction of the South Beach Parkway Shopping Center. The existing remaining open channel north of Marsh Landing Parkway is about 550 LF but is narrow, heavily overgrown and is prone to restricting water flow and upstream flooding. The original design improvements for this area in 2015 (SJRWMD Permit No: 18157-14) consisted of canal improvements to sheet pile the existing open channel on the north side of Marsh Landing Parkway. The design was modified to reduce construction costs (SJRWMD Permit No: 18157-15) to fully enclose the area and extend the 2 – 8 ft x 7 ft box culverts from the crossing under Butler Blvd. to connect to the existing 2 – 8 ft x 6 ft box culverts

under Marsh Landing Parkway. These existing culverts drain to the southwest underneath South Beach Parkway and outfall into the South Beach Desiltation Basin. The project to extend the 2 – 8 ft x 6 ft box culverts for approx. 550 LF is currently under construction with completion expected in late 2020. The box culverts include ditch bottom inlets in the top of the box culvert to collect surface runoff and also 2 fenced concrete maintenance access structures with concrete retaining walls.

New 2 - 8 ft x 6 ft box culverts looking east along Marsh Landing Parkway



New 2 - 8 ft x 6 ft box culverts maintenance access looking east along Marsh Landing Parkway



This project will also remove sediment in the existing South Beach Basin to restore the bottom elevation to the designed -4.0 ft. Once this project is completed and restores the existing South Beach Basin bottom to the designed and permitted elevation, we recommend moving the City's focus further downstream to the rehabilitation of the existing pump station and outfall channel.

South Beach Desiltation Basin looking west from S. Beach Pkwy



South Beach Basin Pump Station

Construction of the South Beach Basin Improvements and 42" storm outfall draining south down South Beach Parkway from Riptide Blvd. was completed in 1996 as part of SJRWMD Permit No: 18166-2. This

project widened the existing South Beach Basin and lowered the bottom from elev. 0.0 ft to elev. -4.0 ft. This project also installed a weir with crest at elev. +4.0 ft and duplex pump station with two 24" DI outflow pipes to transfer stormwater to the downstream side of the weir. The weir has 4 – 6" PVC orifice pipes staggered in pairs, 2 at elev. +2.00 and the other 2 at elev. +2.50 with Tideflex check valves on the downstream end to control the normal water level at an approx. elev. of +2.0 the same as in the Central Basin.

Existing Weir Proposed Modification

Currently the water level is monitored upstream and downstream of the existing weir by sonic probes. The lead pump activates when the elevation reaches elevation of 3' and the lag pump turns on when water surface of 3.2' is achieved. GAI will research and analyze this South Beach Basin Pump Station at the same time as the Central Basin Pump Station during Phase 1 Preliminary Study and Design. This is the same gravity flow drainage system as was designed in the Central Basin. The increase in the weir elevation would require the pumps to be run more frequently and possibly upgraded in capacity. If the pump size is significantly upgraded changes to the electrical power feed may also be required. GAI will analyze any proposed changes and work with the city to minimize cost and maintain reliability. If the City desires to continue operating the station in this manner the system could be permitted to function with an increased weir height. Based on our drainage analysis GAI will outline proposed pump replacement and operation parameters for either raising the weir elevation or keeping as-is and provide cost estimates for evaluation. The pumps required at each pump station, the overflow weir crest elevation and the elevation the pumps turn on and off should match since the systems function as one interconnected system.

South Beach Basin Pump Station looking north



This is a similar pump station to the existing one at the Central Basin with only minor differences in wet well sizes and was constructed around the same time. At a minimum the existing duplex axial flow propeller pumps as manufactured by Farmers Pumps Inc. should be replaced along with the electrical and mechanical systems. The current pumps have a capacity of 11,500 GPM each and have 2 – 24" ductile iron outflow pipes. The weir at this station functions in the same manner and is at the same elevation of +4 ft as the Central Basin

Pump Station. One of the few differences in the two pump stations is the 2 – 24" pipes with knife gate valves and mechanical hand wheel on top of the access deck are still remaining in use on this pump station whereas the Central Basin Pump Station has these penetrations bolted shut on the upstream side. The City currently has plans to remove the existing debris and plant growth downstream from this pump station to the intracoastal waterway outfall point. Based on the results of this project we will survey the existing channel, complete a drainage analysis and recommend the most cost-effective solutions to improve the channel flow and remove restrictions in the system by adding additional pipes or box culverts at roadway crossings.

South Beach Basin Outfall Channel

The Marsh Landing Development and Business Park has been built around this existing outfall since the early 1990's. This existing outfall runs through an existing 100 ft wide drainage easement within the Marsh Landing Community and does not offer the same easement width and opportunities to increase the bottom width as in the Central Basin. There are several sections of roadway and parking areas which are constructed within the 100 ft wide drainage easement. Proposed outfall improvements would likely be focused between the South Beach Basin Pump Station to The Greens Way bridge as this section is the most heavily overgrown and would allow for improvements to be made most easily due to construction equipment access and limited wetland impacts. Like the Central Basin, any modifications to the previously unpermitted outfall channel will require SJRWMD permitting.

PHASE 3C PROJECTS 4 AND 5 – DOWNTOWN REDEVELOPMENT AREA

This area is part of the downtown redevelopment CRA district. This project area (as well as Phase 3D Project 6) was previously surveyed by our in-house surveyor Joe Lek in 2015. We also oversaw the geotechnical investigation for this portion of the remaining downtown redevelopment area. An update to the existing survey due to recent development and additional beach street ends will be required, as will some limited geotechnical investigations. The previously completed geotechnical investigation did note several isolated areas of organic material within a depth of 1 to 6 ft from the surface within the limits of Phase 3C Projects 4 and 5. These will be specified for over-excavation and clean A-3 soil placed and compacted in its place. The SJRWMD permitting, FDOT Drainage Connection Permitting as well as all stormwater conveyance system design and pipe sizing has already been completed under our previous services as part of the Phase 3C Project 2 Improvements. The only remaining permitting will be FDEP CCCL Permitting for any beach street end modifications and FDOT Utility Permits for water main improvements on SR A1A.

Roadway and Drainage

The scope of the work for this next phase of improvements will consist of reconstructing the existing roadway, sidewalk, curb and gutter,

and parking areas. The addition of on street parking will be a major focus in the design and coordinated with the City and local residents as was completed on previous phases. GAI will incorporate existing developer and city construction plans during the Phase 1 Preliminary Study and Design. Both of the existing 9th and 10th Avenues S. roadway surfaces between 1st and 2nd Street are approx. 18 ft wide. These areas will be reconstructed and widened to 22 ft with 2 – 11 ft lanes to match previous phases. Clay sanitary sewer pipes in alleyways between 11th Ave. S and 10th Ave S. will be replaced and the alleys paved with an inverted crown. This same approach will be applied to the rest of the alleyways, paving them even if no sanitary sewer lines need to be replaced. The existing decorative brick pavers used on the east side of 1st Street in the Phase 3C Project 1 Improvements will be continued to the south as part of Phase 3C Project 5 and will remain a feature of the sidewalk in front of Oceanfront Park.

The Phase 3C Project 2 Improvements designed by GAI installed a 72" outfall pipe into the 12th Avenue S. Linear Pond/Central Basin and crossed SR A1A with a 60" RCP installed by open cut. The trunk



line for the entire downtown area east of SR A1A runs north/south down the east side of 1st Street S. and has already been sized as part of previous design efforts on other phases. The proposed Phase 3C Project 4 Improvements will connect to the existing 54" RCP just south of 10th Avenue S. constructed as part of the Phase 3C Project 2 Improvements and extend the trunk line to the north. The trunk line constructed in Phase 3C Project 4 will vary from 54" to 48" in size and in Phase 3C Project 5 will vary in size from 48" to 42". This storm drain system draining to the 12th Avenue S. Linear Pond Central Basin will be interconnected to the existing storm drain system installed as part of the Phase 3C Project 1 Improvements as an emergency overflow, as this system drains to the north to the Beach Boulevard Stormwater Vault and Pump Station. The proposed trunk line on 1st Street S. will be offset 8 ft to the west from the existing curb and gutter to provide clearance from the existing BES buried electric facilities underneath the sidewalk. We will avoid existing buried electric lines to the extent possible and coordinate with BES where their existing facilities are impacted.

The intent of the drainage improvements in this area is a proactive approach by the City to construct an alternative drainage system to the existing beach outfalls which drain to the east under the dunes and onto the beach. These are a constant maintenance problem for the City and may ultimately be required to be removed or grout filled due to changes in regulations by the FDEP. GAI proposes to retain these beach outfalls for overflow conditions, installing weirs in the outfall structures to bypass these outfalls during normal operations.

Water and Sewer

The existing clay sanitary sewer piping will be replaced with new PVC sanitary sewer piping throughout this project area. The existing sanitary sewer manholes will be removed and replaced with new precast structures, or existing manholes which are deemed in acceptable condition will be rehabilitated and lined with Spectrashield. The older 6" and 8" water mains on the avenues and streets will be replaced as well with PVC. The existing 2" and 6" water mains under the existing SW on SR A1A will also be replaced as part of this project.

Utility Coordination

We will coordinate with BES as on Phase 3C Project 1 and 2 to add supplemental lighting on the avenues and relocate the existing conventional lighting on 1st Street S from the utility strip to the near the right of way line. Any additional street lights proposed in the beach ends will be coordinated with the City and permitted through a FDEP CCCL permit. The existing BES underground electric system runs through main duct banks on 1st Street and 2nd Street. Electric vaults are commonly located near the existing radii of the intersections. These will require adjustment to the vault itself by cutting the vault box down to grade and installing a new precast lid per BES standards. In previous phases, sidewalk was placed against the curb and gutter and the utility strip and all existing above ground utility boxes relocated to the right of way line. We will coordinate with the City to see if this is still the current preference. We will coordinate closely with AT&T and Comcast and relocate existing above-ground utility boxes as necessary to be outside of proposed sidewalk locations.

Beach Street Ends

If desired we can further redevelop the existing Oceanfront Park site layout as part of this phase of improvements. At a minimum we recommend milling and resurfacing the existing parking lot pavement as part of the proposed Phase 3C Project 5 Improvements. The 7th Avenue S. street end should have the existing concrete separator removed to improve surface runoff, a sidewalk constructed on the south side and the existing pavement surface reconstructed to drain to a single inverted typical section with one inlet at the west end. The 8th Avenue S. street end has existing parallel parking with no path for vehicles to loop through and out the street end. We recommend reconstruction and widening of this street end to allow for proper U-Turns, adding sidewalks and reconstructing the existing dumpster

enclosures. The north end of this area also should be regraded and a gravity wall added to correct the existing erosion issues.

8th Avenue S. Street End [looking east]



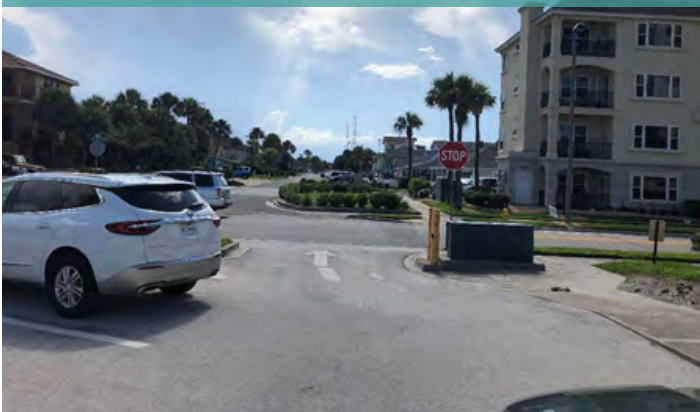
The 9th Avenue S. street end should be milled and resurfaced with no other surface improvements made. We will also review the existing drainage system connectivity with the existing condominium development on the south side of the street end as the garage parking levels commonly have problems with drainage due to the finished floor being lower than the surrounding roadways.

9th Avenue S. Street End [looking east]



The 10th Avenue S. street end should be milled and resurfaced and a sidewalk added on the south side to connect the existing sidewalk sections. The driveway outflow from this street end is restricted by a BES transformer protected by bollards. We will coordinate with BES to see if this transformer can be moved or if the street end parking area can be reconfigured to avoid future damage.

10th Avenue S. Street End [looking west]



PHASE 3D PROJECT 6 – DOWNTOWN REDEVELOPMENT ADJACENT AREA

The work in this area just south of the CRA downtown redevelopment district will consist of the reconstruction of the existing roadway, curb and gutter, and sidewalk within the project limits. The storm drain trunk line will be installed on 1st Street S. on the east side of the roadway similar to the phases to the north. The intersection of 15th Avenue S. and 1st Street S. will be crowned as currently exists, and only require inlets at the intersections of 1st Street S. and 16th and 14th Avenue S. The trunk line in this phase will be a 24" storm pipe draining to the north where it will connect to the existing 24" storm pipe near the alleyway between 13th Avenue S. and 14th Avenue S. on 1st Street S. that was constructed as part of the Phase 3C Project 2 Improvements. The majority of 16th Avenue S. was reconstructed by the FDOT as part of SR A1A Improvements in 2009 and will not require further upgrade as part of Phase 3D Project 6. GAI Consultants completed the CEI services for the FDOT on this project. The water and sewer within the city right of way limits is also planned to be replaced as will the existing clay sanitary sewer pipes in the alleyways.

We will perform thorough reviews of the existing conditions and note permitted underground or above ground treatment systems to ensure we provide connectivity for the overflow structures. The below picture shows one of these systems at the NW corner of 1st Street S. and 16th Avenue S.

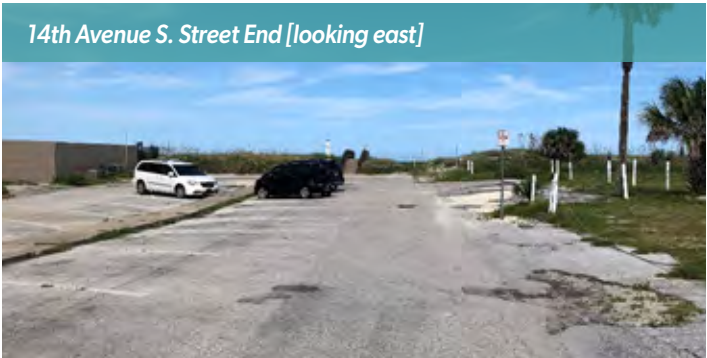
NW corner of 1st Street S. and 16th Avenue S.



Beach Street Ends

The previous project scope did not include any proposed improvements to the 14th, 15th and 16th Avenue S. Beach Ends. We would recommend the 14th Avenue S. beach end be reconstructed and widened to maximize the parking spaces available and due to the poor condition of the existing asphalt pavement in the area. A sidewalk should also be added on the south side of the street end in order to provide for pedestrian connectivity to the beach access. Should the City desire, raised landscape islands can also be added

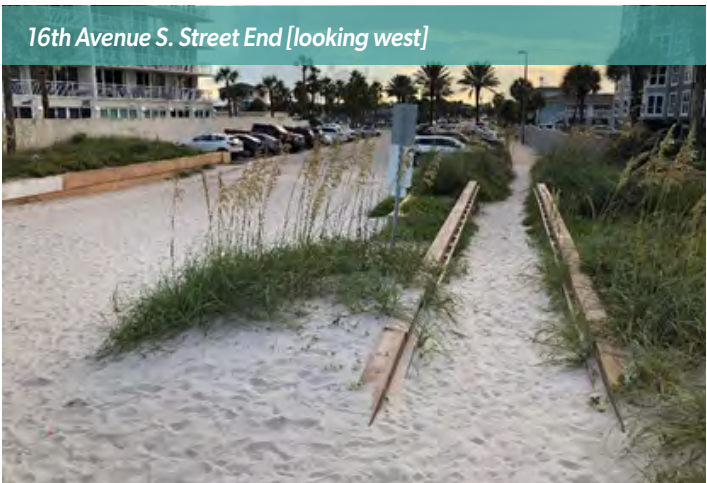
in the center of the street end where striped areas currently exist. We will coordinate with the City and property owner on the north side of the beach street end to see if the current configuration of the dumpster enclosure access from the beach end should remain.



The 15th Avenue S. street end will have the asphalt surface widened, curb and gutter added on the north side, and the existing asphalt milled and resurfaced. We will also coordinate with the new development Waterfall planned for the private property on the north side of this street end.



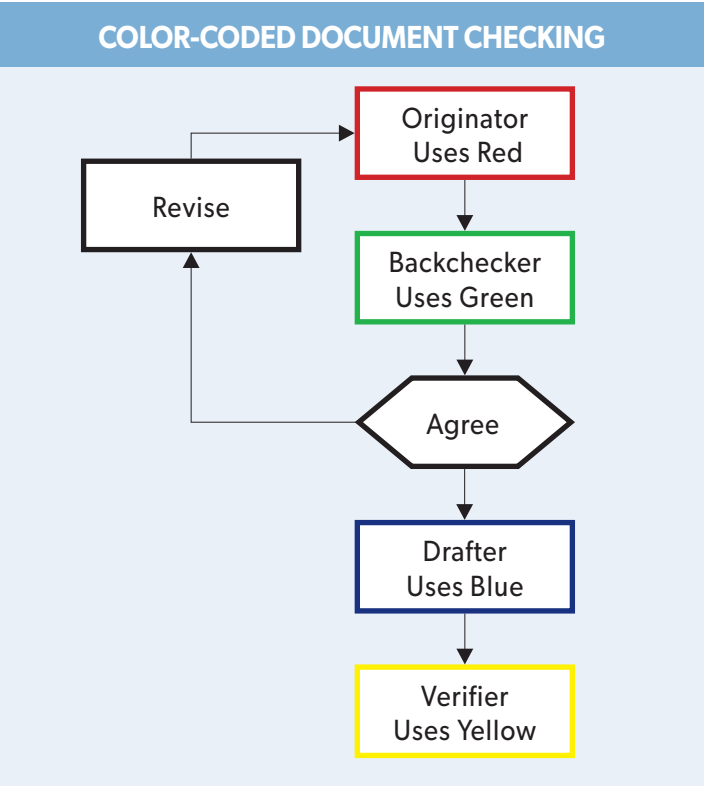
The 16th Avenue S. beach end will be reconstructed and regraded to minimize existing beach sand erosion issues and the public walkover reconfigured to provide better access. A streetscaped amenity area could also be designed including public showers in this area as well to match the previous improvements at Beach Boulevard Beach End since this is a similar major access point.



In previous phases the sidewalk was placed against the curb and gutter. We will work with the City to ensure this is still the current preference. GAI will coordinate closely with AT&T and Comcast and relocate existing above-ground utility boxes as necessary to be outside of proposed sidewalk locations.

QA / QC PROGRAM

We take quality control very seriously on all of our projects. All phase submittals will be checked prior to presentation to the Client for review. One complete set of review prints with the key sheet signed and dated by the Reviewer, will be made available if the City so desires to demonstrate that all items were checked and reviewed by an independent engineer prior to submittal. Our system utilizes 4 colors: proposed changes marked in red, changes reviewed by a backchecker in green, changes drafted are highlighted in blue and then the entire set is reviewed upon completion of the plan set by an engineer by highlighting in yellow.

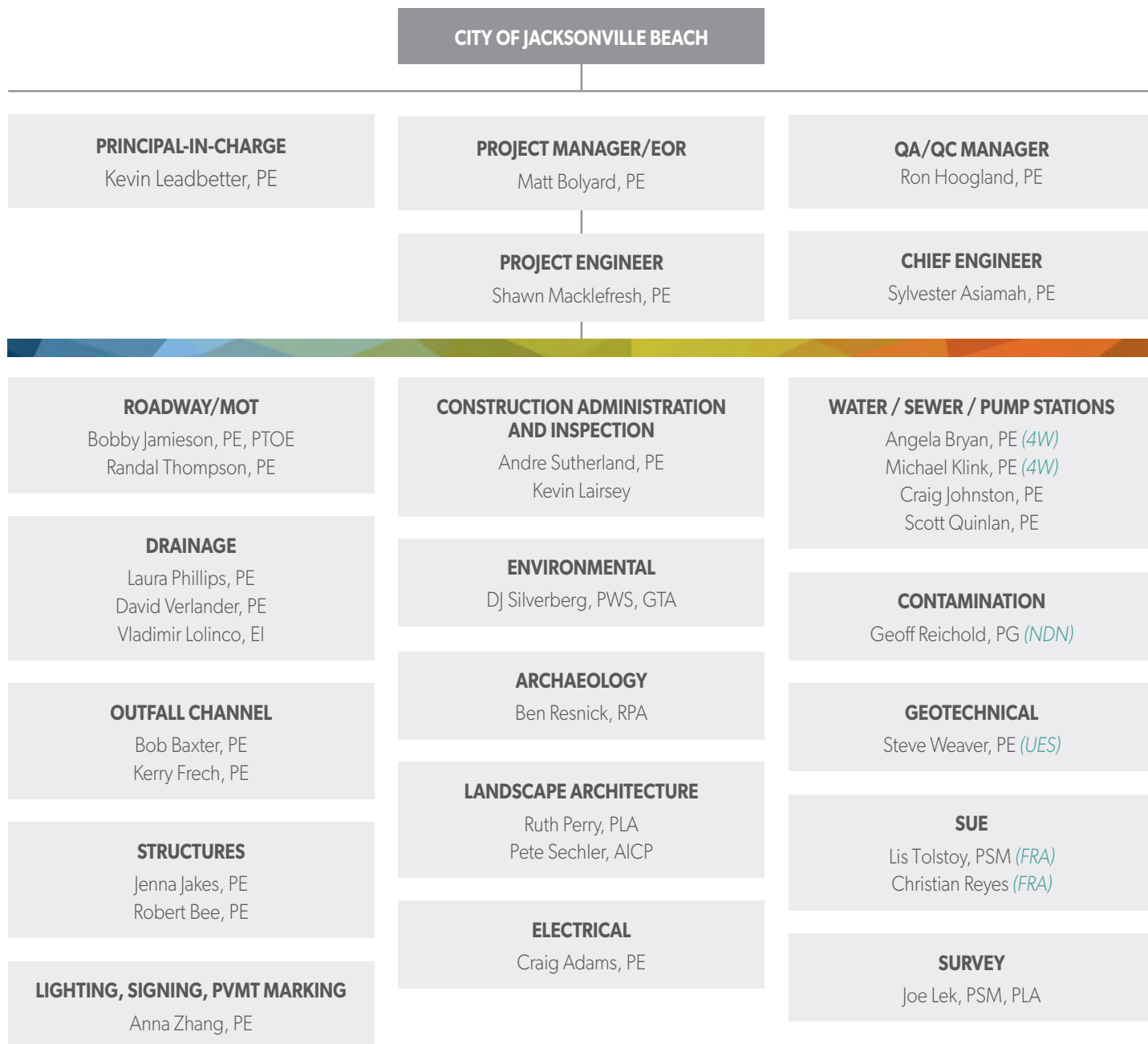


3. Project Team

The members on this team have been carefully selected to provide the City of Jacksonville Beach with a wide spectrum of expertise and experience necessary to successfully complete any and all assignments under this infrastructure improvements contract. This team will be supported by GAI's local and national resources, ensuring timely and quality deliverables will be provided to Jacksonville Beach. Staff bios of key personnel follow this page.

TEAM ORGANIZATION

All team members are GAI staff unless otherwise noted



Legend

(4W)..... Four Waters Engineering, Inc.
 (UES)..... Universal Engineering Sciences
 (NDN)..... The NDN Companies
 (FRA)..... FR Aleman and Associates, Inc.

KEY STAFF

GAI Consultants along with subconsultants Four Waters Engineering, Universal Engineering Sciences, The NDN Companies, and FR Aleman & Associates (the GAI Team) proposes a seasoned group of professionals with unparalleled knowledge and understanding of the needs of COJB, and will successfully deliver any and all assignments under this contract.

The team will be lead by Matthew Bolyard, PE with QA/QC oversight by Ron Hoogland, PE. Matthew brings 16 years experience in infrastructure engineering and has been a part of every phase of work completed by GAI for the City over the last 14 years.



PROJECT MANAGER/EOR
Matthew Bolyard, PE (GAI)

- 16 years experience in civil engineering
- Managed numerous COJB task work orders including Phase 3A, 3B, Oceanfront Park Restroom and Seawalk Pavilion, Phase 3C Project 1 and Phase 3C Project 2
- Broad range of experience including roadway, streetscape, signals, signage, pavement marking, MOT, stormwater, and utility design



QA/QC MANAGER
Ron Hoogland, PE (GAI)

- 32 years experience in civil engineering
- Project Manager for previous COJB Continuing Services Contract
- In-depth understanding of COJB policies and procedures, with established working relationships with City Staff



PROJECT ENGINEER
Shawn Macklefresh, PE (GAI)

- 5 years experience in civil engineering
- Project Engineer for COJB Ph. 3C Project 2
- Experienced in roadway, maintenance of traffic, water and sewer main, signalization plan, and signing & pavement marking design



CHIEF ENGINEER
Sylvester Asiamah, PE (GAI)

- 26 years experience in civil engineering
- Specializes in highways and transportation infrastructure project development—from preliminary engineering to final designs, specifications, project probable cost estimates, and post-design services



OUTFALL CHANNEL
Bob Baxter, PE (GAI)

- 37 years experience in civil engineering
- Deeply knowledgeable about hydrology and hydraulics, and designing stormwater management and sanitary sewer systems
- Work experience includes state-level, municipal, commercial, and residential site engineering



DRAINAGE ENGINEER
Laura Phillips, PE (GAI)

- 30 years experience in drainage engineering
- Experience includes FDOT roadway and drainage design and permitting; large system/regional drainage analysis and modeling; and site/civil land development design and permitting for residential, municipal, industrial, and commercial projects



STRUCTURES ENGINEER
Jenna Jakes, PE (GAI)

- 14 years experience in structural engineering
- In-depth understanding of AASHTO, Load and Resistance Factor Design (LRFD), Allowable Stress Design (ASD), Load and Resistance Factor Rating (LRFR), American Institute of Steel Construction (AISC), and National Design Specification (NDS)



CONST. ADMINISTRATION & INSPECTION
Andre Sutherland, PE (GAI)

- 14 years experience in construction administration
- Worked as an FDOT Project Manager responsible for contracts compliance, public information concerns, and material specifications compliance
- Senior Project Engineer on multiple RRR roadway widening and bridge construction projects



ROADWAY, MOT
Bobby Jamieson, PE, PTOE (GAI)

- 19 years experience in roadway engineering
- Specializes in MOT, conceptual analysis, planning, and final design of major highways and local roads
- Extremely proficient in MicroStation (V7, V8, XM), Geopak, Autotum, Guide Sign, Bentley Projectwise



CONST. ADMINISTRATION & INSPECTION
Kevin Lairsey, PE (GAI)

- 26 years experience in construction administration
- Holds all relevant CTQP certifications
- Experience includes the inspection of roadway, drainage, misc. structures, water, sewer, signalization, highway lighting, signing and pavement marking, landscaping, and MOT

SUBCONSULTANTS

Water, Sewer, Pump Station | [Four Waters Engineering, Inc.](#)

Four Waters has provided engineering services for the COJB on the rehabilitation of existing sanitary sewer lift stations LS-17, LS-23 and LS-29. Four Waters also prepared and submitted a five-year operating permit renewal for the Jacksonville Beach WPCP to the Florida Department of Environmental Protection (FDEP).



Angela Bryan, PE has 25 years of experience in environmental and civil engineering with a strong background in all levels of stormwater, water, and wastewater engineering. She has designed multiple stormwater management projects, the majority of which were rehabilitation projects in existing residential areas. She has extensive experience in evaluation, hydraulic calculations, modeling, and design of pumping systems for all types of infrastructure including stormwater pumping, and surface water management. Ms. Bryan has been working with the City of Jacksonville Beach for more than 20 years and is extremely familiar with the City's standards, procedures, and staff.

Michael Klink, PE is a Project Manager and Senior Engineer. He has experience working on and managing a variety of projects for municipalities and other government entities for more than 15 years. He has worked on multiple surface water control and delivery projects including flood studies, surface water management infrastructure design, LID design, modeling and analysis of existing and proposed systems, and evaluation of existing structures and replacement. Mr. Klink is familiar with AutoCAD, ArcGIS, Win TR-55, ICPR 4, EPANET, StormCAD, WaterCAD, HEC-RAS and HEC HMS

Environmental / Contamination | [The NDN Companies](#)

The NDN Companies (NDN) is a woman-owned, full-service environmental construction and consulting firm specializing in providing a full range of environmental services. Services include environmental assessments and remediation; environmental regulatory compliance, permitting and monitoring; industrial hygiene, asbestos, lead-based paint and mold services; NEPA and natural resource services; sediment and dredge material management. *Project experience includes the Nassau Substation Phase I Environmental Site Assessment, Wetland Delineation, and T&E Survey in Yulee, Florida; the JEA River Town Water Treatment Plant Well No. 2 and Well No. 3 Environmental Permitting in St. Johns County, Florida;*



Geoff Reichold, PG has worked as GAI's subconsultant on the City of Jacksonville Beach Phase 3B Infrastructure Improvements and the Phase 3C Project 2 Infrastructure Improvements. He was also a key member of our team on the Air Liquide/Burke Street Pond Environmental Remediation for the City of Jacksonville.

Geotechnical | [Universal Engineering Sciences](#)

Universal has provided geotechnical services for the COJB as GAI's subconsultant on all of the infrastructure projects completed to date including Phase 1 SR A1A Infrastructure Improvements, Phase 2 Infrastructure Improvements, Phase 3A Infrastructure Improvements, 3B Infrastructure Improvements, Oceanfront Park Restroom & Seawalk Pavilion Improvements, Phase 3C Project 1 Infrastructure Improvements, and 3C Project 2 Infrastructure & Stormwater Pump Station Improvements.



Steve Weaver, PE has worked as GAI's subconsultant on all of the projects mentioned above.

SUE | [FR Aleman & Associates](#)

FR Aleman & Associates has provided SUE services for the COJB as GAI's subconsultant on all of the infrastructure projects completed to date including Phase 1 SR A1A Infrastructure Improvements, Phase 2 Infrastructure Improvements, Phase 3A Infrastructure Improvements, 3B Infrastructure Improvements, Oceanfront Park Restroom & Seawalk Pavilion Improvements, Phase 3C Project 1 Infrastructure Improvements, and 3C Project 2 Infrastructure & Stormwater Pump Station Improvements.



Lis Tolstoy, PSM has worked as GAI's subconsultant on all of the projects mentioned above.

EDUCATION

- MS, Civil Engineering, 2011, University of Florida
- BS, Civil Engineering, 2007, University of Florida

REGISTRATIONS

- Professional Engineer (PE): FL – 2012, #74635



Mr. Bolyard is experienced in a variety of civil engineering disciplines, including transportation planning, traffic engineering, stormwater management, and construction engineering and inspection (CEI). His recent experience includes design of roadway, streetscape, multi-use trails, signals, signage, pavement marking, maintenance of traffic (MOT), water and sewer utility design, stormwater treatment, and storm sewers for highway projects. Mr. Bolyard has been intimately involved with all of the projects GAI has completed for the City of Jacksonville Beach.

RELEVANT EXPERIENCE

- ▶ Downtown Redevelopment Master Plan, City of Jacksonville Beach, Jacksonville Beach, FL.
- ▶ Phase 1 SR A1A Infrastructure Improvements + CEI, City of Jacksonville Beach, Jacksonville Beach, FL. Served as Project Engineer responsible for all aspects of plans production.
- ▶ Phase 2 Infrastructure Improvements + CEI, City of Jacksonville Beach, Jacksonville Beach, FL. Served as Project Engineer responsible for all aspects of plans production.
- ▶ Phase 3A Infrastructure Improvements + CEI, City of Jacksonville Beach, Jacksonville Beach, FL. Served as Project Engineer responsible for all aspects of plans production.
- ▶ Phase 3B Infrastructure Improvements + CEI, City of Jacksonville Beach, Jacksonville Beach, FL. Served as Project Manager and EOR.
- ▶ Oceanfront Park Restroom & Seawalk Pavilion Improvements, City of Jacksonville Beach, Jacksonville Beach, FL. Served as Project Manager and EOR.
- ▶ Phase 3C–1 Infrastructure Improvements, City of Jacksonville Beach, Jacksonville Beach, FL. Served as Project Manager and EOR.
- ▶ Phase 3C–2 Infrastructure & Stormwater Pump Station, City of Jacksonville Beach, Jacksonville Beach, FL. Served as Project Manager and EOR.
- ▶ Riverplace Boulevard Complete Street Improvements, City of Jacksonville, FL. Served as Project Manager and EOR.

Ronald Hoogland, PE | QA/QC Manager**EDUCATION**

- MBA, Business Administration, 2015, Point Park University
- BS, Civil Engineering, 1988, University of South Florida

REGISTRATIONS

- Professional Engineer (PE): FL – 1992, #45247



Mr. Hoogland has 32 years of engineering experience. He has provided planning, design, and construction administration services. Transportation projects have included limited access highways, urban arterials, and rural roadways. Other projects have included studies, new alignments, reconstruction, rehabilitations, safety enhancements, bridges, stormwater facilities/systems, utility design/relocations, lighting, signalization, streetscape, landscaping, and environmental remediation.

RELEVANT EXPERIENCE

- ▶ Downtown Redevelopment Master Plan, City of Jacksonville Beach, Jacksonville Beach, FL.
- ▶ Phase 1 SR A1A Infrastructure Improvements + CEI, City of Jacksonville Beach, Jacksonville Beach, FL.
- ▶ Phase 2 Infrastructure Improvements + CEI, City of Jacksonville Beach, Jacksonville Beach, FL.
- ▶ Phase 3A Infrastructure Improvements + CEI, City of Jacksonville Beach, Jacksonville Beach, FL.
- ▶ Phase 3B Infrastructure Improvements + CEI, City of Jacksonville Beach, Jacksonville Beach, FL.
- ▶ Oceanfront Park Restroom & Seawalk Pavilion Improvements, City of Jacksonville Beach, Jacksonville Beach, FL.
- ▶ Phase 3C–1 Infrastructure Improvements, City of Jacksonville Beach, Jacksonville Beach, FL.
- ▶ Phase 3C–2 Infrastructure & Stormwater Pump Station, City of Jacksonville Beach, Jacksonville Beach, FL.
- ▶ Riverplace Boulevard Complete Street Improvements, City of Jacksonville, FL.

EDUCATION

- BS, Civil Engineering, 2015, University of North Florida
- BS, Engineering Physics, 2015, Jacksonville University

REGISTRATIONS

- Professional Engineer (PE): FL – 2019, #88597



Mr. Macklefresh has 5 years of experience, including roadway design plan, profile, and cross section development; maintenance of traffic (MOT); water and sewer main design; signalization plan design; signing and pavement marking design, and ITS design.

RELEVANT EXPERIENCE

- ▶ **Phase 3C Project 2, COJB, Jacksonville Beach, Florida.** Engineering Intern responsible for grading design plans, signing and pavement marking plans, interdisciplinary coordination, as well as water and sewer main design and plan quantities.
- ▶ **Riverplace Boulevard Complete Streets Improvements, City of Jacksonville, Jacksonville, Florida.** Project Engineer responsible for mast arm and foundation design, intelligent transportation system (ITS) plan design, signalization design, and signing and pavement marking design, as well as plan production and providing bid cost estimates.
- ▶ **Continuing Services Sidewalk Contract, City of Jacksonville, FL.** Project Engineer responsible for all parts of plan production, utility coordination, MOT plan design including multiple phases and detours, as well as water and sewer main design.
- ▶ **East Peyton Parkway New Roadway, St. Johns, FL.** Project Engineer responsible for plans production for construction of a new 4-lane divided facility connecting SR 9B to Race Track Road.

Sylvester Asiamah, PE | Chief Engineer**EDUCATION**

- MBA, 2008, University of North Florida
- MS, Civil Engineering, 2001, University of Florida
- BS, Civil Engineering, 1994, University of Science and Technology in Ghana

REGISTRATIONS

- Professional Engineer (PE): FL – 2003, #59249; GA – 2012, #PE037210; NC – 2012, #039368



Mr. Asiamah specializes in highways and transportation projects. His experience includes signalization, signing and pavement marking, and traffic studies. With 26 years of experience, Mr. Asiamah has worked with many of GAI's clients over the last 18 years, including the Florida Department of Transportation (FDOT), city public works departments, municipalities, and private entities in Florida. He has served in many roles, including Project Manager, Engineer-of-Record (EOR), and Project Engineer.

RELEVANT EXPERIENCE

- ▶ **Riverplace Boulevard Complete Street, Jacksonville, FL.** QA/QC Reviewer for this demonstration project, which will include new protected bike lanes, road diet, on-street parking, and urban rain gardens.
- ▶ **SR 600/US 92 Design-Build Project, FDOT District Five, Daytona Beach, FL.** Design Engineer for design and QA/QC reviews for this 1.38-mile project, including new 12-ft-wide decorative sidewalks, a 185-ft pedestrian bridge spanning SR 600, a new closed drainage system, bridge amenities, roadway and pedestrian lighting, signalization, ITS upgrades, streetscape, and landscaping.
- ▶ **SR 10/US 90 from McDuff Avenue to Stockton Street, FDOT District Two, Duval County, FL.** Project Manager and EOR for final engineering design and construction bid documents for widening and reconstruction of an approximately 1-mile section of the 4-lane undivided roadway along US 90 from McDuff Avenue to Stockton Street.
- ▶ **SR 212 (Beach Boulevard) Design-Build, FDOT District Two, Jacksonville, FL.** Project Engineer for the reconstruction and widening of 1.5 miles of an existing 4-lane roadway to a 6-lane urban section.
- ▶ **East Peyton Parkway New Roadway, St. Johns County, FL.** EOR responsible for signalization design. The project included construction of a new 4-lane divided facility connecting SR 9B to Race Track Road.

EDUCATION

- MBA, Business Administration, 2009, University of Florida
- BS, Civil, Environmental, and Infrastructure Engineering, 2006, George Mason University

REGISTRATIONS

- Professional Engineer (PE): FL – 2011, #72918



Mr. Sutherland has 14 years of construction and management experience in the CEI field. During his career, he has been exposed to a broad range of field operations and situations, and has worked on several major expressway and urban development projects with various and increasing levels of responsibility. Mr. Sutherland worked as an FDOT Project Manager in District Two, where he was responsible for construction contracts compliance, public information concerns, and material specifications compliance on numerous projects. He has since served as Senior Project Engineer on multiple resurfacing, restoration and rehabilitation (RRR) roadway widening and bridge construction projects that involved extensive Joint Project Agreement (JPA) utility relocations, including JEA water and wastewater construction.

RELEVANT EXPERIENCE

- ▶ **I-95/Airport Road Interchange, FDOT District Two, Duval County, Florida.** Senior Project Engineer on this \$11 million interchange improvement project with JPA utility work. Mr. Sutherland was also responsible for reviewing the Contractor's baseline and monthly Primavera CPM update.
- ▶ **I-95 at North I-295 Interchange CEI Services, FDOT District Two, Jacksonville, Florida.** Senior Project Engineer for the \$177 million reconstruction of the I-295/95 Interchange, which will allow for increased capacity, modernization, and enhanced safety.
- ▶ **Coastline Drive and Liberty Street Bridge Replacement, Duval County, Florida.** Senior Project Engineer on this \$24.7 million, high-profile FDOT Local Agency Program (LAP) project in the City of Jacksonville consisting of marine construction in an environmentally sensitive location. Mr. Sutherland is also responsible for reviewing the Contractor's baseline and monthly Primavera CPM update.
- ▶ **State and Union Street JEA Sewer Improvements, JEA, Jacksonville, FL.** Senior Project Engineer on this \$3.5 million project responsible for oversight on the installation of over 1,500 lf of 8-inch gravity sanitary sewer line and associated manholes along State and Union Streets, a major arterial in downtown Jacksonville.

Kevin Lairsey | Construction Administration and Inspection**CERTIFICATIONS**

- TIN: L62073167
- FDOT Construction Training Qualification Program
- Advanced MOT
- National Pollutant Discharge Elimination System Stormwater Inspector
- American Concrete Institute Concrete – Level 1



Mr. Lairsey has 26 years of experience performing all aspects of roadway and bridge construction inspection services on numerous Florida Department of Transportation (FDOT) and other municipal projects. Mr. Lairsey holds all of the required CTQP certifications for the proposed projects. He has served in multiple roles, including as an Inspector, Senior Inspector, and Project Administrator on numerous resurfacing/signal/safety projects in District Two, in both highly urban and rural locations.

RELEVANT EXPERIENCE

- ▶ **SR A1A Roadway/Drainage Improvements (Mayport Rd. to 9th Ave. North), FDOT D2, Jacksonville, FL.** Project Administrator.
- ▶ **SR A1A Roadway/Drainage Improvements (9th Ave. N. to 34th Ave. S.), FDOT D2, Jacksonville, FL.** Project Administrator.
- ▶ **SR A1A/Mayport Road – Mayport Rd to Mayport Ferry), FDOT D2, Jacksonville, FL.** Project Administrator.
- ▶ **SR 6/Jasper Drainage Improvements, FDOT D2, Jacksonville, FL.** Project Administrator.
- ▶ **I-95/Airport Road Interchange, FDOT D2, Jacksonville, FL.** Project Administrator.
- ▶ **Phase 3B Infrastructure Improvements + CEI, City of Jacksonville Beach, Jacksonville Beach, FL.** Project Administrator.

4. Construction Management

INTRODUCTION

GAI Consultants has been performing Construction Management and Construction Engineering and Inspection Services (CEI) in Northeast Florida for local municipalities and the FDOT since 1998. GAI's project portfolio includes construction services for major highways and bridges, large-scale site developments, wastewater treatment plants, industrial facilities, and power plants. We specialize in complex, multiphase construction projects for state agencies, municipalities, institutions, private developers, and power providers. Our repeat success is based on building trusted relationships with clients and contractors and helping them meet their project goals.

Nearly all of GAI's CEI experience involves working on multiple concurrent projects and in many cases with adjacent and/or overlapping project limits. These assignments have included multiple contractors and Engineers of Record (EOR) and coordination with various municipalities, utility agencies, permitting agencies and private stakeholders. An example of GAI's successful construction management approach on concurrent projects occurred where GAI served as the Prime CEI Consultant for COJB on the Phase 1 SR A1A Roadway/Streetscape Improvements, while also serving as the CEI for FDOT District 2 on the SR A1A Resurfacing and Signal Improvements Project. These projects included overlapping project limits from 2nd Ave. South to 6th Ave. North on SR A1A, with multiple prime contractors and subcontractors working within these limits simultaneously. GAI proactively coordinated both projects, avoiding both cost and schedule impacts, providing a quality final product to both COJB and FDOT, while also keeping the projects in a positive light with the adjacent businesses and residents. Weekly coordination meetings were held with the various construction teams, with representatives from the prime/sub-contractors, both owners, EOR's and utility owners as necessary to ensure identification and resolution of potential issues, avoiding project impacts.

Our CEI team, including Senior Project Engineer Andre Sutherland, PE and Project Administrator/Inspector Kevin Lairsey, will review each contractor's CPM schedule weekly, identifying the potential for conflicts between projects (i.e. MOT Phasing, utility impacts, etc.) and coordinating proactively with each contractor to resolve these issues. GAI understands the City wants to maintain a high level of resident satisfaction. GAI understands the need to balance construction progress/duration with maintaining the construction site in a manner that minimizes distractions and interruptions to daily life for COJB residents.

GENERAL CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES

As part of our construction management phase services GAI will ensure the following items are completed as part of the following projects:

- » Conduct project kick-off, prework and close out meetings with the City and Contractor.
- » Conduct monthly coordination meetings with the Engineer, City and Contractor. These will feature a schedule of work look ahead with the contractor.

- » Inspect the construction work in progress and compile monthly quantities to compare with contractor pay requests.
- » Review contractor monthly pay requests and any change orders which are proposed during construction.
- » The project shop drawings will be reviewed and distributed amongst City staff and the Contractor.
- » GAI will work to resolve any disputes between Contractor and City staff and document work in progress and any delays.
- » Review final as built plans provided by the contractor.
- » Complete final walk through and project closeout and certify project components to all necessary governing agencies.
- » Weather days will be tracked and all requests for additional time will be thoroughly reviewed and coordinated with the City. All quantities will be tracked by our inspectors so the contractors monthly pay requests can be confirmed prior to submittal to the City.

GAI's CEI staff recently mitigated a 274-day utility delay on the I-95 at Airport Road project for FDOT. There were three major utilities, which was unknown at the time of design, that were in conflict with the stormwater drainage. GAI coordinated with the owner (FDOT), contractor and EOR to re-sequence the project's MOT phasing. This created float in the schedule and allowed the utilities to be relocated while keeping the contractor moving forward.

Proper Maintenance of Traffic will be emphasized during all pre-work meetings and will be checked daily by GAI staff to verify all drop-offs are addressed, pedestrian detours are clearly signed and have no obstructions or trip hazards and no work vehicles are blocking an active sidewalk. All GAI personnel are MOT certified; we will actively work with the contractor and enforce compliance with the traffic control plans.

Based on our recent projects and challenges working in similar conditions, controlling stormwater runoff will require deploying adequate erosion control measures to successfully control turbidity. Mr. Lairsey is NPDES Stormwater Inspector qualified. He will verify the proper erosion control measures are in place and effectively working, and that erosion control inspections are being performed weekly and after each ½ inch rainfall event. Any item noted as being out of compliance will be brought to the contractor's attention for immediate correction.

PROJECT SPECIFIC DETAILS

Phase 3C Project 3 Areas 1 and 2

Central and South Beach Basin Pump Station and Outfall Improvements includes:

- » Regrading and desilting of existing stormwater pond.
- » Steel sheet pile installation, verifying the minimum embedment is achieved and the sheet pile is of the proper thickness and coated per the plans and specs.
- » Stormwater Pump Station Rehab – replacing stormwater pumps, electrical, mechanical and SCADA.

- » New Box culvert construction by open cut.
- » Existing Outfall channel clearing and widening.
- » Existing Outfall channel ditch lining.
- » Outfall channel work will occur adjacent to sensitive wetlands at the western extents.
- » Coordinate review and approval of the contractor's bypass pumping plan with the City and continually monitor the field performance in relation to the adjacent pump station once the plan is in use.
- » Coordinate the startup testing of new pump station components with the Contractor, manufacturers, City staff and Engineer. GAI will ensure the new pump station is fully operational prior to the removal of the bypass pump system.

Phase 3C Projects 4 and 5 and Phase 3D Project 6

Some of the key scope that will be addressed include:

- » Roadway, sidewalk, parking and curb and gutter reconstruction on city streets and avenues.
- » New drainage inlets and storm drain trunk line installation which varies from 54" to 42" in size. GAI will verify proper alignment, ensure joint openings do not exceed the tolerances and are wrapped with correct filter fabric to prevent soil loss.
- » Reconstruct existing sanitary sewer and water main and replace or line existing sanitary sewer manholes.
- » Replace existing water mains on SR A1A.
- » Reconstruct existing beach street ends.
- » Reconstruct existing dumpster enclosures. GAI will coordinate final alignment and location of each of these with City staff prior to installation.
- » GAI will coordinate with inspectors for FDEP CCCL Permitting for beach street ends and FDOT for SR A1A construction work.
- » GAI will ensure the contractor adheres to the MOT plan which will construct each phase in smaller parts to allow access for the local residents and minimize the amount of reconstructed areas at one time.
- » GAI will require the contractor paves the first 1" lift of asphalt as areas are substantially completed and that the final riding surface is paved only after all work is complete. This will eliminate the potential for equipment damage to the asphalt, leaving a smooth, clean asphalt pavement with clear pavement markings as the final product.
- » Kevin Lairsey will routinely check each contractor's schedule vs. activities being accomplished in the field. He will routinely remind the contractor to pursue the critical activities that will help the project to be accomplished on time, thus keeping the project in a positive light with the City and its residents.
- » GAI will ensure the contractor adheres to the project specifications and their required materials testing procedures. GAI will also ensure the contractor is proactive in passing out flyers to notify local residents of construction operations and schedule.

- » The upcoming phase of construction according to the contractor's schedule will be reviewed to make sure utility companies are locating, protecting and if necessary, relocating their facilities.
- » There will be significant coordination with Beaches Energy Services (BES) based on the presence of the underground electric duct banks in this area. GAI will ensure this coordination between BES and the contractor takes place prior to slowing work efforts.
- » The connections to existing sidewalks, driveways, building entryways, landscaping, irrigation and dumpster enclosures will be reviewed prior to starting each phase of construction to ensure the plans have addressed current field conditions and that no new changes were made by third parties since design completion.
- » GAI will coordinate the pressure testing and disinfecting of new water mains with City staff, Engineer and ensure the FDEP COC is completed and approved prior to placing new water mains into service.

Our proactive approach during construction assists the construction team in planning the work and working the plan, a reiterative and measurable approach that consistently leads to quality projects that are completed on time and within budget. This includes checking curb and gutter, sidewalks and ADA ramps for proper slope during the installation of forms and having a final sign-off before concrete is poured. This approach eliminates rework

GAI inspection staff is well versed in all the project elements anticipated on this assignment to include all the roadway, drainage, water, sewer, pump station, canal modifications, existing pond widening/excavation, miscellaneous structures, streetscape and landscaping.

GAI's Senior Inspector and Construction Project Administrator, Kevin Lairsey will be assigned to this project full time and will monitor and administer every aspect of construction, including all field and contract support activities.

The construction manager, Andre Sutherland, PE will be available in a part time capacity to address critical issues, monitor schedule and ensure product quality oversight. Under past City assignments, our staffing approach has resulted in a manpower efficiency that works to achieve a successful project outcome. GAI is committed to providing qualified and experienced staff while meeting the time and schedule requirements of this project. Our management methods and procedures outlined throughout this document are focused on keeping the construction project moving without delays and cost increases. We have a history of adjusting our CEI staffing levels to provide quality services while being flexible to the construction schedule and working within our budget.

Section B

Proximity



B | Proximity

Location of the consultant's home office (corporate headquarters) and location of the local office where the project(s) will be produced. The members of the project team should be permanently assigned to and physically located at the project office. Routine and responsive face-to-face and telephonic and virtual interaction will be important in servicing the City's needs in performing this contract.

GAI CONSULTANTS, INC. ①

1301 Riverplace Boulevard, Suite 900
Jacksonville, Florida 32207

FOUR WATERS ENGINEERING, INC. ②

324 6th Avenue North
Jacksonville Beach, Florida 32250

THE NDN COMPANIES ③

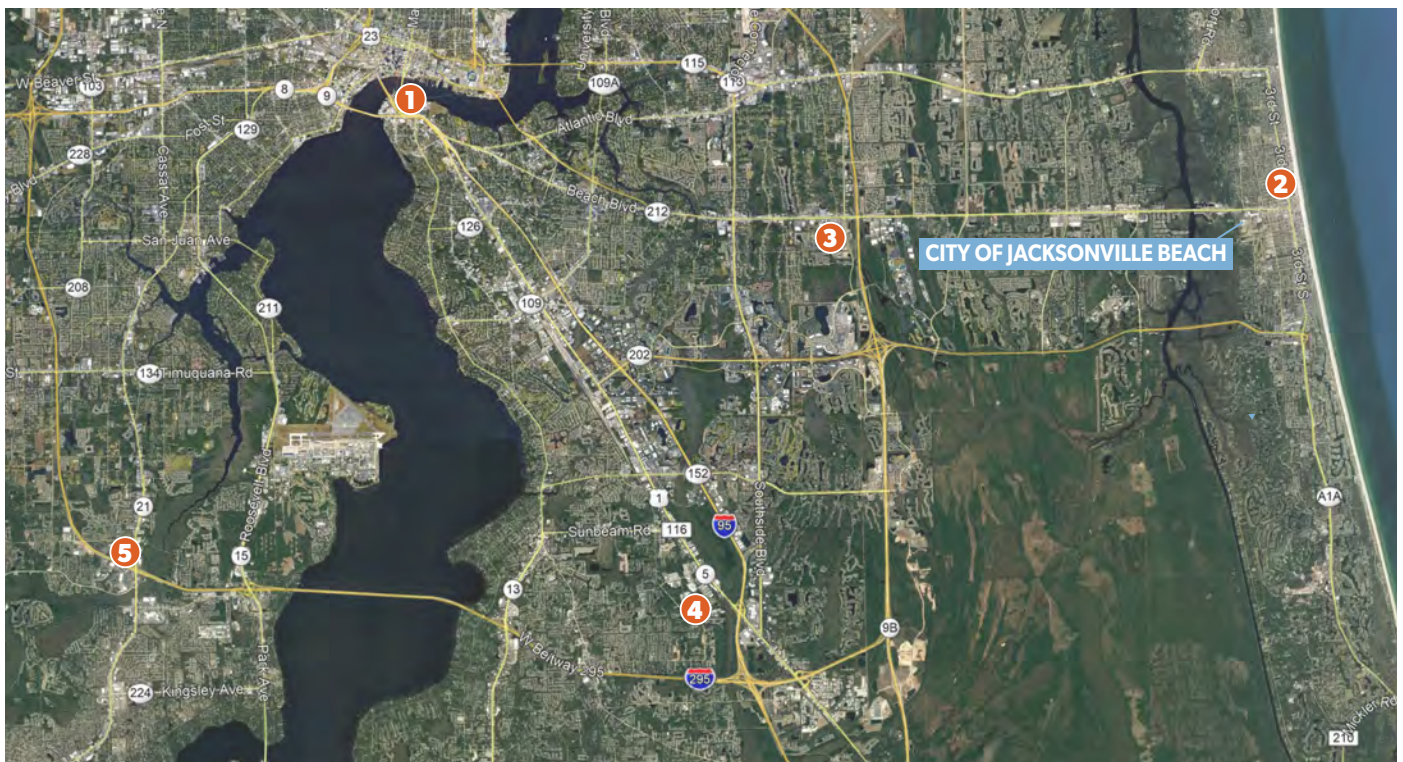
11200 St Johns Industrial Parkway North #2,
Jacksonville, Florida 32246

UNIVERSAL ENGINEERING SCIENCES ④

5561 Florida Mining Blvd South
Jacksonville, Florida 32257

FR ALEMAN & ASSOCIATES, INC. ⑤

6196 Lake Gray Boulevard
Jacksonville, FL 32244



Willingness to Meet Time & Budget Requirements



C | Willingness to Meet Time and Budget Requirements

Affirm the respondent's willingness and ability to conform to the following City requirements:

- a. In no case, will the City pay a total overhead rate that exceeds 150 percent of direct labor.

GAI agrees to the forgoing requirement. GAI has adhered to this requirement on all of our projects completed with City since 2006.

- b. Profit rate shall be applied only to direct labor plus associated overhead and shall not exceed 10 percent.

GAI agrees to the forgoing requirement. GAI has adhered to this requirement on all of our projects completed with City since 2006.

- c. No mark-up or profit shall be paid on non-labor related job costs, reimbursable expenses, or services provided by subcontractors.

GAI agrees to the forgoing requirement. GAI has adhered to this requirement on all of our projects completed with City since 2006.

- d. Prior to competitive negotiation on the scope of service, the selected consultant will be required to provide the proposed total compensation, utilizing hourly rates and detailing employee hours needed for each activity, number of sheets required for drawings, amount proposed for surveys, geotechnical investigations, and other specialty sub-consultant costs, and all other costs associated with the project. See Section "E" for additional information.

GAI agrees to the forgoing requirement. We understand the importance of a thorough understanding of the goals of any project prior to developing scope and fees. Our history of supporting the City of Jacksonville Beach has given GAI insights into your needs and expectations that are unmatched, allowing us to provide you with solutions that fit within your budget and avoid extraneous work. Our familiarity with the area and surrounding history of projects allows us to develop comprehensive scopes that take into account how the project fits into the overall infrastructure of the City.

GAI will kick off scoping efforts with an initial field review and meetings with City staff to develop a roadmap to the project's success. From this point a detailed fee proposal will be developed using actual rates and hours of each employee who will support the project. Included in this fee proposal will be an estimated number of drawings and staff hours per sheet which will be submitted to the City for review and approval. All fee proposals will include all sub-consultant and permit fees needed to deliver upon the agreed-to scope. GAI is intimately familiar with the City's policies and procedures having taken multiple projects from concept through construction since 2006.

- e. Ability of firm to meet project schedules and budget requirements.

GAI is committed to meeting your schedules and completing projects within budget. Our knowledge of the City's processes and priorities helps in meeting these goals, as does the depth of our staff and quality of resources. GAI understands CRA funding is time dependent and will work with the City to take full advantage of available dollars to bring the greatest benefit to businesses, residents, and visitors.

Our track record for meeting project schedules and budgets on City projects has been a key accomplishment that has resulted in multiple assignments and a trust in GAI's ability to maintain similar work performance and product quality. Some differentiators of our team that will aid in achieving these goals are:

- A drainage design approach with a reliable record of SJRWMD permit approvals and previous design of stormwater trunk line east of SR A1A
- A long history in these project areas that includes survey and geotechnical information that can be applied – avoiding the need for costly re-acquisition of data
- A clear understanding of existing utility infrastructure owned by the City (water, sewer and BES (gas and electric)) and other key stakeholders (phone, cable, fiber).
- Relationships with FDOT to help coordinate drainage connections, roadway tie-ins, utility permits, state roadway impacts, and access requirements by the City.
- A detailed understanding of true project costs, earned through our CEI resume and experience on Design-Build projects
- Knowledge of common requirements associated with FDEP (CCCL permit) encroachments to include beach nourishment, outfall improvements, lighting, fill encroachments, bulkhead modifications and walkover details.
- Understanding of the importance of maximizing parking adjacent to both residential and commercial properties within City right-of-way
- An established understanding of CRA objectives and restrictions

For this assignment, we understand that the City wishes to issue the first work order to complete the Phase 1 (Preliminary Study and Design) efforts for all five project areas. This will allow for development of concept plans and estimates of construction costs that can be used to allocate funding and program improvements. Per the RFQ, Phase 3C Project 3 Improvements (Areas 1 and 2) will be the first to move forward into design and is shown this way in our design schedule. Phase 3C Projects 4 and 5 and Phase 3D Project 6 would follow close behind and be completed as separate plan sets during the bidding and initial construction sequences of the initial projects. Please note, GAI has the flexibility to accelerate final engineering and plan development of Phase 3C Projects 4 and 5, and Phase 3D Project 6, should the City consider completing these projects ahead of the Phase 3C Project 3 Pump Station and Outfall Channel Improvements. As noted in the project approach, GAI has spent a significant amount of time working on Phase 3C and 3D project areas, as they tie-directly into the stormwater facility system design completed under earlier GAI project assignments. Given the work to date by GAI, a preliminary layout (plan and profile) for these areas could be developed within 2 months of an NTP with total assignment completion inside 10 months. The preliminary layout would include a construction budget and project phasing to match funding allocations. Our schedule developed for this proposal accommodates the RFQ, however the flexibility to accelerate any project is an option the City may want to consider. **Our proposed schedule is detailed on the following page.**

DESIGN SCHEDULE

ITEM DESCRIPTION	DATE OF COMP.	2020			2021												2022						
		OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY
Consultant Selection by City	10/5/2020																						
Project Scope and Consultant Fee Approved by CRA	11/16/2020																						
NTP from COJB	1/4/2021																						
Preliminary Study and Design	7/16/2021																						
Data Collection	1/18/2021																						
Survey of roadway areas not previously surveyed, drainage basins, pump station & outfalls	1/29/2021																						
Meetings with City Public Works and Maintenance to discuss improvements	2/5/2021																						
Field Review of Central and South Beach Pump Stations and Outfalls	2/10/2021																						
Field Review of Phase 3C Projects 4 & 5 and Phase 3D Project 6 Infrastructure Improvements	2/12/2021																						
Drainage Modeling of Pump Station and Outfalls	3/5/2021																						
Draft Basis of Design Memorandum (BODM) for Pump Station Improvements	3/19/2021																						
COJB Completes review of Pump Station BODM	4/9/2021																						
Final Basis of Design Memorandum (BODM)	4/23/2021																						
12th Ave. S. Pond, Pump Station & Outfall Improvements Concept Plan Prod. & Cost Est.	5/7/2021																						
South Beach Basin, Pump Station & Outfall Improvements Concept Plan Prod. & Cost Est.	5/14/2021																						
Ph. 3C Project 4 & 5 & Ph. 3D Project 6 Concept Plan Prod. & Cost Estimate Draft Submittal	5/28/2021																						
COJB Completes review of Ph. 3C Project 4 & 5 and Ph. 3D Project 6 Concept Plans & Cost Est.	6/18/2021																						
Public Involvement Meeting with local residents in downtown redevelopment areas	6/25/2021																						
Ph. 3C Project 4 & 5 and Ph. 3D Project 6 Concept Plan Prod. & Cost Estimate Final Submittal	7/9/2021																						
Preliminary Study and Design Final Report and Plans	7/16/2021																						
Final Design & Permitting - Ph. 3C Proj. 3 - Central & South Beach Pump Station & Channel Impr.	1/12/2022																						
60% Plans and Const. Cost Estimate	8/15/2021																						
90% Plans and Const. Cost Estimate	10/14/2021																						
100% Plans and Const. Cost Estimate	11/23/2021																						
Final Plans and Specs for Bidding	1/12/2022																						
Project Advertised	3/3/2022																						
Construction and CEI NTP - Ph. 3C Proj. 3 - Central & South Beach Pump Station & Channel Improvements	5/17/2022																						
Final Design and Permitting - Phase 3C Projects 4 & 5 and Phase 3D Project 6	3/3/2022																						
60% Plans and Const. Cost Estimate	10/4/2021																						
90% Plans and Const. Cost Estimate	11/23/2021																						
100% Plans and Const. Cost Estimate	1/12/2022																						
Final Plans and Specs for Bidding	3/3/2022																						
Project Advertised	4/22/2022																						
Construction and CEI NTP - Ph. 3C Proj. 4 - 7th to 10th Ave. S. from 3rd St. S. to 1st St. S.	7/6/2022																						

Recent, Current, and Projected Workload



D | Recent, Current, and Projected Workload

GAI and our partners have worked together on multiple contracts. Our experience working together to efficiently and effectively balance staffing needs on multiple concurrent assignments demonstrate and assure the City that this team is ready to provide the quality and capacity of staff required to perform this project. GAI has more than 25 design engineers and professionals in our local Jacksonville office to support the project. The below table summarizes our current projects and staff utilization on each project and shows that we have the manpower to assign to these projects to complete them in a timely and efficient manner.

Design Project	Size(\$)	Status (% Complete Est. Completion)	Percent Utilization						Additional Staff Utilization
			PM & EOR MB	QA/QC RH	Asst PM SM	Chief Eng. SA	Drainage LP	Water/Sewer/Pumps AB/MK	Name -% Available
Wonderwood Drive Imp.	\$1.3M	60% 11/2021	5%	2%	5%	20%	5%	0%	K. Leadbetter - 5% available R. Baxter - 10% available S. Weaver - 5% available K. Aust - 20% available P. Sechler - 20% available J. Jakes - 20% available J. Lek - 20% available C. Reyes - 20% available
SR 16 Roundabout, FDOT D2	\$586K	10% 03/2022	2%	2%	5%	20%	5%	0%	
Art Walk, City of Jacksonville	\$450K	30% 04/2021	5%	10%	2%	0%	0%	0%	
I-10 Rest Area Design-Build	\$1.2M	90% 10/2020	3%	10%	5%	5%	5%	0%	
Live Oak Drive (Sidewalk)	\$47K	90% 10/2020	5%	2%	2%	0%	0%	0%	
Cole Road Sidewalk	\$139K	70% 11/2020	5%	2%	2%	0%	0%	0%	
Cole Road West Sidewalk	\$114K	70% 11/2020	5%	2%	2%	0%	0%	0%	
Duval Road Sidewalk	\$353K	60% 02/2021	5%	2%	2%	0%	0%	0%	
Other Design Projects	N/A	N/A	5%	18%	5%	10%	25%	60%	
Availability to complete COJB Projects	N/A	N/A	60%	50%	70%	50%	60%	40%	

Note: Construction Administration and Inspection Staff number and personnel will be made 100% available to staff City of Jacksonville Beach construction projects as desired.

Volume of Work Previously Awarded



E | Volume of Work Previously Awarded

Provide a listing of projects with performance results /outcomes. This is to be limited to design projects completed within the last ten (10) years.

Project	Date Design Complete	Performance Result / Outcome
Phase 1 SR A1A Infrastructure Improvements	November 2008	- Coordinated with City and FDOT for a Joint Participation Agreement (JPA). - MOT design on congested SR A1A project corridor. - Innovative beach dune median planters. - Project design completed on time and within budget.
Phase 2 Infrastructure Improvements	September 2011	- Inverted typical section and streetscape coordination with City and community stakeholders to create a statement corridor for the community. - Beach Boulevard Seawall Closure. - Design of new bathroom structure. - Gateway entryway signage design and coordination with City and community stakeholders. - Beach Boulevard Storm Vault Modifications. - Project design completed on time and within budget.
Phase 3A Infrastructure Improvements	April 2013	- Design and construction was completed in two phases. - Design matched the streetscape plan from previous phase to achieve the desired Downtown Vision Plan aesthetics. - Project design completed on time and within budget.
Phase 3B Infrastructure Improvements	September 2013	- Design was completed and coordinated with adjacent private property with contaminated soils. - Project design completed on time and within budget.
Oceanfront Park Restrooms & Seawalk Pavilion Improvements	September 2015	- Coordinated work with the architectural team to achieve a multi-use space for the Seawalk Pavilion Addition and construct a new durable public restroom at Oceanfront Park. - Project design completed on time and within budget.
Phase 3C Project 1 Infrastructure Improvements	October 2015	- Coordination with city and local residents about parking and sidewalk changes. - Stormwater outfall trunk line design - Connection of trunk line into existing Beach Boulevard stormwater vault structure. - FDEP CCCL and FDOT Permitting. - Project design completed on time and within budget.
Phase 3C Project 2 Infrastructure & Stormwater Pump Station Improvements	October 2017	- Design of 60" trunk line pipe underneath SR A1A and associated FDOT permitting - Stormwater outfall design for entire trunk line - Sheet pile wall and reinforced concrete bottom slab at 12th Avenue S. Linear Pond Outfall - Extensive utility coordination with BES - FDEP CCCL Permitting - Coordination with city and local residents about parking and sidewalk changes. - Construction is nearing completion with final walkthroughs expected September 2020

Required Documentation



F | Required Documentation

Firm Licenses


Florida Department of Transportation
605 Suwannee Street
Tallahassee, FL 32399-0450

RON DESANTIS
GOVERNOR

KEVIN J. THIBAUT, P.E.
SECRETARY

June 3, 2019

Gregory Nettuno, Senior Vice President
G-A-I CONSULTANTS, INC.
618 East South Street, Suite 700
Orlando, Florida 32801

Dear Mr. Nettuno:

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 2 - Project Development and Environmental (PD&E) Studies
- Group 3 - Highway Design - Roadway
 - 3.1 - Minor Highway Design
 - 3.2 - Major Highway Design
 - 3.3 - Controlled Access Highway Design
- Group 4 - Highway Design - Bridges
 - 4.1.1 - Miscellaneous Structures
 - 4.1.2 - Minor Bridge Design
 - 4.2.1 - Major Bridge Design - Concrete
 - 4.2.2 - Major Bridge Design - Steel
- Group 5 - Bridge Inspection
 - 5.1 - Conventional Bridge Inspection
 - 5.4 - Bridge Load Rating
- Group 6 - Traffic Engineering and Operations Studies
 - 6.1 - Traffic Engineering Studies
 - 6.2 - Traffic Signal Timing
 - 6.3.1 - Intelligent Transportation Systems Analysis and Design
 - 6.3.2 - Intelligent Transportation Systems Implementation
- Group 7 - Traffic Operations Design
 - 7.1 - Signing, Pavement Marking and Channelization
 - 7.2 - Lighting
 - 7.3 - Signalization

www.fdot.gov

Group 8 - Survey and Mapping

- 8.1 - Control Surveying
- 8.2 - Design, Right of Way & Construction Surveying
- 8.4 - Right of Way Mapping

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

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

Group 15 - Landscape Architect

Group 21 - Acquisition, Negotiation, Closing, and Order of Taking

Group 24 - Acquisition Relocation Assistance

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, 2020 for contracting purposes.

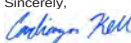
Approved Rates

Home/ Branch Overhead	Field Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimburse Actual Expenses	Home Direct Expense	Field Direct Expense
160.03%	131.69%	0.318%	Reimbursed	No	13.02%	15.38%*

*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

www.fdot.gov

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS
THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

GAI CONSULTANTS, INC.
418 E SOUTH STREET
ORLANDO FL 32801

LICENSE NUMBER: CA9951
EXPIRATION DATE: FEBRUARY 28, 2021
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FOUR WATERS ENGINEERING, INC.
324.6TH AVENUE N
JACKSONVILLE BEACH FL 32250

LICENSE NUMBER: CA33101
EXPIRATION DATE: FEBRUARY 28, 2021
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NEW COMPANIES, THE SHARINA I. NEWMAN
11200 N ST. JOHNS INDUSTRIAL PKWY STE 2
JACKSONVILLE, FL 32246

ACCOUNT NUMBER: 208179
BUSINESS NAME: NEW COMPANIES, THE
PHYSICAL ADDRESS: 11200 N ST. JOHNS INDUSTRIAL PKWY STE 2 JACKSONVILLE, FL 32246

CLASSIFICATION CODE: 32043 - PROFESSION NOT OTHERWISE SPECIFIED

STATE LICENSE NO: 70556

COUNTY TAX: 30.80
MUNICIPAL TAX: 50.00
TOTAL TAX: 80.80

VALID UNTIL: September 30, 2020

STATE OF FLORIDA
BOARD OF PROFESSIONAL ENGINEERS
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UNIVERSAL ENGINEERING SCIENCES, INC.
3532 MAGGIE BOULEVARD
ORLANDO FL 328114697

LICENSE NUMBER: CA549
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F.R. ALEMAN & ASSOCIATES, INC.
10305 N.W. 43ST STREET
SUITE 200
MIAMI FL 33178

LICENSE NUMBER: CA4658
EXPIRATION DATE: FEBRUARY 28, 2021
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BOLYARD, MATTHEW MICHAEL
2709 ARUNDEL LANE
SAINT AUGUSTINE FL 32092

LICENSE NUMBER: PE74635
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MACKLEFRESH, SHAWN H.
504 DEWBERRY CT
FLEMING ISLAND FL 32003

LICENSE NUMBER: PE85597
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JAMIESON, ROBERT BRUCE IV
1231 WHIPSTICK TRAIL
MIDDLEBURG FL 32068

LICENSE NUMBER: PE63990
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HOOGLAND, RONALD F.
5495 4 ST
ST. AUGUSTINE FL 32080

LICENSE NUMBER: PE45247
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PHILLIPS, LAURA S.
1113 WINTERHAWK DRIVE
ST. AUGUSTINE FL 32086

LICENSE NUMBER: PE54972
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SUTHERLAND, ANDRE RICARDO
4345 BRANDON GLENN COURT
JACKSONVILLE FL 32258

LICENSE NUMBER: PE72918
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ASIAMAH, SYLVESTER AMPADU
15 SADIE CT
SAINT AUGUSTINE FL 32095

LICENSE NUMBER: PE99249
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VERLANDER, DAVID ROBERT
9575 MYRTLE CREEK LN
ORLANDO FL 32832

LICENSE NUMBER: PE81420
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BAXTER, ROBERT E
231 BIRD OF PARADISE DR
PALM COAST FL 32137

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JAKES, JENNA L.
8281 ABBEYFIELD DRIVE
JACKSONVILLE FL 32277

LICENSE NUMBER: PE75577
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ZHANG, WENSU
7990 BAYMEADOWS ROAD EAST
UNIT 8005
JACKSONVILLE FL 32256

LICENSE NUMBER: PE82429
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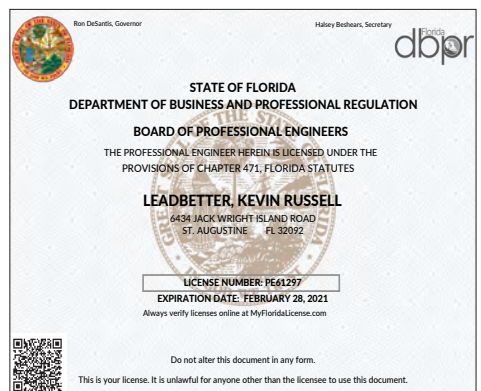
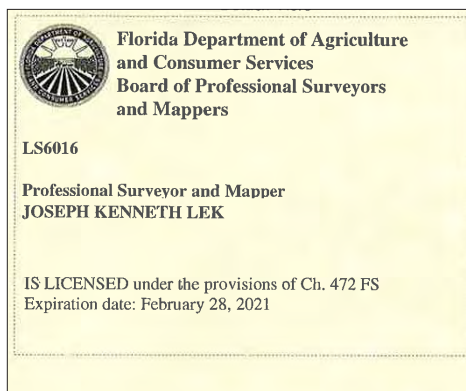
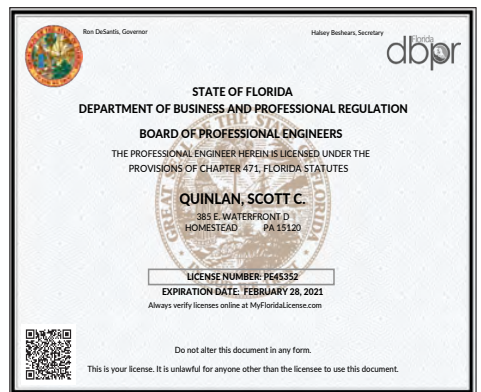
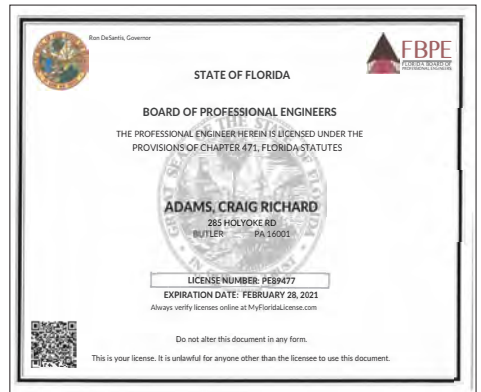
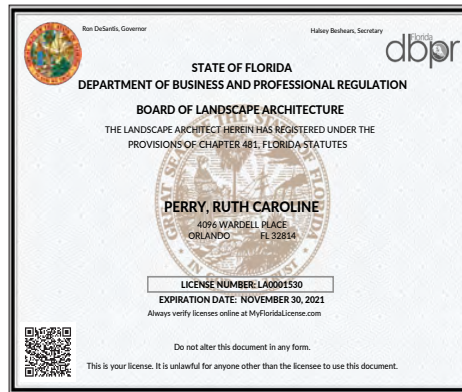
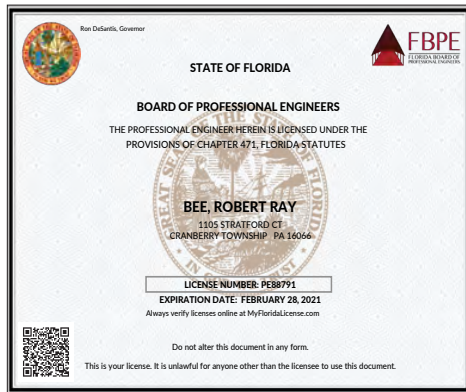
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THOMPSON, RANDAL STEWART
7568 MISHOIE DRIVE
JACKSONVILLE FL 32244

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Subconsultant Staff Licenses



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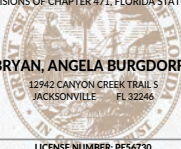


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BRYAN, ANGELA BURGDOFF
12942 CANYON CREEK TRAIL S
JACKSONVILLE FL 32246

LICENSE NUMBER: PE56730

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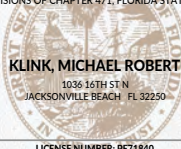


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KLINK, MICHAEL ROBERT
1036 16TH ST N
JACKSONVILLE BEACH FL 32250

LICENSE NUMBER: PE71840

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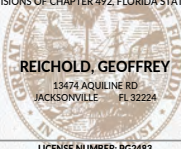
FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF PROFESSIONAL GEOLOGISTS

THE PROFESSIONAL GEOLOGIST HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 492, FLORIDA STATUTES



REICHOLD, GEOFFREY
13474 AQUILINE RD
JACKSONVILLE FL 32224

LICENSE NUMBER: PG2483

EXPIRATION DATE: JULY 31, 2022

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STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

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WEAVER, STEPHEN ROBERT
7739 WEAVER DR W
JACKSONVILLE FL 32217-1159

LICENSE NUMBER: PE27389

EXPIRATION DATE: FEBRUARY 28, 2021

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For support call 800-455-7322 or 850-488-2221

Detach Here



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6000

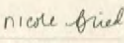
LICENSE No.: LB6785

Expiration Date: February 28, 2021

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 471, Florida Statutes

F.R. ALUMAN AND ASSOCIATES INC
18305 NW 41ST ST STE 200
DORAL, FL 33178-2982


NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 471, Florida Statutes

FORM 1

RESPONSE FORM (page 1 of 2)

RFQ NUMBER: **08-1920**
TITLE: **Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas**

TO: THE CITY OF JACKSONVILLE BEACH, FLORIDA

DATE: August 25, 2020

All services shall be provided meeting, and in compliance with this RFQ document and the most current versions of all local, state, and federal laws, rules, regulations, policies, guidelines.

NOTE: Respondent agrees that, as it relates to the professional services under the resulting contract, if Consultant is selected, Consultant will be responsible for developing / determining / verifying for this project all plans / all methods / all quantities / all measurements and all manufacturers' requirements / recommendations necessary to provide a satisfactory fully completed project under the provisions of the RFQ, to the CITY's satisfaction, to include costs for all labor, all equipment, all materials, all rental / leasing / purchasing of equipment and materials, all preparations, all repairs, all safety work, all quality control work, all disposal work, all mobilization and demobilization work, all sub-consultant work, all taxes, all insurance, all bonding if required, all inspection work, all verification work, all warranty work, all permitting at all levels of government, all Consultant overhead, all Consultant profit, and any / all other project related work and/or cost/expense that is not listed, and all of which shall be the basis for the respondent's response for this RFQ.

I hereby certify that I have read and understand the requirements of **RFQ #: 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas**, and as the respondent will comply with all requirements, contained within the executed and negotiated contract and that I am duly authorized to execute this response document and any Contract(s) and/or other transactions required by award of this RFQ.

SUBMITTED BY: Kevin Leadbetter, PE
Printed Name of Authorized Submitter

COMPANY NAME: GAI Consultants, Inc.

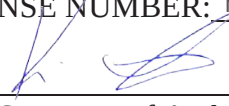
ADDRESS: 1301 Riverplace Boulevard, Suite 900

CITY, STATE & ZIP: Jacksonville, FL 32207

TELEPHONE NUMBER: T 904.363.1110 F 904.363.1115

EMAIL ADDRESS: k.leadbetter@gaiconsultants.com

LICENSE NUMBER: PE61297

By: 
Signature of Authorized Submitter

Vice President
Title (typed or neatly printed)

FORM 1

RESPONSE FORM (page 2 of 2)

<u>RESPONSE DOCUMENT TURN-IN CHECKLIST</u>		
The following documents are to be completed, signed and submitted as part of the Submittal Package in response to this RFQ. Failure to provide the listed documents may be cause for the CITY to consider rejection of the submitted response. This consideration will be at the sole discretion of the CITY.		
INITIAL Check-Off	#	SECTION TITLE
[✓]	1.	Title Page
[✓]	2.	Table of Contents
[✓]	3.	Letter of Transmittal
[✓]	4.	FORM 1: RESPONSE FORM (completed pages 38 - 39)
[✓]	5.	FORM 2: RFQ AWARD NOTICE FORM (completed page 40)
[✓]	6.	FORM 3: REQUIRED DISCLOSURE FORM (completed page 41)
[✓]	7.	FORM 4: DRUG-FREE WORKPLACE COMPLIANCE FORM (completed page 42)
[✓]	8.	FORM 5: NON-COLLUSION AFFIDAVIT (completed page 43)
[✓]	9.	FORM 6: NON-BANKRUPTCY AFFIDAVIT (completed page 44)
NOTE: Please INITIAL Check-Off of each <i>document / activity / requirement</i> that is attached to the Response Form and/or is required by the RFQ and/or Addenda.		
<u>ADDENDA RECEIPT VERIFICATION</u>		
Respondent shall acknowledge receipt of all addenda, if any, to the RFQ, by filling in Addenda Numbers and dates below.		
Addendum #: <u> #1 </u>	Dated: <u>8/10/2020</u>	Addendum #: <u> </u> Dated: <u> </u>
Addendum #: <u> #2 </u>	Dated: <u>8/19/2020</u>	Addendum #: <u> </u> Dated: <u> </u>
Addendum #: <u> </u>	Dated: <u> </u>	Addendum #: <u> </u> Dated: <u> </u>

ADDENDUM No. 1

RFQ No.: 08-1920
Title: Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas

The purpose of Addendum No. 1 to RFQ No. 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas is to provide revised pages 29, 32 and answer the following questions.

Question 1:

Do the forms count towards the 30 page requirement?

Answer 1:

We will not count the required forms as part of the 30 pages.

Question 2:

Is there a specific public entity crime form that needs to be included? It is mentioned on page 24 of the RFQ, but I do not see a form attached in the forms section?

Answer 2:

Yes, Form 3 – Required Disclosure.

Question 3:

Is there a certain section the forms should be placed in the submittal?

Answer 3:

The required forms may be placed at the end of the submittal package.

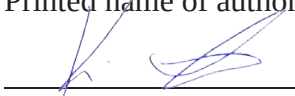
COMPANY NAME: GAI Consultants, Inc.

ADDRESS: 1301 Riverplace Boulevard, Suite 900

CITY, STATE & ZIP: Jacksonville, FL 32207

SUBMITTED BY: Kevin Leadbetter, PE
Printed name of authorized submitter

TITLE: Vice President

SIGNATURE: 

DATE: August 25, 2020

ADDENDUM No. 2

RFQ No.: 08-1920
Title: Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas

The purpose of Addendum No. 2 to RFQ No. 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas is to provide revised pages 23, 24, 37, 43 and answer the following questions.

Question 1:

Do the covers/tabs count towards the 30-page limit?

Answer 1:

No.

Question 2:

On page 8 of 43, the RFQ states “Interested firms should provide proposed timeline for completion of project. The proposed schedule should include time for completion of draft report and final report.” Could you please clarify what you would like us to provide and to what extent of detail to fulfill this request?

Answer 2:

At a minimum, provide a timeline for development of the Phase One – Preliminary Study/Design, including draft report, review/revision iterations and final Preliminary Engineering Report.

Question 3:

Will drawings produced in ACAD format be acceptable?

Answer 3:

Design deliverables will be required in ACAD and Adobe PDF formats.

Question 4:

Under 1.1, Page 8 “Interested firms should provide proposed timeline for completion of project. The proposed schedule should include time for completion of draft report and final report.”

What is meant by this – the timeline for the entire design and construction? Design only? Until survey and other data is gathered and preliminary plans have been assembled to define what the scope of design would be under Phase 1 – Preliminary Study/Design, it would be difficult to place an accurate timeline. Also, in the Scope of Services, there is no draft and final report

mentioned. Please clarify where this is and when this is to occur?

Answer 4:

Same response as question #2 above.

Question 5:

The term “construction management” is utilized throughout. Is this really “construction administration or construction observation”? If the designer prescribes means and methods to the contractor during the work, that could pose some legal concerns. Please clarify the contractor will have a separate contract directly with the City and the contractor will not be under the designer?

Answer 5:

For this RFQ, Construction Management is considered to be Construction Administration and issue resolution, not means and methods. Contractor(s) will have separate contract for construction. The selected design consultant may assist the City in preparation of portions of the construction contract(s).

Question 6:

In Phase 3 (7) and (8), testing and disinfection of watermain/sewer mains. Is the consultant being asked to conduct these tests? Typically the contractor sets up and performs the pressure tests, and the consultant observes and reviews the bacteriological test results to approve or disapprove. Need clarification on if the consultant is actually performing these tests. Also, is the contractor pulling samples and sending them to an independent laboratory for the bac'ts or is the City asking the consultant to perform this operation?

Answer 6:

The selected consultant may be require to observe and document pressure tests and bac't results, but not to conduct such test or take field samples.

Question 7:

We would like to confirm that no performance and payment bonds are required by the consultant. Page 17, 1.20.

Answer 7:

Performance and payment bonds not required.

Question 8:

We would like to confirm that no warranty is required by the consultant. Page 18, 1.24.

Answer 8:

Warranty not required.

Question 9:

Does the City of Jacksonville Beach have a budget for constructing the project and what is it's funding source? Is it within the CIP budget or are there special funding mechanisms such as a CRA involved with the project?

Answer 9:

Yes, CRA and City funds.

It is within the CIP and there are different funding sources involved. Downtown CRA Budget for design and construction is \$15,106,975; City budget for design and construction is \$4,443,025; Southend CRA budget for design and construction is \$14,320,000.

Question 10:

Does the City have an expected timeframe to construct?

Answer 10:

Yes, FY 2021-2025.

Question 11:

Can the City share any background information regarding future or proposed redevelopment/uses of the properties that may coincide with these infrastructure efforts focused on roadway, utility, and stormwater improvements?

Answer 11:

Existing area is mostly built out.

Question 12:

The maps provided in the RFQ provided three distinct areas with phasing plans and a separate exhibit depicting the Southend Redevelopment Area Boundary. Are there specific problems to solve within each of these boundaries distinguished from one another and is there any background you can share that precipitated these specific parcels to be included within the request?

Answer 12:

Mainly roadway and drainage concerns with some water and sewer rehabilitation.

Question 13:

We noted a list of criteria within the request including professional ability, proximity, willingness to meet time and budget requirements, current workload, and work previously awarded by the City of Jacksonville Beach. Is there a particular weight to these categories on how they will be rated? If so, could you share how this will be measured?

Answer 13:

Yes, see revised pages 23 and 24 attached with weighted criteria values.

Question 14:

Per the RFQ Section C: Nature of the Work page 23 of 43 “the proposal is to be limited to no more than thirty (30) 8-1/2” x 11” typed written pages.” Does this page limit include the 6 required forms to be filled out provided in the RFQ, staff resumes, licenses, insurance information, etc. which are all required to be submitted as part of this proposal or do all or some of these items not count towards the 30 page proposal limit?

Answer 14:

No.

Question 15:

Also per RFQ Section C: Nature of the Work page 24 of 43 Submittals shall also include the following items: “b. Public Entity Crime Form.” Is this the same as the provided Form 3 Required Disclosure on page 40 of 43 which is required to be submitted?

Answer 15:

Yes.

Question 16:

Form 1: RFQ Response Submittal. Will the City consider changing the language in this paragraph as shown below?

NOTE: Respondent agrees that, as it relates to the professional services under the resulting contract, if Consultant is selected, Consultant will be is solely responsible for developing / determining / verifying...

Explanation: Some of these tasks are not applicable to a professional services agreement or to the scope of services applicable to this RFQ.

Answer 16:

Yes, see revised form attached.

Question 17:

Form 1: RFQ Response Submittal. Will the City consider removing the language shown below?

I hereby certify that I have read and understand the requirements of **RFQ #08-1920, Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas**, and as the respondent will comply with all requirements contained within the executed and negotiated contract, and that I am duly authorized to execute this response document and any Contract(s) and/or other transactions required by award of this RFQ.

Explanation: The Consultant should agree to comply with all contract documents when a contract is negotiated between the successful respondent(s) and the City.

Answer 17:

Yes, see revised form attached.

Question 18:

Form 6: Non-Bankruptcy Affidavit, Item 3. Will the City consider removing this language from item 3 of the form?

and that no owner/officer or principal of the aforementioned firm has filed for bankruptcy personally in the past seven (7) years or has been an owner/officer or principal of firm which has filed for bankruptcy in the past seven (7) years.

Explanation: As a corporation, we are unable to attest to the personal finances of our shareholders or the financial history of shareholders' past business endeavors. We are proud to be wholly owned by our employees, and the firm's shareholder agreement prohibits shares to be used as collateral for personal finances. The financial health of the firm is protected from personal bankruptcy or previous business endeavors.

Answer 18:

Yes, see revised form attached.

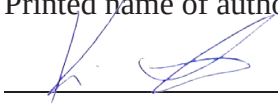
COMPANY NAME: GAI Consultants, Inc.

ADDRESS: 1301 Riverplace Boulevard, Suite 900

CITY, STATE & ZIP: Jacksonville, FL 32207

SUBMITTED BY: Kevin Leadbetter, PE
Printed name of authorized submitter

TITLE: Vice President

SIGNATURE: 

DATE: August 25, 2020

FORM 2

RFQ AWARD NOTICE

City of Jacksonville Beach

1460A Shetter Avenue, Jacksonville Beach, FL 32250, (904) 247-6229

NOTICE: Items 1 to 6 are to be completed by the respondent. The respondent is to submit the form to the CITY along with the Response Form and other required documents.

1. Company Name: GAI Consultants, Inc.
2. Address: 1301 Riverplace Boulevard, Suite 900
3. City, State & Zip: Jacksonville, FL 32207
4. Attention: Kevin Leadbetter, PE
5. Phone: 904.363.1110 Fax: 904.363.1115
6. E-mail address: k.leadbetter@gaiconsultants.com

PLEASE PRINT CLEARLY

ITEMS BELOW TO BE COMPLETED BY THE CITY OF JACKSONVILLE BEACH

Responses were received and evaluated, and the following recommendation will be presented to the City Manager for award of **RFQ No. 08-1920** per the attached Response Tabulation form(s).

A written notice of intent to file a protest must be filed with the Property and Procurement Officer within three (3) days after receipt by the respondent of the Notice of Intent to Submit RFQ for Approval and Award by City Council from the Property and Procurement Officer in accordance with the procedures set forth in Section XII K., City of Jacksonville Beach Purchasing Manual.

If awarded RFQ, please do not proceed with any work prior to receiving an official City of Jacksonville Beach Purchase Order and/or Notice-to-Proceed letter.

Thank you for your response.
Sincerely,

CITY OF JACKSONVILLE BEACH
/s/Luis F. Flores
Property and Procurement Division

FORM 3

REQUIRED DISCLOSURE

The following disclosure is of all material facts pertaining to any felony conviction or any pending felony charges in the last three (3) years in this State or any other state or the United States against (1) respondent, (2) any business entity related to or affiliated with respondent, or (3) any present or former owner of respondent or of any such related or affiliated entity. This disclosure shall not apply to any person or entity which is only a stockholder, which person or entity owns twenty (20) percent or less of the outstanding shares of a respondent whose stock is publicly owned and traded:

Signed:  _____

Title: Vice President

Consultant: GAI Consultants, Inc.

FORM 4

DRUG-FREE WORKPLACE COMPLIANCE

IDENTICAL TIE RESPONSES - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more responses, which are equal with respect to price, quality and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under contract a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under contract, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Vendor's Signature

Kevin Leadbetter, PE,
Vice President

FORM 5

NON-COLLUSION AFFIDAVIT

Kevin Leadbetter, PE, being first duly sworn deposes and says that:

1. He (it) is the Vice President, of GAI Consultants, Inc. the Respondent that has submitted the attached Response;
2. He is fully informed respecting the preparation and contents of the attached Response and of all pertinent circumstances respecting such Response;
3. Such Response is genuine and is not a collusive or sham Response;
4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employee, or parties in interest, including this Affidavit, have in any way, colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, firm or person to submit a collusive or sham Response in connection with the contract for which the attached Response has been submitted; or to refrain from responding in connection with such contract; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any Respondent, firm, or person to fix the price or prices in the attached Response or of any other Respondent, or to fix any overhead, profit, or cost elements of the Response price or the Response price in any other Respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed contract;
5. The price or prices quoted in the attached Response are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Respondent or any other of its agents, representatives, owners, employees or parties in interest, including his affidavit.

By: _____

Kevin Leadbetter, PE,
Vice President

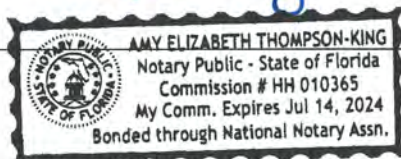
Sworn and subscribed to before me this 25th day of August,

2020 in the State of Florida, County of

Duval

Amy Elizabeth Thompson-King Notary Public

My Commission Expires:



FORM 6

NON-BANKRUPTCY AFFIDAVIT

STATE OF Florida)

COUNTY OF Duval)

Kevin Leadbetter, PE is an officer and member of the
firm of GAI Consultants, Inc., being first duly sworn, deposes and states that;

1. The subsequent certification statement is a true and accurate statement as of the date shown below.
2. The affiant understands that the intentional inclusion of false, deceptive or fraudulent statements on this Non-Bankruptcy Affidavit constitutes fraud; and, that the City of Jacksonville Beach, Florida, considers such action on the part of the affiant to constitute good cause for denial, suspension, revocation, disqualification, or rejection of affiant's participation in **RFQ #: 08-1920**.
3. Certification Statement: This is to certify that the aforementioned firm has not filed for bankruptcy in the past seven (7) years and that no owner/officer or principal of the aforementioned firm has filed for bankruptcy personally in the past seven (7) years or has been an owner/officer or principal of a firm which has filed for bankruptcy in the past seven (7) years.



Affiant Signature

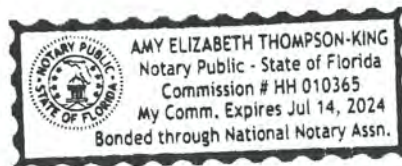
Sworn to before me this 25th day of August, 2020 by Kevin Leadbetter
(Name of affiant)

He/She is personally known to me or has produced _____ as identification.

Amy Elizabeth Thompson-King
Signature of Notary

Amy Elizabeth Thompson-King 07/14/2024
Notary's Printed Name Expiration of Notary's Commission

Affix Seal Here:



Terra Insurance Company
(A Risk Retention Group)
 Two Fifer Avenue, Suite 100
 Corte Madera, CA 94925



DATE
 08/24/20

CERTIFICATE OF INSURANCE

CERTIFICATE HOLDER

City of Jacksonville Beach
 1460A Shetter Avenue
 Jacksonville Beach, FL 32250

This certifies that the "claims made" insurance policy (described below by policy number) written on forms in use by the Company has been issued. This certificate is not a policy or a binder of insurance and is issued as a matter of information only, and confers no rights upon the certificate holder. This certificate does not alter, amend or extend the coverage afforded by this policy.

The policy of insurance listed below has been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions and conditions of such policy. Aggregate limits shown may have been reduced by paid claims.

TYPE OF INSURANCE Professional Liability

POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE
220018	01/01/20	12/31/20

LIMITS OF LIABILITY \$1,000,000 EACH CLAIM
 \$1,000,000 ANNUAL AGGREGATE

PROJECT DESCRIPTION

Project Number: P200575.00 - PRE-CONTRACT-Jax Beach - DT Redevelopment Ph 3C/3D

CANCELLATION: If the described policy is cancelled by the Company before its expiration date, the Company will mail written notice to the certificate holder thirty (30) days in advance, or ten (10) days in advance for non-payment of premium. If the described policy is cancelled by the insured before its expiration date, the Company will mail written notice to the certificate holder within thirty (30) days of the notice to the Company from the insured.

NAME AND ADDRESS OF INSURED

GAI Consultants, Inc.
 (Pittsburgh)
 385 E. Waterfront Drive
 Homestead, PA 15120-5005

ISSUING COMPANY:

TERRA INSURANCE COMPANY
(A Risk Retention Group)

A handwritten signature in blue ink, appearing to read "David C. Cook", is written over a horizontal line.

President



GAICONSUL1

ABUCZYNSKI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/24/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 60236 HDH Group Inc 210 Sixth Avenue 30th Floor Pittsburgh, PA 15222	CONTACT NAME: Andrea Buczynski PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: andrea.buczynski@hubinternational.com														
INSURED GAI Consultants, Inc. 385 E. Waterfront Drive Homestead, PA 15120	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Valley Forge Insurance Company</td> <td>20508</td> </tr> <tr> <td>INSURER B : The Continental Insurance Company</td> <td>35289</td> </tr> <tr> <td>INSURER C : Ironshore Specialty Company</td> <td>25445</td> </tr> <tr> <td>INSURER D : Travelers Casualty & Surety Company of America</td> <td>31194</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Valley Forge Insurance Company	20508	INSURER B : The Continental Insurance Company	35289	INSURER C : Ironshore Specialty Company	25445	INSURER D : Travelers Casualty & Surety Company of America	31194	INSURER E :		INSURER F :	
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	X	X	6050488311	10/1/2019	10/1/2020	EACH OCCURRENCE \$ 2,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 4,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 4,000,000
	☐ POLICY ☒ PRO-JECT ☐ LOC						Stop Gap \$ 1,000,000
	OTHER:						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	☐ SCHEDULED AUTOS						\$
	☐ NON-OWNED AUTOS ONLY						
B	☒ UMBRELLA LIAB	X		6050441991	10/1/2019	10/1/2020	EACH OCCURRENCE \$ 10,000,000
	☐ EXCESS LIAB						AGGREGATE \$ 10,000,000
	DED ☒ RETENTION \$ 10,000						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			6050442655	10/1/2019	10/1/2020	☒ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Pollution/Environml			003819301	10/1/2019	10/1/2020	5,000,000
D	Cyber/Privacy/Networ			106456841	1/21/2020	1/21/2021	Claim/Aggregate 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

P200575.00 - PRE-CONTRACT-Jax Beach - DT Redevelopment Ph 3C/3D

City of Jacksonville Beach (CITY) as additional insured on the Consultant's and any sub-consultant's Public Liability and Property Damage Insurance Policies.

CERTIFICATE HOLDER**CANCELLATION**

City of Jacksonville Beach 1460A Shetter Avenue Jacksonville Beach, FL 32250	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Anthony J. Kocis</i>
---	---

ACORD 25 (2016/03)

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The ACORD name and logo are registered marks of ACORD

AGENCY CUSTOMER ID: GAICONSUL1

ABUCZYNSKI

LOC #: 0



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY HDH Group Inc		License # 60236	NAMED INSURED GAI Consultants, Inc. 385 E. Waterfront Drive Homestead, PA 15120
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Remarks:
 CONTINENTAL INSURANCE COMPANY UMBRELLA POLICY NO. 6050441991 IS EXCESS AND
 FOLLOW FORM OF THE FOLLOWING POLICIES:
 COMMERCIAL GENERAL LIABILITY (INCL OH STOP GAP)
 - VALLEY FORGE POLICY NO. 6050488311
 AUTOMOBILE LIABILITY - OLD REPUBLIC POLICY NO. L243256-19
 EMPLOYER'S LIABILITY - VALLEY FORGE POLICY NO. 6050442655

	CERTIFICATE OF LIABILITY INSURANCE	DATE (MM/DD/YYYY) 08/24/2020																				
Acct#: 2706974																						
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																						
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PRODUCER Lockton Affinity, LLC P. O. Box 879610 Kansas City, MO 64187-9610	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME: Lockton Affinity, LLC</td> </tr> <tr> <td>PHONE (A/C, NO Ext): 877-320-9393</td> <td>FAX (A/C, No): 913-652-7599</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS: EFM@locktonaffinity.com</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center;">NAIC #</td> </tr> <tr> <td>INSURER A: Old Republic Insurance Company</td> <td>24147</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		CONTACT NAME: Lockton Affinity, LLC		PHONE (A/C, NO Ext): 877-320-9393	FAX (A/C, No): 913-652-7599	E-MAIL ADDRESS: EFM@locktonaffinity.com		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Old Republic Insurance Company	24147	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) GPBR:1GL1 Policy provides protection for any and all operations/jobs performed by the named insured where required by written contract. Certificate holder is an Additional Insured where required by written contract. Waiver of Subrogation included by written contract. Insurance is primary and non-contributory. P200575.00 - PRE-CONTRACT-Jax Beach - DT Redevelopment Ph 3C/3D.																																		

CERTIFICATE HOLDER	CANCELLATION
City of Jacksonville Beach 1460A Shetter Avenue Jacksonville Beach, FL 32250	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 



gai consultants.

This is the only recommendation notice you will receive. If there are other representatives in your firm working on this project, please forward to their attention.

NOTICE OF INTENT TO NEGOTIATE SATISFACTORY CONTRACT

Date: October 1, 2020

From: Luis F. Flores, Property and Procurement Officer

RE: **RFQ No. 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas**

Recommendation will be presented to the City Manager for:

RFQ Number: 08-1920

Title: Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas

Negotiate with: **GAI Consultants, Inc. for project areas #2 (Phase IIIC-Project 4), #3 (Phase IIIC-Project 5) and #4 (Phase IIID-Project 6) and Jones Edmunds & Associates, Inc. for project areas #1(Phase IIIC-Project 3) and #5 (Southend Redevelopment Area).**

Attached is the Final Selection Committee Collective Summary.

In accordance with the procedures set forth in Section XII K., of the City of Jacksonville Beach Purchasing Manual, a written notice of intent to file a protest must be filed with the Property and Procurement Officer within three (3) business days, Monday through Friday, 8:00 AM – 4:00 PM, after receipt by the respondent of the Notice of Intent to Negotiate Satisfactory Contract from the Property and Procurement Officer.

The City reserves the right to further negotiate any proposal, including price, with the highest rated respondent. If an agreement cannot be reached with the highest rated respondent, the City reserves the right to negotiate and recommend award to the next ranked respondent or subsequent respondents, until an agreement is reached.

If awarded, please do not proceed with any work prior to receiving an official City of Jacksonville Beach Purchase Order and/or Notice-to-Proceed letter.

We would like to thank each respondent for their submittal.

Luis F. Flores

Luis F. Flores, Property and Procurement Officer
1460A Shetter Avenue, Jacksonville Beach, FL 32250

City of

Jacksonville Beach

Property and

Procurement Division

1460A Shetter Avenue

Jacksonville Beach

FL 32250

Phone: 904.247.6229

Email: purchasing@jaxbchfl.net

www.jacksonvillebeach.org



Invitations were sent to fourteen (14) utility and roadway engineering consulting firms and five (5) responses were received.

An evaluation team consisting of city staff appraised each response. The top three firms were selected for public informal interviews on 9/24/20. Following is the combined scoring tabulation for the September 15, 2020 evaluation committee meeting.

Selection Committee Meeting - 9/15/20										
VENDOR	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Criteria 7	Criteria 8	SCORE	RANK
England-Thims & Miller, Inc.	15	19.33333	9.666667	19	5	18	4.666667	3.333333	94	2
GAI Consultants, Inc.	14.66667	19.66667	9.666667	18.66667	5	19.66667	5	5	97.33333	1
Halff Associates, Inc.	12	16.66667	8	18	5	16	4.666667	1.333333	81.66667	5
Jones Edmunds & Associates, Inc.	14	18.33333	9.333333	19.66667	5	18	4.666667	4.666667	93.66667	3
WGI, Inc.	12	17.66667	8.666667	18.33333	4	16	4.666667	1	82.33333	4

The top three respondents were ranked after public informal interviews. Following is the combined scoring tabulation for the October 1, 2020 evaluation committee meeting.

Final Selection Committee Meeting - 10/1/20										
VENDOR	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Criteria 7	Criteria 8	SCORE	RANK
England-Thims & Miller, Inc.	13.33333	18.33333	9.333333	19.33333	5	17.33333	4.666667	2	89.33333	3
GAI Consultants, Inc.	14.66667	19.66667	10	19.33333	5	20	5	4.666667	98.33333	1
Jones Edmunds & Associates, Inc.	13.66667	19.33333	9.666667	19.66667	5	19	5	5	96.33333	2

Evaluation Criteria:

1. Past Record of Professional Performance / Accomplishments – 15 points
2. Ability to design an Approach and Work Plan to Meet the Project Requirements – 20 points
3. Project Team – 10 points
4. Construction Management – 20 points
5. Proximity – 5 points
6. Ability to Meet Time and Budget Requirements – 20 points
7. Recent, Current, and Projected Workload of the Firm – 5 points
8. Volume of Work Previously Awarded to the Firm by the City of Jacksonville Beach – 5 points

Exhibit A
FINAL SCOPE OF WORK
DOWNTOWN VISION PLAN FINAL IMPLEMENTATION:
PHASE 3C FROM 4TH AVE. S. TO 11TH AVE. S. AND FROM SR A1A (3RD ST. S.)
TO THE BEACH STREET ENDS

March 5th, 2021

General Design Scope: This work effort includes the final design services for Phase 3C Projects 4 and 5 required to prepare a final construction set of Roadway, Water, Sewer, Stormwater, Utility Adjustments, Traffic Control Plans, Street Lighting Plans, Project Specific Specifications, Quantity Tabulations, Cost Estimates, review meetings, permits, bidding and award services, and other documents required for construction of the proposed improvements.

The Design Fee shall include:

Part 1: Phase 3C Projects 4 and 5 - The CRA funded portion of work from 4th Ave. S. to 11th Ave. S. including and east of SR A1A (3rd St. S.) to the Beach Street Ends.

The general scope and order of work for the CRA funded improvement projects is shown below and will be designed concurrently with the City funded improvement projects in the following manner. A design plan set and subsequent construction phase may involve a combination of a CRA funded and a City funded area.

1. The remaining survey will be completed, and a 60% design set of plans for both the CRA and City funded areas will be completed along with a construction cost estimate and submitted to the City for review.
2. The 60% design set of plans will be revised per City comments.
3. The proposed improvements will then be overlaid on the existing aerials for a Public Involvement Meeting and Workshop.
4. A project website hosting on-line public engagement opportunities and project information will be developed to aid in project development prior to the Public Involvement Meeting and Workshop. The initial website setup and associated graphics will be completed by the Landscape Architects as part of the GAI Community Solutions Group. The Web Site will include:
 - Custom domain name
 - Video Introduction and tutorial on public engagement methods
 - Existing Conditions Overview
 - Public Input Web App: Infrastructure and Aesthetics

- Public Input Web App: Construction Plan Schedule
 - Project update portal for the duration of the design and construction phase services of the project. GAI-CEI and/or Client Manager will be able to update schedule and construction photos for duration of construction. The web site scope and fee is based on a 12 month design duration and a 24 month construction duration for a total website design and maintenance period of 36 months. This can be extended due to construction scheduling as part of a separate scope and fee to be negotiated at a later date.
5. A Public Involvement Meeting and Workshop will be conducted to gather public feedback on the proposed improvements.
 6. GAI will then meet with the City for direction regarding the phasing of the remaining work areas. The proposed improvements shall be broken up into no more than four (4) phases of work. Each phase shall be a separate stand-alone plan set. A phase of work may involve a combination of a CRA funded and City funded section of work as necessary.
 7. GAI will then proceed with the 90% and 100% Design Phases Submittals to the City and associated permitting with construction cost estimates completed at each Submittal Phase.
 8. A Second Public Involvement Meeting and Workshop will be conducted to gather public feedback on the first construction project at the 90% Submittal Phase.
 9. The first construction project will be completed and put out to bid by the City.
 10. GAI will assist the City with Bid and Award Services on this project.
 11. Once this project has been awarded GAI will then proceed with 90% and 100% Design Phase Submittals for the remaining project sub-phases. Each phase of work may involve a combination of a CRA funded and City funded section of work as necessary.
 12. The remaining plan sets will then be advertised for bid at the City's discretion.
 13. The attached fee proposal includes a Project Design Future Update Fee which has been designated as a reimbursable not to exceed amount to remain in the contract until these future three of four projects are executed by the City to allow for any necessary plan updates as well as bidding and award services for each project.

Design Scope of Work for the CRA Funded portion of work includes:

- Survey: Many of these areas were previously surveyed by GAI in 2015. The remaining items of work required to complete a finalized survey for design and permitting is as follows:

Part 1: CRA Funded Section:

1. Research and confirm right of way
 2. Research and confirm FDEP CCCL Line
 3. 7th Ave. S. Street End Update and CCCL
 4. 8th Ave. S. Street End Update and CCCL
 5. 9th Ave. S. Street End Full Survey and CCCL
 6. 10th Ave. S. Street End Full Survey and CCCL
 7. 13 Alleyways Full Topo
 8. 8th Ave. S. between 1st St. S. and 2nd St. S.
Update of Existing Surveyed Completed in 2015
 9. 9th Ave. S. between 1st St. S. and 2nd St. S.
Update of Existing Surveyed Completed in 2015
 10. 10th Ave. S. between 1st St. S. and 3rd St. S.
Update of Existing Surveyed Completed in 2015
 11. 1st Street S. between 6th to 7th Ave. S. Update
 12. Misc. grade tie ins and topo updates. Topo to extend a minimum of 5 ft past the City owned right of way.
- Roadway Plan Development: GAI will provide new roadway templates for streets and avenues and associated intersections. Roadway design is to include typical sections, pavement design, proposed plan and profile, parking areas, and driveway connections. The roadway plan and profile sheets will have spot grades called out at key points and located by station and offset. GAI will coordinate with the City to locate any wider sidewalks sections and / or multi use paths desired within these project limits per the upcoming urban trail initiative which is already underway.
 - Drainage Design work will include maintaining the existing drainage divides which separate the storm runoff which drains into the FDOT storm system from the storm runoff which drains to the city storm system. The City trunk line will be located on 1st Street S. and connect to the existing trunk line installed in previous phases. The previously acquired FDOT Drainage Connection and SJRWMD will be followed with regard to impervious areas and storm pipe sizing. A control structure with weir will be designed for each beach end location to allow for the existing beach outfalls to remain as an emergency overflow. The SJRWMD will be notified of the upcoming proposed improvements and the plans submitted to confirm they in compliance with the existing permit and any permit modifications will also be completed by GAI.

- Maintenance of Traffic (MOT) Plans: Design a safe and effective Maintenance of Traffic Control Plan to move vehicular and pedestrian traffic during construction. The design shall include construction phasing of roadways ingress and egress to existing property owners and businesses, routing, signing, pavement markings, and detours. The plan production will be conceptual in nature with final construction MOT to be coordinated with the City by the contractor. Requirements for the contractor to make the project area safe for major events will also be outlined by plan notes. The contractor will be required to complete one sub-phase prior to starting another sub-phase. This will be outlined by plan notes.
- Signing and Marking Plans will be in accordance with the latest design standards and practices as contained in the Manual on Uniform Traffic Control Devices (MUTCD), City of Jacksonville Beach and FDOT Standards as required. Bicycle lane markings will be provided on South 1st Street, to match previous phases
- Street Lighting Plan: Lighting plans will be prepared for additional and / or replacement street lights. No photometric calculations are planned and each light to be replaced or relocated will be coordinated with Beaches Energy Services.
- Proposed water and sewer improvements to include new water and sewer mains in streets, avenues and alleys as required. Proposed water main plans within the City right of way on the streets and avenues to be completed by Four Waters Engineering and shall include plan and profile on the same sheet. GAI to complete the water main design and associated permitting within the FDOT right of way on SR A1A (3rd St. S.). The proposed water main shall also be shown in roadway profiles as well. Proposed sewer reconstruction to be shown on separate Utility Adjustment Plans to be completed by GAI. The sewer main replacement design fee is shown as reimbursable and is based off of replacing all of the existing gravity sewer within the project limits. This scope will be reduced based on the results of the TV Inspection of these existing sewers. The plan production will then be billed on an hourly basis based on the amount of existing system which is desired by the City to be replaced.
- Utility Adjustment Plans: Plans and utility coordination for relocations and adjustments to address conflict resolutions.
- Rehabilitate existing manholes with Spectrashield coating or replace with new manholes with Spectrashield coating, as required.
- Permits to be acquired include: FDOT utility permit, FDEP water, FDEP sewer, SJRWMD and FDEP CCCL. GAI to complete all permitting required for the project construction.
- Subsurface Utility Exploration (SUE) will be acquired once the preliminary design has been completed prior to completing final design.
- Geotechnical Services were previously acquired for project area with only minor supplemental roadway borings expected in the street ends and alleyways.
- Design Scope assumes all proposed work to be completed with the existing Right-of-way and Easements

- The fee proposal is based on two (2) Public Meetings and two (2) Public Interactive Workshops.
- The new sidewalk will be located against the curb and gutter for all streets and avenues to match previous phases.
- Scope and fee shall include the TV inspection of all gravity sanitary sewer systems within project limits as well as all existing storm sewer systems in the eight (8) beach street ends
- All gravity sanitary sewer services shall have an appropriate size cleanout installed where the new service connects to the existing service to remain at the city owned right of way line.
- The older houses with the project limits shall have a minimum 1.5" water service for all long sides service connections for future development
- Connections of proposed water mains to existing water mains to remain shall have at least one insert a valve shown on the plans in the bid form
- Alleyway construction and grading shall be completed within the City right of way where possible. Any temporary construction easements (TCE's) required as part of the proposed improvements shall be shown on the construction plans. The size of these required TCE's shall be provided to the City and the City will then produce any legal documentation and acquire signatures as required for this work to be completed on private property during the construction phase of the project.

BES Electric Manholes

- Locate existing manholes and conduit runs by horizontal and vertical offsets
- Coordinate with Beaches Energy Services to uncover manhole covers and field survey all electric vaults to modify and confirm BES electric grid in the project corridor
- Coordinate with BES to provide required electric manhole vault adjustment details.

Storm Sewer Trunk Line

- Keep with current preference to relocate exist. electric as necessary when there are conflicts with storm sewer trunk line
- Add conflict structures as necessary when storm sewer trunk line conflicts with existing sanitary sewer lines

Design Exclusions:

- The existing beach street end exfiltration outfall systems will remain as an emergency secondary drainage system and no proposed improvements are included to these outfalls within the environmentally sensitive beach dune system as part of this scope and fee.
- Temporary Construction Easements (TCE) if required shall be shown on the plans and the size and property owner and address provided to the City. Any legal descriptions, coordination with property owners or staking of TCE's can be included as part of a separate scope and fee if-necessary once the design process has progressed further.

- No photometric lighting analysis or modeling is included as part of this scope and fee.
- No water or sewer modeling is included as part of this scope and fee. The water and sewer lines are either being replaced in kind due to age or with a size provided to GAI by the City.
- No landscaping plans are to be provided as part of the design.

Detailed Scope of Work for Part 1: CRA Funded Section includes:

South 1st Street (4th Avenue South to 10th Avenue South):

- New reconstructed asphalt roadway
- New standard curb and gutter
- New concrete sidewalk against the curb and gutter
- New marked bicycle lanes
- No on-street parking to be provided
- Relocate existing utilities, as required
- Utility strip to be relocated to back of sidewalk
- New intersection enhanced striping where there are sidewalks and stop signs
- Replace sewer main crossings at alleys
- Replace exist. 8-inch cast iron water main with a minimum of 8" PVC water main
- Remove the exist. water main in roadway which used to serve the old pier and has been placed out of service
- Remove and replace existing pavers with new pavers in roadway and on eastern sidewalk in front of Oceanfront Park. New pavers to be a similar color and style to existing.

South 2nd Street (4th Avenue South to 10th Avenue South):

- New asphalt roadway
- New standard curb and gutter
- New concrete sidewalk against the curb and gutter
- On-street parallel striped parking on east side of road
- New intersections enhanced striping where there are sidewalks and stop signs
- Relocate existing utilities, as required
- Utility strip to be relocated to back of sidewalk
- New intersection enhanced striping where there are sidewalks and stop signs
- Replace sewer main crossings at alleys
- Exist. 12" WM to be replaced from 4th to 7th Ave. S.
- Exist. 12" WM valves replaced due to age from 7th Ave. S. to 10th Ave. S.

SR A1A (3rd Street S.) from 4th Avenue South to 10th Avenue South:

- 5th to 6th Ave. S. Replace 6-inch water main on east side and replace 2-inch water main on west side of road with a 6-inch
- 6th to 7th Ave. S. Replace 2-inch water main on west side of road with a 6-inch
- 7th Ave. S. to 8th Ave. S. Replace 6-inch water main on east side of road
- 8th Ave. S. to 9th Ave. S. Replace 2-inch water main on west side of road with a 6 inch
- 9th to 10th Ave. S. Replace 2-inch water main on west side of road with a 6-inch
- The existing water main crossings under SR A1A at 5th, 6th, 7th, 8th, 9th and 10th, Ave. S. will be grout filled and replaced with FPVC which will be directional drilled underneath SR A1A.
- Replace FDOT curb and gutter, as required
- Replace FDOT concrete sidewalk, as required
- Replace asphalt pavement, as required
- Relocate existing utilities, as required

5th Ave. S.

- Reconstruct roadway
- Keep sidewalk on south side for both blocks – SW exists there in some sections currently
- Reconstruct all driveways to right of way line
- Reconstruct and add 90 degree 6” concrete parking on both sides of roadway
- Keep existing parking lot at SE corner of 5th and 2nd. Some of this lot is located within COJB ROW and just replace the exist. driveway.
- Replace existing 2” water main with a 6” PVC water main

6th Ave. S.

- Reconstruct roadway
- Keep sidewalk on north side for both blocks – SW exists there in some sections currently
- Reconstruct all driveways to right of way line
- Reconstruct and add 90 degree 6” concrete parking on both sides of roadway
- Replace 6” water main

7th Ave. S.

- Reconstruct roadway
- Keep sidewalk on north side for both blocks – no exist. SW currently
- Reconstruct all driveways to right of way line
- Reconstruct and add 90 degree 6” concrete parking on both sides of roadway

- Add parking at SW corner of 7th and 2nd and relocate the existing white fence.
- Add parking areas on north and south side of 7th Ave. S. near 1st Street S.
- Replace 6” and 8” water mains

8th Ave. S.

- Reconstruct roadway
- Keep sidewalk on south side for both blocks – no exist. SW currently
- Reconstruct all driveways to right of way line
- Reconstruct and add 90 degree 6” concrete parking on both sides of roadway
- Replace 6” water main

9th Ave. S.

- Reconstruct roadway
- Add sidewalks on both sides of roadway since it is more multi-family and commercial
- Reconstruct all driveways to right of way line
- Reconstruct and add 90 degree 6” concrete parking on both sides of roadway
- Replace 6” and 8” water mains

10th Ave. S.

- Reconstruct roadway
- Add sidewalks on north side of roadway
- Reconstruct Sun Deli Dumpster Enclosure
- Reconstruct all driveways to right of way line
- Reconstruct and add 90 degree 6” concrete parking on both sides of roadway
- Replace 6” water main

Oceanfront Park:

- Mill and resurface existing parking area
- Modify the existing french drain system near 1st Street S. and 6th Ave. S. and install a new overflow structure
- Remove the existing pavers in the sidewalk and roadway in front of Oceanfront Park, stockpile for repairs within the park itself and install new pavers in the roadway and sidewalk.
- Remove the existing BFP at the west edge of the parking area

7th Ave. South Beach End:

- Remove existing concrete separator to improve surface runoff

- Const. sidewalk on the south side
- Const. curb and gutter on the south side
- Existing pavement surface reconstructed to drain to a single inverted typical section with one inlet at the west end.
- Install overflow weir structure to drain to beach outfall

8th Ave. South Beach End:

- Existing parallel parking with no path for vehicles to loop through and out the street end.
- Analyze reconstruction and widening of this street end to allow for proper loop configuration
- Add sidewalk
- Reconstruct the existing dumpster enclosure on the south side
- Existing dumpster enclosure on north side to remain unmodified
- North side should be re-graded and a gravity wall installed to fix erosion issues
- Install overflow weir structure to drain to beach outfall

9th Ave. South Beach End:

- Analyze reconstruction and widening of this street end to allow for proper loop configuration
- Remove central concrete valley gutter
- Review the existing drainage system connectivity with the existing condominium development on the south side of the street end
- Install overflow weir structure to drain to beach outfall
- Keep a sidewalk on one side of the beach end at a minimum
- Relocate existing dumpster enclosure to be accessed from the existing condominium on the north side to allow for looped configuration

10th Ave. South Beach End:

- Reconstructed and realigned looped beach end configuration further to the south.
- Add a new sidewalk on the north side
- Install new curb and gutter on the north side in line with the existing BES transformer
- Driveway outflow from this street end is restricted by a BES transformer protected by bollards. This existing transformer is to remain.
- Install overflow weir structure to drain to beach outfall

Alleys:

- Obtain topographical survey information for 13 additional alleys as shown on aerials and alley location scope map
- Survey needs to include right-of-way and easements per previously submitted documents
- Reconstruct alleys with concrete and grade to drain towards streets
- Provide sufficient radii to allow vehicle access
- Remove and replace existing vitrified clay sewer pipes with new PVC sewer pipes and services. Connect new sewer main to new sewer main in the streets.
- Install new drainage structures as necessary to ensure positive drainage from alleyways to adjacent streets

Oceanfront Park:

- There are no planned improvements in the Oceanfront Park area other than milling and resurfacing of the existing parking area.

Exhibit B



FOUR WATERS ENGINEERING, INC.
324 6th Avenue North
Jacksonville Beach, FL 32250
(904) 414-2400 Office

March 4, 2021
(Sent Electronically)

Matt Bolyard, P.E.
Senior Engineer
GAI Consultants
1301 Riverplace Blvd., Suite 900
Jacksonville, FL 32207
m.bolyard@gaiconsultants.com

Re: Proposal for Professional Engineering Services
Water Main Replacement – City of Jacksonville Beach RFQ 08-1920
CRA Funded Areas - Infrastructure Improvements – Downtown/Southend Redevelopment
Areas and Adjacent Areas

Dear Mr. Bolyard:

Four Waters Engineering, Inc. (4Waters) is pleased to provide this proposal to GAI Consultants to provide engineering design services for the replacement of water mains within the following CRA Funded Areas which GAI was selected to provide infrastructure improvements under City of Jacksonville Beach (City) RFQ 08-1920:

- Phase 3C – Project 4: Bounded by 7th Ave S (to north), 11th Ave S (to south), 1st St S (to east), and 3rd St S (to west);
- Phase 3C – Project 5: Bounded by 4th Ave S (to north), 7th Ave S (to south), 1st St S (to east), and 3rd St S (to west);

Based on our discussions with GAI, we understand our scope of work to include preliminary design and final design of replacement water mains in the following rights-of-way within the CRA Funded Areas, Phase 3C – Project 4 and Phase 3C – Project 5:

CRA Funded Areas				
Area	WM Size (Inches)	Length (Ft)	WM Size (Inches)	Length (Ft)
1st Street S (from 4th Ave S to 10th Ave S)	8 min	2610		
2nd Street S (from 4th Ave S to 6th Ave S)	12	680		
5th Ave S (between 3rd St S and 1st St S)	2	680		
6th Ave S (between 3rd St S and 1st St S)	6	690		
7th Ave S (between 3rd St S and 1st St S)	6	470	8	370
8th Ave S (between 3rd St S and 1st St S)	6	670		
9th Ave S (between 3rd St S and 1st St S)	6	380	8	360
10th Ave S (between 3rd St S and 1st St S)	6	660		
Total		7570		

It is noted, the overall project includes one City Funded area, Phase 3C – Project 6. The proposal for engineering design services for the replacement of water mains within this area is provided separately.

This proposal has been prepared based on information provided by GAI, in the RFQ documents, and our experience providing similar designs to the City. 4Waters proposes the following tasks to complete the noted project scope.

Task 1.0 – Preliminary Design

For the Preliminary Design phase, 4Waters will prepare 30% conceptual plan view and 60% design plan and profile drawings for the proposed water main installation and existing water main abandonment. The design will be based on a review of available existing conditions information which is anticipated to include topographical survey, subsurface utility engineering, and geotechnical data (all provided by GAI) and information from the City including utility as-builts (J-maps and GIS) and other available existing developer and City construction plans and other related information. The design will be in accordance with City water and sewer standards. It has been assumed the City will provide the desired water main size for all project areas.

The scope of services includes attendance at a kick-off meeting with the City and GAI and a design review meeting following 60% Design submittal.

The Preliminary Design phase will be provided in accordance with the following sub-task.

Task 1.1. – 60% Design

The CRA Funded Area includes the area bounded by 4th Ave. S. and 10th Ave. S. and 1st St. S. and 3rd St. S. Based on available information, there are approximately 7,570 linear feet (LF) of water main ranging in size from 2-inch to 12-inch within the area.

For the Preliminary Design, 4Waters will coordinate with GAI to develop an existing conditions layer utilizing available information noted previously. 4Waters will then coordinate with GAI to design a proposed water main route which is not in conflict with the proposed stormwater, sewer, and other improvements being designed by GAI, and which minimizes customer water outages during construction. The 60% design drawings will include: key map, plan and profile drawings (scale 1" = 20') of the proposed water main construction and existing water main abandonment with identification of proposed water main size and installation method, proposed valve and fire hydrant locations, proposed conflict resolutions with existing utilities and the proposed stormwater or sewer infrastructure, proposed water services, and tie-ins to the existing water main system. 4Waters will provide water system related details but assumes that all other details and general notes will be provided by GAI.

4Waters will provide a draft 60% Design submittal to GAI for review to ensure compatibility with the GAI stormwater, sewer and other improvements design. The design will be modified as necessary based on GAI review. 4Waters will provide the final 60% Design drawings to GAI in CAD and PDF format to be included in the full submittal package.

4Waters will provide GAI with quantity take-offs and assist with cost estimating for the 60% Design, will provide a narrative for the basis of design of the water main improvements, and will provide assistance and recommendations regarding phasing of construction of the water main improvements.

Task 2.0 – Final Design

4Waters understands that following completion of the 60% Design for both the CRA and City Funded Areas, the City will evaluate the cost estimates and design information and determine a breakdown of the proposed stormwater, sewer, and water system improvements into multiple construction projects (up to three) which will be bid and constructed separately. The following tasks provide the 4Waters scope of services for 90% and 100% Construction Documents, for the CRA Funded Areas, with the understanding that the final project determination may mix portions of the CRA and City Funded Areas within a project. Regardless, the City Funded Area represents approximately one-third and the CRA Funded Area represents approximately two-thirds of the total water main replacement program.

4Waters has assumed that once the City determines the desired breakdown of construction projects, the project team (City, GAI, and 4Waters) will meet to discuss the desired scope and order of the construction projects and goals. It is assumed, following the meeting, 4Waters will proceed with the 90% Construction Documents design of Phase 3C – Project 4, and the final design of Phase 3C – Project 5 will be done following completion of Phase 3C – Project 4 final design.

Task 2.1: 90% Construction Submittal for Water Improvements – Phase 3C Project 4 and Phase 3C Project 5

The 90% Construction drawings for the water main improvements will include: key map, Water Plan Sheets and Water Profile drawings (scale 1" = 20') of the proposed water main construction and existing water main abandonment, proposed conflict resolutions (and insets) with existing utilities and the proposed stormwater or sewer infrastructure, proposed water services, and tie-ins to the existing water main system, recommended construction sequencing, and water system related details. Given the overlap of the water main improvements with the stormwater, sewer, and roadway improvement, it is assumed that GAI will provide all general notes, maintenance of traffic, erosion and sediment control, paving plans, and other project details.

Based on discussion with GAI, it is our understanding that the 4Waters Water Plan Sheets, key map, and details will be incorporated into the 90% Construction drawing set and the Water Profile drawings will be incorporated into GAI's Roadway Plan and Profile drawings.

For each project, 4Waters will provide a draft 90% Construction submittal to GAI for review to ensure compatibility with the GAI stormwater, sewer and other improvements design. The design will be modified as necessary based on GAI review. 4Waters will provide the final 90% Construction drawings for each project to GAI in CAD and PDF format to be included in the full submittal package.

For each project, 4Waters will provide GAI with quantity take-offs and assist with cost estimating for the 90% Construction submittal and will provide water system related specifications and summary of work.

For each project, 4Waters will attend a design review meeting with the City and GAI to review the 90% Construction submittal.

Task 2.2: 100% Construction Submittal for Water Improvements – Phase 3C Project 4 and Phase 3C Project 5

For each project, following the 90% Construction submittal review meeting, 4Waters will provide any necessary updates to the design documents to address City and GAI review comments and feedback from any water main permitting. For each project, the Water Main Improvements 100% Construction drawings and specifications submittal will include the same components as the 90% Construction

submittal. 4Waters will also provide quantity takeoffs and assist with cost estimates, the bid form development, measurement and payment items, and summary of work, for each project. 4Waters will submit draft 100% Construction documents to GAI for review for each project and will address any review comments.

4Waters will provide the final Phase 3C – Project 4 and Phase 3C – Project 5 Water Main Improvements 100% Construction drawings to GAI in CAD and PDF format, specifications in Word format, and quantity takeoffs and bid form assistance in Excel or Word format. 4Waters will provide digital sign and seal for the 100% Water Main Improvements drawings.

Bid and Award Services for Phase 3C – Project 4 have also been included in this task. The 4Waters team will provide support during the bid period including preparation of responses to contractor Requests for Information and addending construction documents, as necessary.

Task 3.0 – Permitting

Based on discussion with GAI, it is our understanding that GAI will provide all permitting services for the overall project. However, as 4Waters will be the Engineer of Record for the water system upgrades, we have included a limited scope of work and professional service fee to provide assistance for any necessary DEP Water Transmission System permitting including Engineer of Record sign/seal of documents and input regarding the permit application completion for Phase 3C – Project 4 and Phase 3C – Project 5.

Task 4.0 – Future Plans Update

For preparation of this scope of work and proposal, it has been assumed that Phase 3C – Project 5 will be completed consecutively following Phase 3C – Project 4 and that Phase 3C – Project 5 will be shelved until the City is ready to proceed with construction. At that time, any necessary updates to the projects plans and documents will be made as requested by the City or based on information gathered during construction of Phase 3C – Project 4.

Bid and Award Services for Phase 3C – Project 5 are also included in this task. The 4Waters team will provide support during the bid period including preparation of responses to contractor Requests for Information and addending construction documents, as necessary.

Services Not Included in Proposal

The following services are not included in this proposal and will be provided to 4Waters by GAI:

- Topographical Survey
- Subsurface Utility Engineering
- Geotechnical Analysis

The following services are not included in this proposal but can be provided upon request:

- Permitting (other than as noted in Task 3.0)
- Construction administration and management

Schedule and Professional Service Fees

We are available to begin work immediately upon execution of a contract and will adhere to the schedule established by GAI and the City.

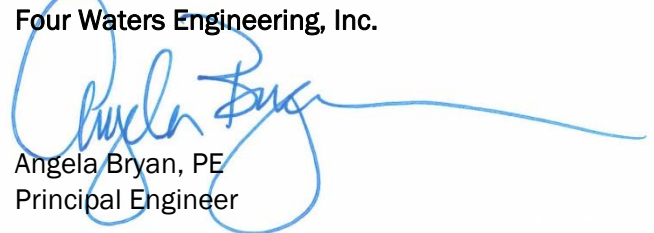
March 4, 2021

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We appreciate this opportunity to be part of the GAI team and work with the City. Please find attached a detailed fee summary sheet for the identified scope of work for the CRA Funded Areas. The proposed Reimbursable, Not to Exceed Fee to complete the tasks outlined above is \$67,315.00. If you have any questions, please contact me at abryan@4WEng.com or (904) 414-2400 Ext. 51.

Regards,

Four Waters Engineering, Inc.



Angela Bryan, PE
Principal Engineer

Attachment

Note: Existing gravity sanitary sewer pipe sizes and replacements are shown in red and are included in the scope and fee to be replaced. The final scope and fee of the gravity sanitary sewer replacement cost is pending the results of the pipe video inspection included as part of this scope and fee. Alleyways which are not shown in red are included in the scope and fee to be regraded and paved unless otherwise noted below.

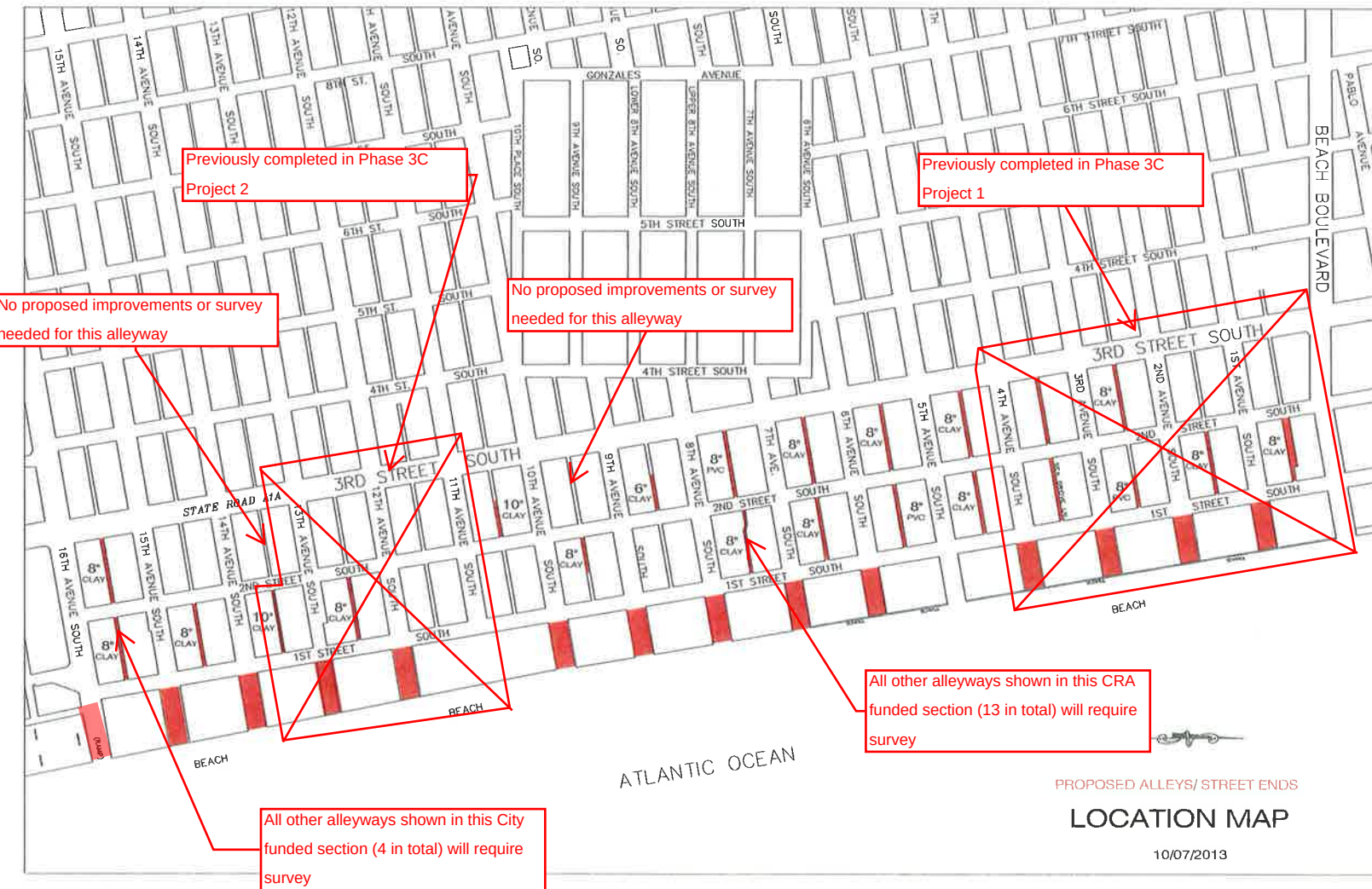


Exhibit C

3/5/2021

PHASE IIIC Infrastructure Improvements 4th Ave. S. to 11th Ave. S. from SR A1A to Beach Ends
 Jacksonville Beach Downtown Redevelopment Area (CRA FUNDED)
 City of Jacksonville Beach, Florida

Summary		Phase IIIC
GAI Consultants		
Project Design (GAI) (Reimbursable) (Not To Exceed)	\$	726,374.00
Direct Costs (GAI) (Reimbursable) (Not To Exceed)	\$	2,800.00
Surveying (GAI) (Reimbursable) (Not To Exceed)	\$	50,930.00
Electric Vault Survey (GAI) (Reimbursable) (Not To Exceed)	\$	13,600.00
Sewer Design (GAI) (Reimbursable) (Not To Exceed)	\$	24,248.00
Project Design Future Plans Update and Bidding Services (GAI) (Reimbursable) (Not To Exceed)	\$	17,202.00
Total GAI Consultants Fee	\$	835,154.00
Subconsultants		
Water Line Design City Right of Way (4 Waters) (Reimbursable) (Not To Exceed)	\$	67,315.00
SUE (ETM) (Reimbursable) (Not To Exceed)	\$	21,410.00
Geotechnical (UES) (Reimbursable) (Not To Exceed)	\$	2,400.00
Storm and Sanitary Sewer Video Inspections (APS) (Reimbursable) (Not To Exceed)	\$	30,462.50
Total Subconsultants Fee	\$	121,587.50
Grand Total Fee	\$	956,741.50

PART 1 - Phase IIIC (CRA FUNDED)

Title	# of Shts.	Engineering Manager	PM / EOR	Cad	Labor Hrs.	Hrs/Dwg
Task 1 Subtask 7 - COJB Construction Plans						
Cover Sheet	1	1.00	1.00	6.00	8.00	8.00
Typical Sections	6	6.00	20.00	46.00	72.00	12.00
Construction Detail Sheet	2	4.00	10.00	20.00	34.00	17.00
Summary of Drainage Structures Sheet	6	16.00	48.00	100.00	164.00	27.33
Roadway and Grading Plan and Profile Sheets 1st Street, 2nd Street	14	20.00	136.00	384.00	540.00	38.57
Roadway and Grading Plan and Profile Sheets Avenues	12	18.00	120.00	336.00	474.00	39.50
Roadway and Grading Plan and Profile Sheets Street Ends	5	14.00	60.00	132.00	206.00	41.20
Alley Plan and Profile Sheets (Roadway, Grading and Utilities)	13	24.00	100.00	206.00	330.00	25.38
Utility Adjustment Table	4	12.00	30.00	80.00	122.00	30.50
Street Lighting Plan Sheets	24	12.00	72.00	166.00	250.00	10.42
Street Lighting Detail Sheet	1	3.00	5.00	12.00	20.00	20.00
Water / Sewer / Electric Vault Details	2	3.00	6.00	16.00	25.00	12.50
SWPP and Erosion Control Details	2	3.00	6.00	16.00	25.00	12.50
Dumpster Enclosure Details	2	4.00	10.00	18.00	32.00	16.00
City MOT Plans	12	12.00	36.00	80.00	128.00	10.67
Demolition Plan Sheets	44	12.00	80.00	320.00	412.00	9.36
Signing and Pavement Marking Plan Sheets	31	12.00	66.00	216.00	294.00	9.48
Replication of Cover Sheet and Details for multiple projects	6	4.00	10.00	28.00	42.00	7.00
Sub Total City Plans	187	180.00	816.00	2,182.00	3,178.00	19.30
Task 1 Subtask 8 - FDOT Plans (WM Replacement)						
Typical Sections	1	2.00	5.00	10.00	17.00	17.00
Pavement Design	1	2.00	5.00	10.00	17.00	17.00
SR A1A Roadway and Grading Plan and Profile Sheets	5	4.00	35.00	96.00	135.00	27.00
SR A1A Utility Design Plan and Profile Sheets	5	4.00	40.00	112.00	156.00	31.20
Drainage Structures	1	4.00	8.00	12.00	24.00	24.00
Traffic Control Typical Sections	1	4.00	8.00	12.00	24.00	24.00
Traffic Control Plan Sheets	3	5.00	20.00	36.00	61.00	20.33
Signing and Pavement Marking Plans	3	4.00	20.00	36.00	60.00	20.00
Erosion Control Plan	3	4.00	14.00	28.00	46.00	15.33
FDOT Utility Permit		4.00	14.00	20.00	38.00	
FDOT Utility Permit - RAI		4.00	6.00	14.00	24.00	
Sub Total FDOT Plans	23	41.00	175.00	386.00	602.00	21.76
Task 1 Subtask 9 - Design and Permitting						
Water Utility Design		2.00	8.00	14.00	24.00	
Lighting Coordination with BES		3.00	8.00	8.00	19.00	
Grading Analysis		4.00	24.00	18.00	46.00	
Drainage Design (Storm Tabs)		6.00	20.00	38.00	64.00	
Drainage Design Streetends		4.00	20.00	10.00	34.00	
Project Design Documentation		6.00	24.00	54.00	84.00	
Breakup Design Into Component Plan Sets		6.00	24.00	48.00	78.00	
SJRWMD Permitting		6.00	12.00	20.00	38.00	
FDEP Water Main and Sewer Permit		6.00	16.00	28.00	50.00	
FDEP CCCL Permitting for 5 streetends		6.00	24.00	38.00	68.00	
FDEP CCCL Permitting for 5 streetends - RAI		6.00	20.00	30.00	56.00	
Sub Total Design and Permitting		55.00	200.00	306.00	561.00	

**Contract Fee Summary for
City of Jacksonville Beach Phase 3C**

PART I - GENERAL				
1. Project - Phase 3C Supplemental Surveying			2. Project Number	
3. Name of Consultant GAI Consultants, Inc.			4. Date of Proposal 3/5/2021	
PART II - LUMP SUM LABOR RELATED COSTS				
5. DIRECT LABOR	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Survey Manager (PSM)	\$ 72.00	48	\$ 3,456.00	
Designer/Sr. CADD Technician	\$ 36.00	102	\$ 3,672.00	
Survey Crew	\$ 64.00	178	\$ 11,392.00	
TOTAL DIRECT LABOR				\$ 18,520.00
6. OVERHEAD (Combined Fringe Benefits & Administrative)				
Overhead Rate			150%	\$ 27,780.00
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 46,300.00
8. PROFIT: Labor Related Costs (Item 7)			x 10%	\$ 4,630.00
SUB-TOTAL SALARY RELATED COSTS				\$ 50,930.00
PART III - OTHER COSTS				
9. MISCELLANEOUS DIRECT COSTS (Reimbursable)				
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ -
10. SUBCONTRACTS (Reimbursable)				
SUB-CONTRACT SUB-TOTAL				\$ -
PART IV - SUMMARY				
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9, AND 10)				\$ 50,930.00

City Contract: City of Jacksonville Beach Phase 3C				3/5/2021
Title	Survey Manager	Senior CAD Designer	Two Man Survey Crew	Labor Hrs.
Survey	\$ 72.00	\$ 36.00	\$ 74.00	
1. Research and confirm right of way	2	1	1	4
2. Research and confirm FDEP CCCL Line	2	1	1	4
3. 7th Ave. S. Street End Update and CCCL	2	4	8	14
4. 8th Ave. S. Street End Update and CCCL	2	4	8	14
5. 9th Ave. S. Street End and CCCL	3	5	10	18
6. 10th Ave. S. Street End and CCCL	3	5	10	18
7. 13 Alleyways Full Topo	22	49	76	147
8. 8th Ave. S. between 1st St. S. and 2nd St. S. Update	1	2	5	8
9. 9th Ave. S. between 1st St. S. and 2nd St. S. Update	1	2	5	8
10. 10th Ave. S. between 1st St. S. and 3rd St. S. Update	1	2	5	8
11. 1 st Street S. between 6 th to 7 th Ave. S. Update	1	2	5	8
12. Misc. grade tie ins and topo updates	4	15	22	41
13. Topo 5 ft past right of way line	4	10	22	36
Hours per title	48	102	178	328

**Contract Fee Rate Schedule for
City of Jacksonville Beach Phase 3C and 3D**

PART I - GENERAL				
1. Project - Phase 3C and 3D Project Design			2. Project Number	
3. Name of Consultant GAI Consultants, Inc.			4. Date of Proposal 3/5/2021	
PART II - LABOR RELATED COSTS				
5. POSITION	Direct Labor	Overhead 150%	Profit 10%	Total Rate
Engineering Manager	\$ 72.00	\$ 108.00	\$ 18.00	\$ 198.00
Survey Manager (PSM)	\$ 72.00	\$ 108.00	\$ 18.00	\$ 198.00
Landscape Architect	\$ 65.09	\$ 97.64	\$ 16.27	\$ 179.00
Project Manager / EOR	\$ 63.00	\$ 94.50	\$ 15.75	\$ 173.25
Project Engineer	\$ 54.55	\$ 81.82	\$ 13.64	\$ 150.00
Engineer Intern	\$ 44.36	\$ 66.54	\$ 11.09	\$ 122.00
CAD Designer	\$ 43.64	\$ 65.46	\$ 10.91	\$ 120.00
Landscape Designer	\$ 43.64	\$ 65.46	\$ 10.91	\$ 120.00
Survey CAD Designer	\$ 36.00	\$ 54.00	\$ 9.00	\$ 99.00
CAD Operator	\$ 33.46	\$ 50.18	\$ 8.36	\$ 92.00
Survey Crew	\$ 64.00	\$ 96.00	\$ 16.00	\$ 176.00

March 4, 2021

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City of Jacksonville Beach
Proposal for Professional Engineering Services - CRA Funded Areas
RFQ 08-1920 Water Main Replacement - Infrastructure Improvements - Downtown/Southend Redevelopment Area and Adjacent Areas

Job Title	Project Manager	Senior Engineer	Project Engineer	Engineer	Engineering Intern (EI)	CAD Draft	Administrative	Direct Costs	TOTALS
Hourly Rate	\$165.00	\$145.00	\$115.00	\$110.00	\$85.00	\$95.00	\$65.00		
	Hours	Hours	Hours	Hours	Hours	Hours	Hours		Hours
	\$	\$	\$	\$	\$	\$	\$		\$
Task 1.0 - Preliminary Design (Reimbursable, NTE)									
Task 1.1	18.0	36.0	0.0	60.0	24.0	68.0	0.0		
60% Design - CRA Area	\$2,970.00	\$5,220.00	\$0.00	\$6,600.00	\$2,040.00	\$6,460.00	\$0.00	\$300.00	\$23,590.00
Task 2.0 - Final Design (Reimbursable, NTE)									
Task 2.1	23.0	40.0	0.0	42.0	50.0	64.0	2.0		
90% Construction Documents - CRA Area	\$3,795.00	\$5,800.00	\$0.00	\$4,620.00	\$4,250.00	\$6,080.00	\$130.00	\$175.00	\$24,850.00
Task 2.1	7.0	18.0	0.0	23.0	24.0	20.0	2.0		
100% Construction Documents - CRA Area	\$1,155.00	\$2,610.00	\$0.00	\$2,530.00	\$2,040.00	\$1,900.00	\$130.00	\$125.00	\$10,490.00
Task 3.0 - Permitting (Reimbursable, NTE)									
Task 3.0	0.0	4.0	0.0	0.0	4.0	2.0	0.0		
Permitting (DEP - EOR Assistance) - CRA Area	\$0.00	\$580.00	\$0.00	\$0.00	\$340.00	\$190.00	\$0.00	\$30.00	\$1,140.00
Task 4.0 - Future Plans Update (Reimbursable, NTE)									
Task 4.0	3.0	12.0	0.0	18.0	20.0	12.0	0.0		
Future Plans Update (Reimbursable) - CRA Area	\$495.00	\$1,740.00	\$0.00	\$1,980.00	\$1,700.00	\$1,140.00	\$0.00	\$190.00	\$7,245.00
Total Design	51.0	110.0	0.0	143.0	122.0	166.0	4.0		
	\$8,415.00	\$15,950.00	\$0.00	\$15,730.00	\$10,370.00	\$15,770.00	\$260.00	\$820.00	\$67,315.00

Four Waters Engineering, Inc.

RFQ 08-1920 Water Main Replacement - Infrastructure Improvements -
Downtown/Southend Redevelopment Area and Adjacent Areas - CRA AREAS

PART II - LUMP SUM LABOR RELATED COSTS				
5. DIRECT LABOR	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Director			\$ -	
Chief Engineer			\$ -	
Landscape Architect			\$ -	
Landscape Designer			\$ -	
Project Manager / EOR	\$ 60.00	51.0	\$ 3,060.00	
Senior Engineer	\$ 52.73	110.0	\$ 5,800.19	
Project Engineer	\$ 41.82	-	\$ -	
Engineer	\$ 40.00	143.0	\$ 5,720.00	
Engineer Intern	\$ 30.91	122.0	\$ 3,771.02	
CAD Drafter	\$ 34.55	166.0	\$ 5,734.47	
CAD Operator			\$ -	
Administrative	\$ 23.59	4.0	\$ 94.36	
TOTAL DIRECT LABOR				\$ 24,180.00
6. OVERHEAD (Combined Fringe Benefits & Administrative)				
Overhead Rate			150%	\$ 36,270.00
7. SUBTOTAL: Labor + Overhead (Items 5 & 6)				\$ 60,450.00
8. PROFIT: Labor Related Costs (Item 7				
		x	10%	\$ 6,045.00
SUB-TOTAL SALARY RELATED COSTS				\$ 66,495.00
PART III - OTHER COSTS				
9. MISCELLANEOUS DIRECT COSTS (Reimbursable)				
				\$ 820.00
MISCELLANEOUS DIRECT COSTS SUB-TOTAL				\$ 820.00
10. SUBCONTRACTS (Reimbursable)				
SUB-CONTRACT SUB-TOTAL				\$ -
PART IV - SUMMARY				
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9, AND 10)				\$ 67,315.00

Four Waters Engineering, Inc.
Rate Schedule Sheet

Position	Direct Labor	Overhead @ 150%	Profit @ 10%	Total Rate
Project Manager	\$ 60.00 /hr	\$ 90.00 /hr	\$ 15.00 /hr	\$ 165.00 /hr
Senior Engineer	\$ 52.73 /hr	\$ 79.09 /hr	\$ 13.18 /hr	\$ 145.00 /hr
Project Engineer	\$ 41.82 /hr	\$ 62.72 /hr	\$ 10.45 /hr	\$ 115.00 /hr
Engineer	\$ 40.00 /hr	\$ 60.00 /hr	\$ 10.00 /hr	\$ 110.00 /hr
Engineering Intern	\$ 30.91 /hr	\$ 46.37 /hr	\$ 7.73 /hr	\$ 85.00 /hr
CAD Draft	\$ 34.55 /hr	\$ 51.82 /hr	\$ 8.64 /hr	\$ 95.00 /hr
Administrative	\$ 23.64 /hr	\$ 35.45 /hr	\$ 5.91 /hr	\$ 65.00 /hr

3/4/2021



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14775 Old St. Augustine Road • Jacksonville, Florida 32258

Revised March 2, 2021

November 17, 2020

GAI Consultants
c/o Mr. Matthew Bolyard, PE
Senior Engineer
1301 Riverplace Boulevard, Suite 900
Jacksonville, FL 32207
Tel: (904) 363-1110
Email: m.bolyard@gaiconsultants.com

Reference: **City of Jacksonville Beach ~ Subsurface Utility Services**

Dear Mr. Bolyard,

Pursuant to your request, ETM Surveying & Mapping, Inc., is pleased to submit a fee proposal for subsurface utility services for the City of Jacksonville Beach Phase 3C and 3D Downtown Redevelopment project in Jacksonville Beach, Florida. Our proposed scope of services and fee schedule are as follows:

Subsurface Utility Services – Area #1

Provide subsurface utility test hole services for the project area described above and as depicted on graphic provided by client and attached hereto as “Exhibit A”. This scope of services does not include providing surveyed location of the test holes. The deliverable will consist of finalized test hole reports.

TASK : AREA #1

Utility Coordination (Includes FDOT Permitting)	\$3,660.00
10 Utility Test Holes (Soft Cover \$400 each)	\$4,000.00
25 Utility Test Holes (Hard Cover \$450 each)	\$11,250.00
5 Utility Test Holes (FDOT Hard Cover \$500 each)	<u>\$2,500.00</u>
Hourly Rates (Estimated Budget)	\$21,410.00

Reference: *City of Jacksonville Beach ~ Subsurface Utility Services*

Estimated budget is based on available utility as-builts at time of work. Any discrepancies between existing utilities and as-builts may require additional fees.

Items Not Included

Title Review	Tree Survey
Jurisdictional Wetlands Survey	Construction Layout
As-Built Survey	Plat Preparation
Sketch and Legal Description	County Plat Review
Mean High Water Line Survey	Plat Processing for Recordation
Document Processing for Recordation	Boundary Survey
Topographic Survey	

Cost such as additional printing and delivery services will be invoiced at direct cost plus 15%. Fees outlined hereon are valid for a period of 90 days from the above referenced date.

Please indicate your agreement with this proposal and the attached General Conditions by signing in the space provided and return one copy to our office.

If you should have any questions or need additional information, please call. Thank you for this opportunity to be of professional service.

Sincerely,

ETM SURVEYING & MAPPING, INC.



Barry L. Scott
Director of Field Operations

Accepted this _____ day
of _____, 2021.

By: _____
Signature

Print Name and Title

Company

Attachments: General Conditions

Reference: City of Jacksonville Beach ~ Subsurface Utility Services

GENERAL CONDITIONS

PAYMENT TERMS - Payment is due upon receipt of our invoice. If payment is not received within thirty days from the invoice date, Client agrees to pay a finance charge on the principal amount of the past due account of one and one-half percent per month. If one and one-half percent per month exceeds the maximum allowed by law, the charge shall automatically be reduced to the maximum legally allowable.

In the event Client requests termination of the services prior to completion, the Client shall pay all charges incurred through the date services are stopped. If during the execution of the services, ETM Surveying & Mapping, Inc. (ETM-SMI) is required to stop operations as a result of changes in the scope of services such as requests by the Client or requirements of third parties, additional charges will be applicable.

Client agrees to pay mobilization charges for any work ordered when, upon arrival of survey crew, job site is not prepared for crew to properly perform scope of services.

INSURANCE - ETM-SMI maintains Workers' Compensation and Employer's Liability Insurance in conformance with applicable state law. In addition we maintain Comprehensive General Liability Insurance and Automobile Liability Insurance with bodily injury and property damage limits of \$1,000,000. A certificate of insurance can be supplied evidencing such coverage which contains a clause providing that ten days written notice be given prior to cancellation.

Cost of the above coverage is included in our quoted fees. If additional coverage or increased limits of liability are required, ETM-SMI will endeavor to obtain the requested insurance and charge separately for costs associated with additional coverage or increased limits.

STANDARD OF CARE - The only warranty or guarantee made by ETM-SMI in connections with the services performed hereunder, is that we will use that degree of care and skill ordinarily exercised under similar conditions by reputable members of our profession practicing in the same or similar locality. No other warranty, expressed or implied, is made or intended by our proposal for surveying services or by our furnishing oral or written reports.

LIMITATION OF LIABILITY - To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of ETM-SMI and its officers, directors, partners, employees, agents and subconsultants, and any of them, to the Client and anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of ETM-SMI and its officers, directors, employees, agents or subconsultants, or any of them, shall not exceed the total compensation received by ETM-SMI under this Agreement, or the total amount of \$50,000.00, whichever is less.

If Client prefers to have higher limits on professional liability, ETM-SMI agrees to increase the limits up to a maximum of \$500,000 upon Client's written request at the time of accepting this proposal provided that the Client agrees to pay an additional charge as a result of such increase.

ENVIRONMENTALLY PROTECTED LANDS - ETM-SMI shall not be held liable or responsible for the location or lack of location of any areas within a job site that are considered environmentally protected or are restricted by City, County, State or Federal restrictions. ETM-SMI will, however, at the Client's request and expense locate such areas if they have been so designated with flagging by an environmental consultant and/or governmental authority. It is further understood that the Client shall be responsible for any permitting required in these areas and shall hold ETM-SMI harmless for any losses or liabilities resulting from such permitting or regulatory action.

RIGHT-OF-ENTRY - Client shall be responsible for obtaining rights of entry for ETM-SMI's employees to any properties included in this contract for purposes of performing scope of work duties. We will take reasonable precautions to minimize damage to the property caused by our operations, but we have not included in our fee the cost of restoration of damage which may result. If Client desires us to restore the property to its former condition, we will accomplish this and add the cost to our fee.

GOVERNING LAW - This agreement shall be governed in all respects by the laws of the State of Florida.

CONSTRUCTION LAYOUT - It is understood by the Client that ETM-SMI shall not be held liable for any errors in layout or construction work when the original stakes or points have been destroyed or disturbed in any way.

It is further understood that the Client shall be responsible for furnishing ETM-SMI with approved plans and specifications and/or revised plans and specifications for such layout and/or construction work and shall have a construction supervisor or authorized agent approve any and all field changes or modifications to such plans with a written statement.

ZONING RESTRICTIONS AND EASEMENT - ETM-SMI shall be held harmless for the location or lack of location of any easements, building setback lines or special restriction lines unless documents such as Title Opinions and/or Restrictive Covenants accurately describing such easements or lines have been supplied to us with sufficient time to review such documents.

OWNERSHIP OF DOCUMENTS - All documents, including, but not limited to drawings, specifications, reports, field notes, calculations and estimates, prepared by ETM-SMI as instruments of service pursuant to this Agreement, shall be the sole property of ETM-SMI. Client agrees that all documents of any nature furnished to Client or Client's agents or designees, if not paid for, will be returned upon demand and will not be used by Client for any purpose whatsoever. Client further agrees that under no circumstances shall any documents produced by ETM-SMI, pursuant to this Agreement be used at any location or for any project not expressly provided for in this Agreement without the written permission of ETM-SMI.

SAFETY - Should ETM-SMI, provide periodic observations and surveying services at the job site during construction, Client agrees that, in accordance with generally accepted construction practices, the contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work and compliance with OSHA regulations, and that these requirements will apply continuously and not be limited to normal working hours.

INDEMNIFICATION - In addition, and notwithstanding any other provisions of this Agreement, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless ETM-SMI and its directors, employees, agents and subconsultants from and against all damage, liability or cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with this project or the performance by any of the parties above named of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of ETM-SMI.

**PURSUANT TO FLORIDA STATUTES SECTION 558.0035(2013),
AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD
INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES - In no event shall either party hereunder be liable to the other party for punitive, speculative, consequential or special damages of any kind.

ASSIGNABILITY - Client and ETM-SMI, Inc., respectively bind themselves, their successors and assigns to the other party to this Agreement and to the successors and assigns of such other party with respect to all covenants of this Agreement. Neither Client nor ETM-SMI shall assign this Agreement without the prior written consent of the other party.

SEVERABILITY AND SURVIVAL - If any of the provisions contained in this Agreement are held invalid, illegal, or unenforceable, such invalidity, illegality or unenforceability will not affect any other provision, and this Agreement will be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

INTEGRATION - This Agreement represents the entire and integrated Agreement between Client and ETM-SMI and supersedes all prior negotiations, representations or Agreements, either written or oral. This Agreement may be amended only by written instrument signed by both parties.

THIRD PARTY BENEFICIARY - Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Client or ETM-SMI.

UNIVERSAL ENGINEERING SCIENCES, LLC

WORK AUTHORIZATION / PROPOSAL

Universal Engineering Sciences, LLC (UES) is pleased to provide the services described below. The purpose of this document is to describe the terms under which the services will be provided and to obtain formal authorization.

PROJECT NAME: City of Jacksonville Beach Roadway and Drainage Improvements – 4th Ave S. to 10th Ave S.
PROJECT LOCATION: Jacksonville Beach, Florida
CLIENT NAME: GAI Consultants **Date:** March 4, 2021
CLIENT ADDRESS: Mr. Matthew Bolyard, P.E.
1301 Riverplace Boulevard – Suite 900 **Phone No.:** 904-363-1110
Jacksonville, Florida 32207 **Email:** m.bolyard@gaiconsultants.com

I. Scope of Services and Understanding of Project (See attached proposal or as indicated below)

Mobilization of crew and equipment. Perform 6 cores of existing pavement and base. Perform 6 auger borings to depths of 6 feet. Patch asphalt upon completion. Perform index and classification testing of representative samples. Transmit a report with a description of the field and laboratory test procedures, the test results, and recommendations for site preparation for pavement construction.

UES Proposal No. 1815526

LUMP SUM FEE - \$2,400.00

II. Contract Documents. The following documents form part of this Agreement and are incorporated herein by referral:

- A. UES General Conditions.
 - B. UES Proposal Dated: March 4, 2021
 - C. Plans, reports, specifications and other documents provided by the Client prior to this Agreement date.
 - D. Other exhibits marked and described as follows:
- In the event of any inconsistency or conflict among the Contract Documents, the provision in the Contract Document first listed above shall govern.

III. Authority to proceed and for payment. (To be completed by Client)

If the invoice is to be mailed for approval to someone other than the account charged, please indicate where below:

Firm: _____ Social Security Number or
Federal Identification No.: _____
Address: _____
Attention: _____

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives

CLIENT	_____	UNIVERSAL ENGINEERING SCIENCES	_____
BY (Signature)	_____	BY (Signature)	_____
TYPED NAME	_____	TYPED NAME	<u>Stephen R. Weaver, P.E.</u>
TITLE	_____	TITLE	<u>Geotechnical Services Manager</u>
DATE	_____	DATE	<u>March 4, 2021</u>

RETURN EXECUTED COPIES TO
UNIVERSAL ENGINEERING SCIENCES
5561 Florida Mining Boulevard South
Jacksonville, Florida 32257
TELEPHONE: 904-296-0757 / FAX: 904-296-0748



Universal Engineering Sciences, LLC
GENERAL CONDITIONS

SECTION 1: RESPONSIBILITIES 1.1 Universal Engineering Sciences, LLC, and its subsidiaries and affiliated companies ("UES"), is responsible for providing the services described under the Scope of Services. The term "UES" as used herein includes all of UES's agents, employees, professional staff, and subcontractors. 1.2 The Client or a duly authorized representative is responsible for providing UES with a clear understanding of the project nature and scope. The Client shall supply UES with sufficient and adequate information, including, but not limited to, maps, site plans, reports, surveys, plans and specifications, and designs, to allow UES to properly complete the specified services. The Client shall also communicate changes in the nature and scope of the project as soon as possible during performance of the work so that the changes can be incorporated into the work product. 1.3 The Client acknowledges that UES's responsibilities in providing the services described under the Scope of Services section is limited to those services described therein, and the Client hereby assumes any collateral or affiliated duties necessitated by or for those services. Such duties may include, but are not limited to, reporting requirements imposed by any third party such as federal, state, or local entities, the provision of any required notices to any third party, or the securing of necessary permits or permissions from any third parties required for UES's provision of the services so described, unless otherwise agreed upon by both parties in writing.

SECTION 2: STANDARD OF CARE 2.1 Services performed by UES under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of UES's profession practicing contemporaneously under similar conditions in the locality of the project. No other warranty, express or implied, is made. 2.2 Execution of this document by UES is not a representation that UES has visited the site, become generally familiar with local conditions under which the work is to be performed, or correlated personal observations with the requirements of the Scope of Services. It is the Client's responsibility to provide UES with all information necessary for UES to provide the services described under the Scope of Services, and the Client assumes all liability for information not provided to UES that may affect the quality or sufficiency of the services so described.

SECTION 3: SITE ACCESS AND SITE CONDITIONS 3.1 Client will grant or obtain free access to the site for all equipment and personnel necessary for UES to perform the work set forth in this Agreement. The Client will notify any possessors of the project site that Client has granted UES free access to the site. UES will take reasonable precautions to minimize damage to the site, but it is understood by Client that, in the normal course of work, some damage may occur, and the correction of such damage is not part of this Agreement unless so specified in the Scope of Services. 3.2 The Client is responsible for the accuracy of locations for all subterranean structures and utilities. UES will take reasonable precautions to avoid known subterranean structures, and the Client waives any claim against UES, and agrees to defend, indemnify, and hold UES harmless from any claim or liability for injury or loss, including costs of defense, arising from damage done to subterranean structures and utilities not identified or accurately located. In addition, Client agrees to compensate UES for any time spent or expenses incurred by UES in defense of any such claim with compensation to be based upon UES's prevailing fee schedule and expense reimbursement policy.

SECTION 4: BILLING AND PAYMENT 4.1 UES will submit invoices to Client monthly or upon completion of services. Invoices will show charges for different personnel and expense classifications. 4.2 Payment is due 30 days after presentation of invoice and is past due 31 days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1 ½ %) per month, or the maximum rate allowed by law, on past due accounts. 4.3 If UES incurs any expenses to collect overdue billings on invoices, the sums paid by UES for reasonable attorneys' fees, court costs, UES's time, UES's expenses, and interest will be due and owing by the Client.

SECTION 5: OWNERSHIP AND USE OF DOCUMENTS 5.1 All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by UES, as instruments of service, shall remain the property of UES. Neither Client nor any other entity shall change or modify UES's instruments of service. 5.2 Client agrees that all reports and other work furnished to the Client or his agents, which are not paid for, will be returned upon demand and will not be used by the Client for any purpose. 5.3 UES will retain all pertinent records relating to the services performed for a period of five years following submission of the report or completion of the Scope of Services, during which period the records will be made available to the Client in a reasonable time and manner. 5.4 All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by UES, are prepared for the sole and exclusive use of Client, and may not be given to any other entity, or used or relied upon by any other entity, without the express written consent of UES. Client is the only entity to which UES owes any duty or duties, in contract or tort, pursuant to or under this Agreement.

SECTION 6: DISCOVERY OF UNANTICIPATED HAZARDOUS MATERIALS 6.1 Client represents that a reasonable effort has been made to inform UES of known or suspected hazardous materials on or near the project site. 6.2 Under this agreement, the term hazardous materials include hazardous materials, hazardous wastes, hazardous substances (40 CFR 261.31, 261.32, 261.33), petroleum products, polychlorinated biphenyls, asbestos, and any other material defined by the U.S. EPA as a hazardous material. 6.3 Hazardous materials may exist at a site where there is no reason to believe they are present. The discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work. The discovery of unanticipated hazardous materials may make it necessary for UES to take immediate measures to protect health and safety. Client agrees to compensate UES for any equipment decontamination or other costs incident to the discovery of unanticipated hazardous materials. 6.4 UES will notify Client when unanticipated hazardous materials or suspected hazardous materials are encountered. Client will make any disclosures required by law to the appropriate governing agencies. Client will hold UES harmless for all consequences of disclosures made by UES which are required by governing law. In the event the project site is not owned by Client, Client it is the Client's responsibility to inform the property owner of the discovery of unanticipated hazardous materials or suspected hazardous materials. 6.5 Notwithstanding any other provision of the Agreement, Client waives any claim against UES, and to the maximum extent permitted by law, agrees to defend, indemnify, and save UES harmless from any claim, liability, and/or defense costs for injury or loss arising from UES's discovery of unanticipated hazardous materials or suspected hazardous materials including any costs created by delay of the project and any cost associated with possible reduction of the property's value. Client will be responsible for ultimate disposal of any samples secured by UES which are found to be contaminated.

SECTION 7: RISK ALLOCATION 7.1 Client agrees that UES's liability for any damage on account of any breach of contract, error, omission, or professional negligence will be limited to a sum not to exceed \$50,000 or UES's fee, whichever is greater. If Client prefers to have higher limits on contractual or professional liability, UES agrees to increase the limits up to a maximum of \$1,000,000.00 upon Client's written request at the time of accepting UES's proposal provided that Client agrees to pay an additional consideration of four percent of the total fee, or \$400.00, whichever is greater. If Client prefers a \$2,000,000.00 limit on contractual or professional liability, UES agrees to increase the limits up to a maximum of \$2,000,000.00 upon Client's written request at the time of accepting UES's proposal provided that Client agrees to pay an additional consideration of four percent of the total fee, or \$800.00, whichever is greater. The additional charge for the higher liability limits is because of the greater risk assumed and is not strictly a charge for additional professional liability insurance. 7.2 Client shall not be liable to UES and UES shall not be liable to Client for any incidental, special, or consequential damages (including lost profits, loss of use, and lost savings) incurred by either party due to the fault of the other, regardless of the nature of the fault, or whether it was committed by Client or UES, their employees, agents, or subcontractors; or whether such liability arises in breach of contract or warranty, tort (including negligence), statutory, or any other cause of action. 7.3 As used in this Agreement, the terms "claim" or "claims" mean any claim in contract, tort, or statute alleging negligence, errors, omissions, strict liability, statutory liability, breach of contract, breach of warranty, negligent misrepresentation, or any other act giving rise to liability.

SECTION 8: INSURANCE 8.1 UES represents it and its agents, staff and consultants employed by UES, is and are protected by worker's compensation insurance and that UES has such coverage under public liability and property damage insurance policies which UES deems to be adequate. Certificates for all such policies of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, UES agrees to indemnify and save Client harmless from and against loss, damage, or liability arising from negligent acts by UES, its agents, staff, and consultants employed by it. UES shall not be responsible for any loss, damage or liability beyond the amounts, limits, and conditions of such insurance or the limits described in Section 7, whichever is less. The Client agrees to defend, indemnify, and save UES harmless for loss, damage or liability arising from acts by Client, Client's agents, staff, and others employed by Client. 8.2 Under no circumstances will UES indemnify Client from or for Client's own actions, negligence, or breaches of contract. 8.3

To the extent damages are covered by property insurance, Client and UES waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance.

SECTION 9: DISPUTE RESOLUTION 9.1 All claims, disputes, and other matters in controversy between UES and Client arising out of or in any way related to this Agreement will be submitted to mediation or non-binding arbitration, before and as a condition precedent to other remedies provided by law. 9.2 If a dispute arises and that dispute is not resolved by mediation or non-binding arbitration, then: (a) the claim will be brought in the state or federal courts having jurisdiction where the UES office which provided the service is located; and (b) the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees, expert witness fees, and other claim related expenses.

SECTION 10: TERMINATION 10.1 This agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or in the case of a force majeure event such as terrorism, act of war, public health or other emergency. Such termination shall not be effective if such substantial failure or force majeure has been remedied before expiration of the period specified in the written notice. In the event of termination, UES shall be paid for services performed to the termination notice date plus reasonable termination expenses. 10.2 In the event of termination, or suspension for more than three (3) months, prior to completion of all reports contemplated by the Agreement, UES may complete such analyses and records as are necessary to complete its files and may also complete a report on the services performed to the date of notice of termination or suspension. The expense of termination or suspension shall include all direct costs of UES in completing such analyses, records, and reports.

SECTION 11: REVIEWS, INSPECTIONS, TESTING, AND OBSERVATIONS 11.1 Plan review, private provider inspections, and building inspections are performed for the purpose of observing compliance with applicable building codes. Threshold inspections are performed for the purpose of observing compliance with an approved threshold inspection plan. Construction materials testing ("CMT") is performed to document compliance of certain materials or components with applicable testing standards. UES's performance of plan reviews, private provider inspections, building inspections, threshold inspections, or CMT, or UES's presence on the site of Client's project while performing any of the foregoing activities, is not a representation or warranty by UES that Client's project is free of errors in either design or construction. 11.2 If UES is retained to provide construction monitoring or observation, UES will report to Client any observed work which, in UES's opinion, does not conform to the plans and specifications provided to UES. UES shall have no authority to reject or terminate the work of any agent or contractor of Client. No action, statements, or communications of UES, or UES's site representative, can be construed as modifying any agreement between Client and others. UES's performance of construction monitoring or observation is not a representation or warranty by UES that Client's project is free of errors in either design or construction. 11.3 Neither the activities of UES pursuant to this Agreement, nor the presence of UES or its employees, representatives, or subcontractors on the project site, shall be construed to impose upon UES any responsibility for means or methods of work performance, superintendence, sequencing of construction, or safety conditions at the project site. Client acknowledges that Client or its contractor is solely responsible for project jobsite safety. 11.4 Client is responsible for scheduling all inspections and CMT activities of UES. All testing and inspection services will be performed on a will-call basis. UES will not be responsible for tests and inspections that are not performed due to Client's failure to schedule UES's services on the project, or for any claims or damages arising from tests and inspections that are not scheduled or performed.

SECTION 12: ENVIRONMENTAL ASSESSMENTS Client acknowledges that an Environmental Site Assessment ("ESA") is conducted solely to permit UES to render a professional opinion about the likelihood or extent of regulated contaminants being present on, in, or beneath the site in question at the time services were conducted. No matter how thorough an ESA study may be, findings derived from the study are limited and UES cannot know or state for a fact that a site is unaffected by reportable quantities of regulated contaminants as a result of conducting the ESA study. Even if UES states that reportable quantities of regulated contaminants are not present, Client still bears the risk that such contaminants may be present or may migrate to the site after the ESA study is complete.

SECTION 13: SUBSURFACE EXPLORATIONS 13.1 Client acknowledges that subsurface conditions may vary from those observed at locations where borings, surveys, samples, or other explorations are made, and that site conditions may change with time. Data, interpretations, and recommendations by UES will be based solely on information available to UES at the time of service. UES is responsible for those data, interpretations, and recommendations, but will not be responsible for other parties' interpretations or use of the information developed or provided by UES. 13.2 Subsurface explorations may result in unavoidable cross-contamination of certain subsurface areas, as when a probe or boring device moves through a contaminated zone and links it to an aquifer, underground stream, or other hydrous body not previously contaminated. UES is unable to eliminate totally cross-contamination risk despite use of due care. Since subsurface explorations may be an essential element of UES's services indicated herein, Client shall, to the fullest extent permitted by law, waive any claim against UES, and indemnify, defend, and hold UES harmless from any claim or liability for injury or loss arising from cross-contamination allegedly caused by UES's subsurface explorations. In addition, Client agrees to compensate UES for any time spent or expenses incurred by UES in defense of any such claim with compensation to be based upon UES's prevailing fee schedule and expense reimbursement policy.

SECTION 14: SOLICITATION OF EMPLOYEES Client agrees not to hire UES's employees except through UES. In the event Client hires a UES employee within one year following any project through which Client had contact with said employee, Client shall pay UES an amount equal to one-half of the employee's annualized salary, as liquidated damages, without UES waiving other remedies it may have.

SECTION 15: ASSIGNS Neither Client nor UES may delegate, assign, sublet, or transfer its duties or interest in this Agreement without the written consent of the other party.

SECTION 16: GOVERNING LAW AND SURVIVAL 16.1 This Agreement shall be governed by and construed in accordance with the laws of the jurisdiction in which the UES office performing the services hereunder is located. 16.2 In any of the provisions of this Agreement are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions will not be impaired and will survive. Limitations of liability and indemnities will survive termination of this agreement for any cause.

SECTION 17: INTEGRATION CLAUSE 17.1 This Agreement represents and contains the entire and only agreement and understanding among the parties with respect to the subject matter of this Agreement, and supersedes any and all prior and contemporaneous oral and written agreements, understandings, representations, inducements, promises, warranties, and conditions among the parties. No agreement, understanding, representation, inducement, promise, warranty, or condition of any kind with respect to the subject matter of this Agreement shall be relied upon by the parties unless expressly incorporated herein. 17.2 This Agreement may not be amended or modified except by an agreement in writing signed by the party against whom the enforcement of any modification or amendment is sought.

SECTION 18: WAIVER OF JURY TRIAL Both Client and UES waive trial by jury in any action arising out of or related to this Agreement.

SECTION 19: INDIVIDUAL LIABILITY PURSUANT TO FLORIDA STAT. 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF UES MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

1420 Martin Luther King Jr. Blvd
Sanford, Florida 32773
P: (407) 792-1360
info@atlanticpipe.us

PROPOSAL 1120-0981(3C)

Proposal Submitted To: GAI Consultants	Phone: 904.627.5549	Date: 11/16/20
Street: 6983 103rd St. #5	Job Name: City of Jax Beach Phase 3C	
City, State, Zip Jacksonville FL 32210	Job Location: 1st Street S. City of Jax Beach	
Attn: Matthew Bolyard	E-Mail: m.bolyard@gaiconsultants.com	

Quantity	Description	UOM	Rate	Total
7910	Desilting of Existing Sanitary Sewer.	LF	\$1.25	\$9,887.50
7910	Internal Video Inspection of Existing Sewer.	LF	\$1.25	\$9,887.50
2375	Desilting of Existing 0-24" Storm Pipe	LF	\$3.00	\$7,125.00
2375	Internal Video Inspection of 0-24" StormPipe	LF	\$1.50	\$3,562.50
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL				\$30,462.50

Heavy Cleaning Rates	Heavy Cleaning determined by percentage of debris in pipeline			
	12" Diameter	25.00%	3"	Debris
	15" Diameter	25.00%	4"	Debris
	18" Diameter	20.00%	4"	Debris
	24" Diameter	20.00%	5"	Debris
	30" Diameter	20.00%	6"	Debris
	36" Diameter	20.00%	7"	Debris
	42" Diameter	15.00%	6"	Debris
	48" Diameter	15.00%	7"	Debris
	54" Diameter	10.00%	5"	Debris
	60" Diameter	10.00%	6"	Debris
In the event the required cleaning is beyond normal Heavy Cleaning, the cleaning will be performed under an hourly rate. Subject to prior client notification and approval.				

1420 Martin Luther King Jr. Blvd
Sanford, Florida 32773
P: (407) 792-1360
info@atlanticpipe.us

We propose to hereby furnish the following:

Our proposal includes all labor, materials, equipment and workmanship to plug, dewater, clean and tv the sewer and storm requested by GAI Consultants.

** MOT is included in the overall price.

**These footages are a close approximation and GAI Consultants will be billed only what is cleaned and televised. The footages will be pulled from our video inspections from final billings. If for reasons outside of APS's control our camera can not make it through the entire line, we will pull a hard measurement for billing.

**Atlantic Pipe Services is not responsible for the condition of these storm pipe before, during or after we have completed our work. This is an initial assessment, and does not cover the cost of any recommended or required repairs.

Customer Responsibilities

- ☒ Local facility or dump-site for disposal of debris / waste material removed from project location
- ☒ Local metered water supply (Access on Site)
- ☐ Access to secure site for storage of equipment and materials
- ☐ Exposure of all structures and access to all work areas without delay
- ☐ Stabilized Access to work areas - Two Wheel Drive Accessible only
- ☐ Traffic Control - If Applicable

Qualifications

- Any delays beyond the direct control of APS will be subject to an hourly charge for each unit on site.
- Weekend and Night Work may be subject to increased rates.
- Any unforeseen or abnormal pipeline or site conditions will be subject to renegotiation without penalty to APS
- Payment terms are NET 30 days of invoice date
- This proposal is valid for 30 days from the date of submission

APS Representative			
Signature		Date	

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Client Representative:			
Signature		Date	

ATLANTIC PIPE SERVICES, LLC

STANDARD TERMS & CONDITIONS OF BUSINESS

COMPANY: Atlantic Pipe Services, LLC, a Florida Limited Liability Company, whose address 1420 Martin Luther King Jr. Blvd, Sanford, Florida, 32771 (Hereinafter referred to as "APS")

CUSTOMER: Any corporation, company, organization, agent or individual entering into a written agreement with APS for the provision of services or materials or any other business dealing, for which payment is agreed with or becomes due and payable to APS (hereinafter referred to as "Customer")

PROPOSAL & QUOTATION: All proposals or quotations provided by APS must be in writing and signed by an authorized representative of the company to be valid and any such proposal or quotation is valid for acceptance within 30 days of the respective proposal date, unless agreed otherwise in writing.

PAYMENT TERMS: Payment of all invoices is due within 30 days from the invoice date, unless terms are agreed otherwise, in writing from APS. Any Dispute or query regarding the invoiced amount must be communicated in writing within 10 days (objection period) from the invoice date and customer will be deemed to have accepted the invoice as delivered and all services /work standards relating thereto, unless objected to in writing within the objection period. Customer agrees that no retainage will held for all services performed.

REMEDIES FOR NON-PAYMENT: All sums not paid when due will bear interest at the rate of 1.5% per month from due date until paid or the maximum legal rate permitted by law, whichever is less. In the event of legal action being deemed necessary to enforce payment, APS shall be entitled to all costs of collection, including a reasonable attorney's fee. In addition, if the customer fails to make payment to APS as herein provided, then APS may stop work without prejudice to any other remedy it may have. The parties further agree that in the event of any controversy arising between them, then in such event, the State Courts of Seminole County, Florida, shall be the forum in which the parties agree to try and have heard any matters of litigation arising out of such controversies.

WARRANTIES: All workmanship and materials are guaranteed against defects in workmanship for a period of one year from the date of substantial completion of the project. This warranty is in lieu of all other warranties, expressed or implied, including any warranties of merchantability of fitness for a particular purpose. APS will not be responsible for damage to its work by other parties or normal wear and tear. Any repair work necessitated by caused damage will be considered as an order for extra work.

INDEPENDENT CONTRACTOR: Both APS and the customer agree that APS will act as an independent contractor in the performance of its duties under this contract. Accordingly, APS shall be responsible for payment of all taxes, including Federal, State, and local taxes arising out of APS's activities, including by way of illustration but not limitation, Federal and State income tax, social security tax, Unemployment Insurance taxes, and any other taxes.

UNFORESEEN OCCURRENCE: In the event that any unforeseen occurrences or conditions are encountered after the work has commenced and which APS judge, at their sole discretion, to significantly affect or may affect the services, the risk involved in providing the services or there being a material change to the proposed or quoted scope of services, APS may a) Immediately cease work without liability to the customer, or b) renegotiate with customer to change the scope of work with price adjustment or change order, or c) Apply downtime /hourly or day rates until occurrence or condition is resolved to the satisfaction of APS.

DOWNTIME/STOPPAGES/ADDITIONAL WORK: In the event that APS is unable to work or encounter stoppages due to circumstances beyond their control or unforeseen circumstances or occurrences, particularly any underground structure problems causing delay or stoppage of work or in the event of any work being required beyond the quoted scope of work, then an hourly or daily rate will be charged, subject to prior customer notification in writing from APS.

PROJECT ESTIMATES: APS may from time to time provide written estimates of projected timescale or hours for a particular project at customer request, however, this in no way binds APS to a final timescale for the services to be provided. The actual hours will be determined by specific site requirements and operational demands, which cannot be wholly determined due to the nature of the services provided by APS.

CUSTOMER PURCHASE ORDERS: In the event that the customer chooses to issue a purchase order, whether verbal or in writing, such purchase order shall be governed by APS Standard Terms & Conditions of Business as detailed herein and any such client agreement cannot change the payment terms under any circumstances unless specifically agreed to in writing APS and such agreement being authorized and signed by the owner or director of APS. In the event of any inconsistency between the APS terms and conditions as detailed herein and the terms of a service order, the APS terms and conditions shall prevail. In any event, settlement of all APS correctly submitted invoices must be made within 30 days from invoice date, irrespective of customer having received payment from their respective customer.

CONTRACT ACCEPTANCE: In the event that the client fails to sign acceptance of an APS proposal or quotation, due to oversight by either or both parties or any other reason and the services are commenced or completed on the clients written or verbal instruction due to emergency, urgency or some other reason, then these terms and conditions will be deemed to have been accepted by the client as if such proposal or quotation had been signed.

CUSTOMER RESPONSIBILITIES: The customer will normally provide the following services, at no cost to APS for the duration of the project, unless agreed otherwise in writing by APS, a) Approved dumpsite and disposal for all materials to be removed from site of work, b) Access and exposure of all structures for APS personnel and equipment without delay, c) All temporary site facilities including suitable storage space for equipment, d) Any special permits and/or licenses, without delay, e) Supply and access to all water required for the project with meter if applicable. f) Work areas prepared and accessible, without delay, to enable the services to be provided, g) Authorized representative of the customer at the site of work, at all times services are being performed and with authority to accept the services as completed and / or hours worked and h) Location and exposure of all manholes in the project area.

CRA RESOLUTION NO. 2021-03

A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH COMMUNITY REDEVELOPMENT AGENCY AMENDING ITS DOWNTOWN AND SOUTH BEACH REDEVELOPMENT DISTRICT CAPITAL IMPROVEMENT PROJECTS BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the CRA is authorized to appropriate tax increment trust funds for projects and programs included in its approved Community Redevelopment Plan, and

WHEREAS, The City advertised a Request for Qualifications (RFQ) to procure the services of one or more engineering consultants. Award of this proposal provides the City with consulting engineering firms to manage the development and execution of the remaining projects associated with Downtown and South Beach Redevelopment infrastructure improvements program.

WHEREAS, The City of Jacksonville Beach Public Works Department recommends that GAI Consultants, Inc., be awarded a contract for professional engineering services for Project Areas #2 (Phase IIIC-Project 4), #3 (Phase IIIC-Project 5), and #4 (Phase IIID-Project 6 – non-CRA) of RFQ No. 08-1920 Infrastructure Improvements – Downtown/South Beach Redevelopment Areas and Adjacent Areas. The scope of services for this contract includes design and bidding services for water, sewer, stormwater, parking, street, and other infrastructure improvements within the identified CRA project areas, as well as public outreach, construction phasing, and contract development assistance as detailed in the attached Proposal for Professional Services dated March 5, 2021.

WHEREAS, the GAI proposal allowed for additional work for a preliminary study of the Central and South Basin improvements.

WHEREAS, the city recommends the additional work be awarded to Jones Edmonds & Associations,

WHEREAS, the Community Redevelopment Agency has sufficient Downtown Community Redevelopment Tax Increment Trust Fund revenues and sufficient South Beach Redevelopment Tax Increment Trust Fund revenues to pay for this task assignment:

NOW, THEREFORE, BE IT RESOLVED BY THE JACKSONVILLE BEACH COMMUNITY REDEVELOPMENT AGENCY THAT:

SECTION 1. The fiscal year 2020-2021 Downtown Community Redevelopment Capital Improvement Budget for the Jacksonville Beach Community Redevelopment Agency is amended to appropriate \$211,546 and \$118,216 from the South Beach Redevelopment Trust Fund for RFQ 08-1920 for the preliminary study of the Central and South Basin improvements.

SECTION 2. This resolution shall take effect upon its adoption.

DULY ADOPTED IN OPEN MEETING THIS 22nd Day of March, 2021.

Art Graham, CHAIRMAN

James Gilmore,
ACTING AGENCY ADMINISTRATOR

MEMORANDUM

TO: Jim Gilmore and Taylor Mejia, The Southern Group

FROM: Kayle Moore, PW Project Engineer

SUBJECT: Appropriation of Downtown Tax Increment Trust Funds for
Downtown Phase 3C, Project 3 and Southend Redevelopment
Area Stormwater Improvement's Study

ACTION REQUESTED:

Appropriate Downtown Tax Increment Trust Funds for the Downtown Phase 3C, Project 3 and Southend Redevelopment Area Stormwater Improvement's Study portion of RFQ 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas

BACKGROUND:

The Community Redevelopment Agency (CRA) is embarking on its next phase of infrastructure improvements in the Downtown and the Southend Community Redevelopment areas (see attached map). The CRA intends to improve the water, sewer, stormwater, parking, street, and other infrastructure within the specific Downtown CRA project areas depicted on the map. A significant component of these Downtown improvements involves redirecting stormwater flows away from the beach outfalls and to the central stormwater basin. As such, it is necessary to identify and implement infrastructure improvements for the basin, pumping facilities and outfall ditch and structure to ensure the additional future flows for the Downtown area are properly managed. As the central basin and the south stormwater basin (located within the Southend Community Redevelopment area) are permitted and operated as a combined stormwater management system, the RFQ scope was expanding to include study and design activities for the Southend Redevelopment area.

The City advertised a Request for Qualifications (RFQ) to procure the services of one or more engineering consultants that will span the length of the remaining improvements program. Award of this proposal provides the City with consulting engineering firms to manage the development and execution of the remaining projects associated with Downtown and Southend Redevelopment infrastructure improvements program.

Invitations were sent to 14 utility roadway and engineering consulting firms. The City received five proposals to its RFQ. These proposals were reviewed and ranked by a City Review Committee consisting of Marty Martirone, P.E., City Engineer, Kayle Moore, P.E., Public Works Project Engineer, and Bill Mann,

City of

Jacksonville Beach

Operations &

Maintenance Facility

Department of Public

Works

1460-A Shetter Avenue

Jacksonville Beach

FL 32250

Phone: 904.247.6219

Fax: 904.247.6117

www.jacksonvillebeach.org



Planning and Development Director. The top three firms participated in a presentation process.

The Committee ranked the responding firms as follows:

RFQ 08-1920 Review Committee Ranking Results			
Firm	Proposal Score	Presentation Score	Overall Rank
GAI Consultants, Inc.	97.33	98.33	1
Jones Edmunds & Associates, Inc.	93.67	96.33	2
England-Thims & Miller, Inc.	94.00	89.33	3
WGI, Inc.	82.33	N/A	4
Half Associates, Inc.	81.67	N/A	5

After reviewing the proposals and attending the presentations, the Committee recommended that the City further negotiate discrete portions of the scope as described in the RFQ with the top two ranked firms. Staff and the Committee recommended that GAI Consultants, Inc., be awarded a contract for professional engineering services for Project Areas #2 (Phase IIIC-Project 4), #3 (Phase IIIC-Project 5), and #4 (Phase IIID-Project 6 – non-CRA) of RFQ No. 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas. The scope of services for this contract includes design and bidding services for water, sewer, stormwater, parking, street, and other infrastructure improvements within the identified CRA project areas, as well as public outreach, construction phasing, and contract development assistance as detailed in the attached Proposal for Professional Services dated March 5, 2021

The total cost for the Preliminary Study phase of the Central and South Basins Improvements is \$437,577.49 (Downtown portion: \$255,706.34 + Southend portion: \$181,871.15), which includes a 10% contingency.

RECOMMENDATION:

Appropriate Downtown Redevelopment Tax Increment Trust funds in the amount of \$255,706.34 and Southend Redevelopment Tax Increment Trust funds in the amount of \$181,871.15 for RFQ 08-1920 Infrastructure Improvements – Downtown/ Southend Redevelopment Areas and Adjacent Areas, Project Areas #1 (Phase IIIC-Project 3) and #5 (Southend Redevelopment Area) to Jones Edmunds & Associates, Inc.

ATTACHMENTS

- CRA Project Areas Map

- RFQ 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas, including Jones Edmunds' RFQ Proposal
- Notice of Intent to Negotiate Satisfactory Contract
- Jones Edmunds Proposal for Professional Services dated March 17, 2021





City of Jacksonville Beach

Property and Procurement Division
1460A Shetter Ave., Jacksonville Beach, FL 32250
Tel: 904-247-6229



REQUEST FOR QUALIFICATIONS

RFQ Number:	08-1920
RFQ Title:	Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas

Submittal Deadline	
Day:	Wednesday
Date:	August 26, 2020
Time:	3:00 P.M.
Location:	Property and Procurement
Address:	1460A Shetter Ave., Jacksonville Beach, FL 32250

ANTICIPATED TIME LINE: The **anticipated** schedule for this RFQ is as follows:

RFQ Advertised	29-July-2020
Deadline to Submit Questions	14-August-2020
Addendum (if necessary) Issued	19-August-2020
Submission Deadline	26-August-2020
RFQ Opened	26-August-2020

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SECTION A: OVERVIEW

OVERVIEW

1. PURPOSE:

The City of Jacksonville Beach is requesting proposals from utility and roadway engineering consulting firms to enter into an agreement for investigating, planning, designing, engineering and construction management of Infrastructure Improvements, Downtown Redevelopment Area and Adjacent Areas, Jacksonville Beach, Florida. Fees will be negotiated utilizing the Consultant's Competitive Negotiation Act, Chapter 287.055, F.S., and a purchase order will be issued for the scope of work assigned under this contract.

Responses received to this RFQ will be evaluated and ranked in accordance with the process and evaluation criteria contained in Section C of this document.

2. RFQ DUE DATE: 3:00 PM WEDNESDAY AUGUST 26, 2020

Subject to the terms and conditions specified in this **Request for Qualifications (RFQ)**, will be received until Wednesday, **August 26, 2020 at 3:00 p.m.**, and acknowledged publicly by the Property and Procurement Division, 1460A Shetter Avenue, Jacksonville Beach, Florida 32250.

3. ELIGIBILITY:

The selected firm must have the capability, experience and licensing necessary to provide investigating, planning, designing, engineering and construction management of Infrastructure Improvements in the Downtown Redevelopment Area and Adjacent Areas, Jacksonville Beach, Florida.

Responses will only be considered from firms which are regularly engaged in the business of providing and performing similar services requested in this solicitation, and who have verifiable evidence of a consistent satisfactory record of performance.

4. CONTRACT AWARD:

The City reserves the right to enter into a contract with the selected firm(s) that the City deems to offer the best overall qualifications and experience. In addition, the City Manager, as the City's representative, in his sole discretion, reserves the right to cancel this RFQ, to reject any and all responses, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the City to do so.

The City reserves the right to negotiate with the highest rated respondent. If an agreement cannot be reached with the highest rated respondent, the City reserves the right to negotiate and recommend award to the next ranked respondent or subsequent respondents, until an agreement is reached.

The City reserves the right to award this contract to multiple firms. Notwithstanding the contract(s) resulting from this RFQ, the CITY reserves the right to follow its normal purchasing procedures at any time to procure additional services for any of the types of work noted in this RFQ. Consultant agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services at its sole option.

5. ANTICIPATED RFQ TIMELINE:

The **anticipated** schedule for this RFQ is as follows:

RFQ Advertised	29-July-2020
Deadline to Submit Questions	14-August-2020
Addendum (if necessary) Issued	19-August-2020
Submission Deadline	26-August-2020
RFQ Opened	26-August-2020

6. SUBMITTAL REQUIREMENTS:

Electronic response submission with the company name, RFQ number and title in the file name will be sent to:

<https://cojbftp2.jaxbchfl.net/public/folder/94EY3zcbU0CzjOyPgA5QBA/RFQ%2008-1920>
Password: jK@u5&V5

It is the respondent's responsibility to ensure that all files for the response are able to be received by the City. Completed responses to this RFQ will **only** be received electronically. The response should include One (1) PDF of the entire response with the required signatures. This will serve as the official submitted response.

Electronic submissions received after the posted due date and/or time will not be considered. Modifications received after the due date and/or letters of withdrawal received after the due date or after contract award, whichever is applicable, will not be considered.

No verbal interpretations will be made of any response documents. Requests for such interpretations shall be made via email to Purchasing@jaxbchfl.net at least seven (7) days prior to the RFQ opening date. Interpretation will be in the form of an addendum and issued to all respondents.

RFQ opening call – in information:

As authorized by the governors executive order and due to the current restrictions and limitations for social distancing and gatherings surrounding the COVID-19 crisis, we are conducting a telephonic RFQ opening on Wednesday, August 26, 2020 at 3:00pm.

The Governor's Executive Order Number 20-69, addressing Local Government Public

Meetings, states local government bodies may utilize communications media technology (CMT), as provided in section 120.54(5)(b)2., Florida Statutes.

The following CMT telephone options are available to listen to the August 26, 2020 RFQ opening.

Dial(for higher quality, dial a number based on your current location):

US: +1(646)3573664
+1(773)2319226 (US North)
+1(312)2630281
+1(470)8692200 (US East)
+1(650)2424929
+1(720)9027700 (US Central)
+1(213)2505700
+1(346)9804201
+1(469)4450100 (US South)
+1(623)4049000 (US West)

Meeting ID: 148 208 5142

SECTION B: GENERAL PROVISIONS

GENERAL PROVISIONS

1.1 INSTRUCTIONS TO RESPONDENTS:

- **Requirements** that are **explicit** to this particular **Request for Qualifications Number 08-1920** are found in **SECTION C**, which begins on **page 22**.
- **The Minimal Response Package shall consist of the following:**

Respondent's company profile and submittal letter - A brief letter of intent that will include a description of the services to be provided and other relevant information.

Interested firms should provide proposed timeline for completion of project. The proposed schedule should include time for completion of draft report and final report.

Address all items in Section C: Nature of the Work and Scope of Services.

Form 1: Response Form

Form 2: RFQ Award Notice

Form 3: Required Disclosure

Form 4: Drug-Free Workplace Compliance

Form 5: Non-Collusion Affidavit

Form 6: Non-Bankruptcy Affidavit

Any additional information which may be pertinent.

All forms must be completely filled out, appropriately executed and submitted as part of the response package. These start on **page 37**.

Failure to comply with the requirements of this paragraph may be construed by the CITY as proper grounds for disqualifying any response at the CITY's sole discretion.

1.2 TERMS AND CONDITIONS

- A. General. It is the purpose and intent of this Contract to secure the supplies and/or services listed herein for the City of Jacksonville Beach, Jacksonville Beach, Florida, hereinafter called the "CITY."
- B. Time for CITY Acceptance. Respondent shall honor its response for 90 days from the Submission Deadline date.
- C. Effective Contract Term Start Date. The effective contract term start date shall be the date of award by the CITY or date of Notice to Proceed, whichever is later.
- D. Extension of Contract. If the CITY should have a need to re-advertise for responses, the Contract resulting from this RFQ shall automatically be extended month-to-month past its term end date. This mandatory extension will allow the CITY to receive and assess

responses, to award a new contract, and to ensure a smooth, cooperative and seamless transition between consultants; to minimize impact and disruption to customers; and, to maintain public safety and health standards.

E. Award.

- 1) The CITY reserves the right to waive informalities, to reject any and all responses, in whole or in part, and to accept the response that in its judgment will best serve the interest of the CITY.
- 2) The CITY specifically reserves the right to reject any conditional response and will normally reject those that make it impossible to determine the true amount of the submittal. Each item must be submitted separately and no attempt shall be made to tie any item or items together.

F. Inspection. All supplies and workmanship shall be subject to inspection and test after arrival at destination. In case any articles are found to be defective, or otherwise not in conformity with the specification requirement, the CITY shall have the right to reject such articles.

G. Payments. The Consultant shall be paid, upon the submission of an invoice, the prices stipulated herein for articles delivered and accepted. Invoices must show a Purchase Order Number. Payments shall be made in conformance with the Florida Prompt Payment Act and after approval by the City Finance Department. Payment is contingent upon appropriation of funds by the City Council.

1.3 ADDITIONAL INFORMATION

The information in this RFQ package is provided to facilitate responses. Much effort was made to provide necessary and accurate information, but the CITY is not to be penalized for any lack of completeness. If you require further information regarding this submittal, please contact Luis F. Flores, Property and Procurement Officer, in the Property and Procurement Division via email at Purchasing@jaxbchfl.net.

1.4 ADDENDA TO THE RFQ

If any addenda are issued to this RFQ, a good faith attempt will be made to deliver a copy to each of those Respondents, who, according to the records of the Property and Procurement Division previously requested a copy of this RFQ. However, prior to submitting a response, it shall be the responsibility of the Respondent to contact the CITY's Property and Procurement Division at Purchasing@jaxbchfl.net to determine if any addenda were issued and if so, to obtain such addenda for attachment to, and consideration with, the RFQ. Respondents should either acknowledge receipt of such addendum(s) on their response, or attach such addendum(s) to their response. Additionally, all documents associated with this RFQ are available on the CITY's webpage:

<http://www.jacksonvillebeach.org/government/departments/finance/bidrfp-rfq-listings>

1.5 USE OF RESPONSE FORMS

All submittals must include the forms provided in Section F of this package. Failure to comply may preclude consideration of the submission. Supplemental information may be attached to these forms.

1.6 DEVIATIONS FROM REQUESTED PLAN

The Contract terms and conditions stipulated in this RFQ are those required by the CITY. Respondents are required to submit their responses, which comply with the request. Any deviations from the request should be clearly noted. Any deviation or incomplete response or nonresponse may be deemed as a nonconforming, nonresponsive RFQ.

1.7 CONFLICT WITH SPECIMEN CONTRACTS

Unless specifically noted to the contrary as a deviation from the RFQ, the submission of Respondent's specimen contract with a Respondent's response submittal shall not constitute notice of the Respondent's intent to deviate from the RFQ in a restrictive manner. Unless specifically noted otherwise, the attachment of the Respondent's specimen contract shall be deemed to be an offer in at least full compliance with the RFQ, and the Respondent expressly agrees to reform said contract to the extent inconsistent in a restrictive manner from the RFQ. That is, submission of a Respondent's contract shall be deemed solely an offer of supplemental terms and conditions not otherwise addressed in the RFQ or a broadening of terms and conditions to the benefit of the CITY beyond that required by the RFQ.

1.8 ERRORS IN SUBMITTALS

Respondents shall fully inform themselves as to the conditions, requirements and specifications before submitting their qualifications. Failure to do so will be at the Respondent's own risk, and a Respondent cannot secure relief on a plea of error. Neither law nor regulations make allowance for errors either of omission or commission on the part of the Respondent.

1.9 LEGAL AND REGULATORY COMPLIANCE

The Respondent must agree to comply with all applicable federal, state and local laws, ordinances, rules and regulations as the same exist and as may be amended from time to time, including, but not limited to the Public Records Law, Chapter 119, Florida Statutes. In accordance with Section 119.0701, Florida Statutes, the following provisions are included in this Contract:

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT THE CITY OF JACKSONVILLE BEACH, CITY CLERK'S OFFICE:

TELEPHONE NUMBER: 904-247-6250 EXT # 10

EMAIL ADDRESS: CITYCLERK@JAXBCHFL.NET

MAILING ADDRESS: 11 NORTH THIRD STREET, JACKSONVILLE BEACH, FL 32250.

The Contractor shall comply with public records laws of Florida, specifically to:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Contractor or keep and maintain public records required by the public agency to perform the service. If the Contractor transfers all public records to the public agency upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

1.10 CANCELLATION/NON-RENEWAL/ADVERSE CHANGE/RATE INCREASE NOTICE

The CITY should be given at least 90 days' notice of cancellation, non-renewal, adverse change or increase in rates (if applicable).

1.11 WAIVER/REJECTION OF RESPONSES

The CITY reserves the right to waive formalities or informalities in submissions and to reject any or all submittals or portions of submittals, or to accept any submittals or portions of submittals deemed to be in the best interest(s) of the CITY or to negotiate or not negotiate with the Respondent. The CITY reserves the right to reject all RFQs and re-advertise a new RFQ for this work.

1.12 AUTHORIZED OFFER

The person submitting the response should indicate the extent of authorization by the Company to make a valid offer in the response summary that may be accepted by the CITY to form a valid and binding contract.

If the person submitting the response is not authorized to submit a response that can be bound

by CITY acceptance, such a person should also obtain the signature of an authorized representative of the insurer, that may result in a bound contract upon the CITY's acceptance.

1.13 EVALUATION OF RESPONSES

The CITY will evaluate each response based on all the criteria set forth in the RFQ. The evaluation process will consider all requested criteria to determine which firm is the most highly qualified to perform the required services.

1.14 PUBLIC ENTITY CRIMES STATEMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response on a contract to provide any goods or services to a public entity, may not submit a response on a contract with a public entity for the construction or repair of a public building or public work, may not submit a response on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

1.15 CONFLICT OF INTEREST CERTIFICATE

All solicitations once advertised, and until the appropriate authority has approved an award recommendation, are under the "Cone of Silence". This limits and requires documentation of communications between potential proposers and/or proposers on CITY solicitations, the CITY's professional staff, and the City Council members.

Any lobbying by or on behalf of the Respondent will result in rejection/disqualification of said response. Respondents shall refrain from any contact with City Council members and staff or the Evaluation Committee regarding this response.

DURING THE PERIOD BETWEEN RESPONSE SUBMISSION DATE AND THE CONTRACT AWARD, RESPONDENTS, INCLUDING THEIR AGENTS AND REPRESENTATIVES, SHALL NOT DIRECTLY DISCUSS OR PROMOTE THEIR RESPONSE WITH ANY MEMBER OF THE CITY COUNCIL OR CITY STAFF EXCEPT UPON THE REQUEST OF THE CITY OF JACKSONVILLE BEACH PROPERTY AND PROCUREMENT DIVISION IN THE COURSE OF CITY-SPONSORED INQUIRIES, BRIEFINGS, INTERVIEWS, OR PRESENTATIONS.

This provision is not meant to preclude respondents from discussing other matters with City Council members or CITY staff. This policy is intended to create a level playing field for all potential Respondents, assure that contract decisions are made in public, and to protect the integrity of the RFQ process. Its purpose is to stimulate competition, prevent favoritism and secure the best work and materials at the lowest practicable price, for the best interests and benefit of the taxpayers and property owners. Violation of this provision may result in rejection of the Respondent's response.

1.16 DISCRIMINATION CLAUSE

An entity or affiliate who has been placed on the discriminatory vendor list may not submit on a contract to provide goods or services to a public entity, may not submit a response on a contract with a public entity for the construction or repair of a public building or public work, may not submit responses on leases of real property to a public entity, may not award or perform work as a contractor, supplier, sub-contractor, or consultant under contract with any public entity, and may not transact business with any public entity.

1.18 SAFETY REQUIREMENTS FOR CONSULTANTS PROVIDING SERVICES TO CITY

- A. The Consultant shall comply with all federal and state Occupational Safety and Health Act (OSHA) Standards including 29 CFR 1910 and any other rules and regulations applicable to construction and maintenance activities in the State of Florida. The Consultant shall also comply with Chapter 442, Florida Statutes (Toxic Substances in the Workplace) and any county or city or any other agency's rules and regulations regarding safety.
- B. The Owner's safety personnel or any supervisor or inspector may, but is not required to, order that the work be stopped if a condition of immediate danger is found to exist. Nothing contained herein shall be construed to shift responsibility or risk of loss for injuries or damage sustained as a result of a violation of this Article from the Consultant to the Owner; and the Consultant shall remain solely and exclusively responsible for compliance with all safety requirements and for the safety of all persons and property at the project site.
- C. The parties hereto expressly agree that the obligation to comply with applicable safety provisions is a material provision of this Contract and a duty of the Consultant. The Owner reserves the right to require demonstration of compliance with the safety provisions of this Contract. The parties agree that such failure is deemed to be a material breach of this Agreement; and the Consultant agrees that upon such breach, all work pursuant to the Contract shall terminate until demonstration to the Owner that the safety provisions of this Agreement have been complied with. In no event shall action or failure to act on the part of the Owner be construed as a duty to enforce the safety provisions of this Agreement nor shall it be construed to create liability for the Owner for any act or failure to act in respect to the safety provisions of this Agreement.

1.19 INSURANCE REQUIREMENTS

A. GENERAL PROVISIONS

Hold Harmless: The CITY shall be held harmless against all claims for bodily injury, disease, death, personal injury, and damage to property or loss of use resulting therefrom, to the extent caused by the Engineer, unless such claims are a result of the CITY's sole negligence.

Defense fees and costs on behalf of the CITY: The Consultant agrees to pay on behalf of the CITY, the CITY's legal defense fees and costs, for all third party claims and actions filed against the CITY arising from or relating to any scope of work or services performed by the Consultant as described herein.

Such payment on behalf of the CITY shall be in addition to all other legal remedies available to the CITY and shall not be considered to be the CITY's exclusive remedy.

Loss Control/Safety: Precaution shall be exercised at all times by the Consultant for the protection of all persons, employees, and property. The Consultant shall comply with all laws, regulations and ordinances related to safety and health, shall make special efforts to detect hazardous conditions, and shall take prompt action where loss control and safety measures should reasonably be expected.

B. PROOF OF CARRIAGE OF INSURANCE & NAMING CITY AS ADDITIONAL INSURED

The Consultant shall furnish the CITY with satisfactory proof of carriage of insurance required herein. The Consultant shall name the City of Jacksonville Beach (CITY) as additional insured on the Consultant's, and any sub-consultant's Public Liability, Property Damage and Comprehensive Automobile Liability Insurance Policies. The additional insured shall be provided the same coverage as the primary insured for losses arising from work performed by the Consultant or its sub-consultants. The proof of carriage or a copy of all policies shall be required prior to commencement of any work under this Contract.

The CITY may order work to be stopped if conditions exist that present immediate danger to persons or property. The Consultant acknowledges that such stoppage will not shift responsibility for any damages from the Consultant to the Organization.

C. INSURANCE REQUIREMENTS

Basic Coverages Required: During the term of this Contract, the Consultant shall procure and maintain the following-described insurance and/or self-insurance except for coverage's specifically waived by the CITY. All policies and insurers must be acceptable to the CITY.

These insurance requirements shall not limit the liability of the Consultant. The CITY does not represent these types of amounts of insurance to be sufficient or adequate to protect the Consultant's interests or liabilities, but are merely minimums. All insurers must carry a current A.M. Best & Company rating of at least "A-."

Worker's Compensation Coverage is required for Consultant and all sub-consultants.

The Consultant and all sub-consultants shall purchase and maintain worker's compensation insurance for all workers' compensation obligations imposed by state law

and employer's liability limits of at least \$100,000.00 each accident, \$100,000.00 each employee and \$500,000.00 policy limit for disease.

The Consultant and all sub-consultants shall also purchase any other coverages required by law for the benefit of employees.

General Liability Coverage is required for Consultant and all sub-consultants.

Commercial General Liability in Occurrence Form.

Coverage A shall include Bodily Injury and Property Damage coverage for liability claims arising from premises, operations, contractual liability, independent Consultants, products and complete operations and including but not limited to coverage for claims resulting from explosion, collapse, or underground (x,c,u) exposures (if any).

Coverage B shall include personal injury and **is required**.

Coverage C, medical payments is **not** required.

Amounts:	Bodily Injury:	\$1,000,000	Each Occurrence
		\$1,000,000	Aggregate
	Property Damage:	\$1,000,000	Each Occurrence
		\$1,000,000	Aggregate

Products and Completed Operations are required for Consultant and all sub-consultants.

Amount:	\$1,000,000	Aggregate
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Business Auto Liability Coverage is required for Consultant and all sub-consultants.

Business Auto Liability Coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

Amounts:	Bodily Injury:	\$1,000,000	Each Occurrence
		\$1,000,000	Aggregate
	Property Damage:	\$1,000,000	Each Occurrence
		\$1,000,000	Aggregate

Professional Liability is required for Consultant and all sub-consultants.

Pollution Liability is not Required of Consultant and all sub-consultants.

The CITY requires Pollution/Environmental Liability insurance covering cleanup costs including on-site discovery and third party liability, on-site and off-site third party pollution liability coverage, natural resources damage coverage.

Limits of Liability:	\$1,000,000	Each Pollution Event Limit
	\$1,000,000	Aggregate Policy Limit

Excess or Umbrella Liability Coverage.

Umbrella Liability insurance is preferred, but an Excess Liability equivalent may be allowed. Whichever type of coverage is provided; it shall not be more restrictive than the underlying insurance policy coverages.

Limits of Liability:	\$1,000,000	Each Occurrence
	\$1,000,000	Aggregate

Claims Made Coverage – No Gap

If any of the required professional or pollution liability insurance is provided on a “claims made” form, such coverage shall extend for a period of not less than 36 months following completion of the contract. In the event of termination of claims made policy, extended coverage may be provided by assurance that extended discovery coverage of at least 36 months will be purchased from the expiring insurer, or by assurance that the succeeding insurer will provide retroactive coverage with an inception date of at least on or before the effective date of this Contract.

D. CERTIFICATES OF INSURANCE OF CONSULTANT AND ALL SUBCONSULTANTS

Required insurance shall be documented in Certificates of Insurance which provide that the CITY shall be notified at least 30 days in advance of cancellation, nonrenewal or adverse change.

New Certificates of Insurance are to be provided to the CITY at least 15 days prior to coverage renewals.

If requested by the CITY, the Consultant shall furnish complete copies of the Consultant’s insurance policies, forms and endorsements.

For Commercial General Liability coverage, the Consultant shall at the option of the CITY, provide an indication of the amount of claims, payments, or reserves chargeable to the aggregate amount of liability coverage.

NOTE: Any sub-Consultants approved by the CITY shall be required to provide proof of insurance identical in amounts as required by the contract to perform related services. All coverages shall name the CITY as “additional insured.”

Receipt of certificates or other documents of insurance or policies or copies of policies by the CITY, or by any of its representatives, which indicate less coverage than required will not constitute a waiver of the successful proposer(s)' obligation to fulfill the insurance requirements herein.

1.20 PERFORMANCE AND PAYMENT BONDS – N/A

Respondents shall furnish in their response “proof of bond ability” from their Surety Company indicating their ability to obtain a performance and payment bond of at least \$5,000,000 in the event it shall be requested by the CITY. Surety shall indicate in their letter their history with the Respondent and their willingness to process P&P Bonds as needed on the Respondent's behalf.

The awarded Respondent shall furnish within seventy-two (72) hours of an “Event” Notice to Proceed a 100% Performance Bond and 100% Payment Bond in conformance with Section 255.05, Florida Statutes, payable to the CITY as security for the faithful performance of the Contract and payment of sub-contractors and/or suppliers. The Performance and Payment Bond shall be issued for each particular disaster event in which the Notice to Proceed is executed. The Performance and Payment Bonds shall be maintained throughout the Notice to Proceed execution period. At the completion of all work under a particular Notice to Proceed, the Performance and Payment Bonds shall be released after 90 days to ensure all sub-contractors have been paid. Costs of all bonds shall be included in proposed unit pricing. The Performance and Payment Bond Form supplied by the CITY shall be the only acceptable forms for these bonds.

If Respondent fails to deliver the Performance and Payment Bond within the specified time, including any extensions approved by the CITY, the CITY shall declare the Respondent in default of the contractual terms and conditions, and the Respondent shall cease work until the required Performance and Payment Bond is submitted to the CITY's Purchasing Department.

The bond shall be issued by an agency authorized to do business in the State of Florida with a rating of “A” or higher, as listed in the A.M. Best & Company latest published rating. An attorney-in-fact who signs a Performance Bond must file with the bond a certified copy of his/her power of attorney to assign said bond.

Level I Event: Tropical Storm to Hurricane Category 1; shall be in the amount of one million (\$1,000,000.00) dollars.

Level II Event: Hurricane Category 2; shall be in the amount of three million (\$3,000,000.00) dollars.

Level III Event: Hurricane Category 3 and above; shall be in the amount of five million (\$5,000,000.00) dollars.

Performance and Payment Bond amounts for other events shall be determined based on the severity and magnitude of the event. Should a catastrophe other than a hurricane occur, the

CITY will inform the selected firm(s) of the level of bonding required.

Performance and Payment Bonds for each event shall comply with all other requirements, unless otherwise stated. If the catastrophic event diminishes after the Event “Notice to Proceed” is issued, a stop work order shall be issued to cancel the Performance and Payment Bonds tied to said event.

1.21 BANKRUPTCY

No firm will be issued a contract for the work, where a key representative has filed for bankruptcy personally or has been an officer or principal of a firm, which has filed bankruptcy in the past seven (7) years. Attached is a Non-Bankruptcy Affidavit form. All submitted responses must include this form executed by the proper representative of the Respondent company (**see attached Form 6**).

1.22 NONEXCLUSIVE

Notwithstanding the contract resulting from this RFQ, the CITY reserves the right to follow its normal purchasing procedures at any time to procure additional services for any of the types of work noted in this RFQ. The Consultant agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the CITY may, at any time, secure similar or identical services at its sole option. The Consultant is not guaranteed any amount of work.

1.23 DRUG FREE WORKPLACE COMPLIANCE FORM

Attached is a Drug Free Workplace Compliance Form. All submitted responses must include this form executed by the proper representative of your company (**see attached Form 4**.)

1.24 WARRANTY – N/A

All warranties express and implied shall be made available to the CITY for goods and services covered by this solicitation. All goods furnished shall be fully guaranteed by the successful Respondent against factory defects and workmanship. At no expense to the CITY, the successful Respondent shall correct any and all apparent and latent defects that may occur within the manufacturer’s standard warranty.

1.25 PROTEST

Any Respondent who perceives themselves aggrieved in connection with a recommended award may protest to the Property and Procurement Officer. A written notice of intent to file a protest must be filed with the Property and Procurement Officer within three (3) days after receipt by the Respondent of the Notice of Intent to Submit RFQ for Approval and Award by City Council, in accordance with the procedures set forth in Section XII K., City of Jacksonville Beach Purchasing Manual. Failure to follow the protest procedures or failure to meet any deadline set forth herein shall automatically nullify any protest or claim brought by an aggrieved bidder/proposer and shall constitute a waiver of all right to protest or appeal.

In the event of a timely protest, the CITY shall not proceed further with award of the contract and agreement until all administrative remedies are exhausted, or until the City Manager determines the award of the contract is immediately necessary to protect the public health, welfare, or safety.

1.26 FRAUD AND MISREPRESENTATION

Any individual, corporation, or other entity that attempts to meet its contractual obligations with the CITY through fraud, misrepresentation, or material misstatement, may be debarred for up to five (5) years. The CITY, as a further sanction, may terminate or cancel any other contracts with such individual, corporation, or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

1.27 OMISSIONS IN SPECIFICATIONS

The scope of services or description of items contained within this solicitation describes the various functions and classes of work required as necessary for the completion of the project. Any omissions of inherent technical functions or classes of work within the specifications and/or statement of work shall not relieve the Respondent from furnishing, installing, or performing such work where required to the satisfactory completion of the project.

1.28 FORCE MAJEURE

The CITY and the successful Respondent are excused from the performance of their respective obligations under the contract when and to the extent that their performance is delayed or prevented by any circumstances beyond their control, including fire, flood, explosion, strikes or other labor disputes, natural disasters, public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance provided that:

- a) The non-performing party gives the other party prompt written notice describing the particulars of the force majeure, including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the force majeure.
- b) The excuse of performance is of no greater scope and of no longer duration than is required by the force majeure.
- c) No obligations of either party that arose before the force majeure causing the excuse of performance are excused as a result of the force majeure.
- d) The non-performing party uses its best efforts to remedy its inability to perform.

Notwithstanding the above, performance shall not be excused under this section for a period in excess of two (2) months, provided that in extenuating circumstances, the CITY may excuse performance for a longer term. Economic hardship of the successful Respondent shall not

constitute a force majeure. The term of the contract shall be extended by a period equal to that during which either party's performance is suspended under this section.

1.29 RESPONSE AWARD NOTICE FORM

Attached is a Response Award Notice Form. All submitted responses are to include this form to be notified of the recommendation of award (**see attached Form 2**).

1.30 INDEMNIFICATION

The Respondent to whom a contract is awarded shall defend, indemnify and hold harmless the CITY as outlined below.

The Consultant covenants and agrees to indemnify, hold harmless and defend the CITY, its council, officers, employees, agents and servants from any and all claims for bodily injury, including death, personal injury, and property damage, including damage to property owned by CITY, and any other losses, damages, and expenses of any kind, including attorney's fees, court costs and expenses, which arise out of, in connection with, or by reason of services provided by the Consultant or any of its Sub-consultant(s) in any tier, occasioned by the negligence, errors, or other wrongful act or omission of the Consultant, its sub-consultant(s) in any tier, their officers, employees, servants or agents.

In the event that the completion of the project (to include the work of others) is delayed or suspended as a result of the Consultant's failure to purchase or maintain the required insurance, the Consultant shall indemnify the CITY from any and all increased expenses resulting from such delay. Should any claims be asserted against the CITY by virtue of any deficiency or ambiguity in the plans and specifications provided by the Consultant, the Consultant agrees and warrants that Consultant shall hold the CITY harmless and shall indemnify it from all losses occurring thereby and shall further defend any claim or action on the CITY's behalf.

The first ten dollars (\$10.00) of remuneration paid to the Consultant is consideration for the indemnification provided for above.

The extent of liability is in no way limited to, reduced, or lessened by the insurance requirements contained elsewhere within this Agreement.

This indemnification shall survive the expiration or earlier termination of the contract.

1.31 RFQ IS NOT A BID

This Request for Qualifications is not to be considered a bid. The CITY will evaluate responses based on the criteria set forth in this RFQ. The evaluation process is to consider all requested criteria to determine which firm is the most responsive, responsible and highly qualified to perform the required services.

SECTION C: NATURE OF THE WORK AND SCOPE OF SERVICES

NATURE OF THE WORK

MINIMUM REQUIREMENTS OF THE FIRM

1. The firm must be authorized under state and local law to perform the services sought by this RFQ.
2. The firm must have extensive experience in the planning, design, engineering and construction management of public utility, drainage, and roadway improvements.
3. The firm must have a working knowledge of the requirements and procedures of the various local, state, and federal agencies with regulatory authority over the planning, design, and engineering of utility and roadway improvements.
4. A local office (Duval, St. Johns, or Clay counties) in close proximity to where the work will be done.

The design firm must have the capability of providing in-house design services to perform the required work.

COMPETITIVE SELECTION PROCESS AND CONSULTANT(S) WRITTEN PROPOSAL SUBMITTAL REQUIREMENTS

A response to this Request for Proposals must be made according to the requirements established in this section. Failure to adhere to these requirements may be a cause for rejection of the proposal. Any correction or resubmission done by the Respondent will not extend the date for submittal of the proposal.

1. COMPETITIVE SELECTION PROCESS:

Consultant competitive selection shall be in accordance with this Request for Proposal.

The City will assess qualifications, interest, and availability of the respondents by reviewing the submitted written responses. This review will result in a ranked list of fully qualified respondents. If deemed necessary, public informal interviews / discussions may be conducted of no fewer than three (3) of the listed respondents determined to be best qualified based upon the evaluation of the submitted responses. These interviews / discussions will include, but may not be limited to, the respondent's qualifications, approach to the project, and ability to furnish the services. The City reserves the right to require public presentations from respondents if it deems them necessary.

During the review of submitted responses, each criterion below will be evaluated. The evaluation of the criteria will be utilized as an aid in selecting / ranking the respondents.

2. SUBMITTED PROPOSAL / QUALIFICATIONS SUBMITTAL REQUIREMENT:

Respondents are to adhere to the requirements shown below. Failure to do so may result in

rejection of proposal as non-responsive.

- a. Be concise and to the point.
- b. Limit proposal to no more than thirty (30), 8-1/2" X 11" type written pages.
- c. Provide adequate information on each criterion below.
- d. Provide the criteria information below in the order shown.

CRITERIA:

a. Ability of Professional Personnel, including:

- 1. **Past Record of Professional Performance / Accomplishments:** A list plus brief description of recent completed projects similar to the City requirements under consideration with references to include each owner's contact person with telephone number. This is to be limited to design projects completed by team members that will be assigned to this project within the last ten (10) years and be assigned to the local office.
- 2. **Ability to design an Approach and Work Plan to Meet the Project Requirements:** Include a description of the proposer's understanding of the general nature of the assignment, approach and methodology envisioned to accomplish the scope of work, identification of any problem areas you may have detected and proposed solutions, recommendations for construction contract enhancement to better facilitate timely completion and minimize impacts to the City's residents and businesses, and any suggestions for potential cost savings in professional fees and/or construction related costs through the employment of innovative approaches.
- 3. **Project Team:** List consultant team members and sub-contractor firms/team members. Give brief bullets on education, training, and experience of project personnel.
- 4. **Construction Management:** Describe the experience of the firm and assigned personnel to coordinate, direct, and resolve conflicts arising from design and construction work activities and project delays among various contractors, engineers, developer's engineers and/or contractors on simultaneous multiple design and/or construction projects.

b. Proximity: Location of the consultant's home office (corporate headquarters) and location of the local office where the project(s) will be produced. The members of the project team should be permanently assigned to and physically located at the project office. Routine and responsive face-to-face and telephonic and virtual interaction will be important in servicing the City's needs in performing this contract.

c. Willingness to Meet Time and Budget Requirements:

- 1. Affirm the respondent's willingness and ability to conform to the following City requirements:

- (a) In no case, will the City pay a total overhead rate that exceeds 150 percent of direct labor.
- (b) Profit rate shall be applied only to direct labor plus associated overhead and shall not exceed 10 percent.
- (c) No mark-up or profit shall be paid on non-labor related job costs, reimbursable expenses, or services provided by subcontractors.
- (d) Prior to competitive negotiation on the scope of service, the selected consultant will be required to provide the proposed total compensation, utilizing hourly rates and detailing employee hours needed for each activity, number of sheets required for drawings, amount proposed for surveys, geotechnical investigations, and other specialty sub-consultant costs, and all other costs associated with the project. See Section “E” for additional information.
- (e) Ability of firm to meet project schedules and budget requirements.

d. Recent, Current, and Projected Workload of the Firm.

e. Volume of Work Previously Awarded to the Firm by the City of Jacksonville

Beach: Provide a listing of projects with performance results / outcomes. This is to be limited to design projects completed within the last ten (10) years.

SUBMITTALS SHALL ALSO INCLUDE THE FOLLOWING ITEMS:

- a. Certification of licensure to carry out the work outlined in the RFQ in the State of Florida.
- b. Public Entity Crime Form.
- c. Quality Assurance Program.

COMPETITIVE NEGOTIATION PROCESS

1. The competitive negotiation shall be in accordance with this Request for Proposal.
2. The City intends to negotiate a contract with the respondent that the City determines is the most qualified during the competitive selection process. The negotiations will be for professional services at compensation, which the City determines is fair, competitive, and reasonable.
3. The City will notify the most qualified respondent that the City plans to initiate negotiations for professional services. Prior to the start of negotiations, the notified respondent shall provide to the City the following information:
 - a. The proposed total compensation, utilizing hourly rates and detailing employee hours needed for each activity, number of sheets required for drawings, amount proposed for

- surveys, geotechnical investigations, and other specialty sub-consultant costs, and all other costs associated with the project, following the outline in Section “E.”
- b. The respondent shall also submit a Truth-In-Negotiation Certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting.
4. If the City is unable to negotiate a satisfactory contract with the firm considered the most qualified at a price the City determines to be fair, competitive, and reasonable, then the City shall terminate negotiations at its sole discretion. The City may then, at its sole discretion, undertake negotiations with the respondent that the City determined is the second most qualified respondent during the competitive selection process. This procedure may be repeated until an agreement is reached with a fully qualified respondent.

SCOPE OF SERVICES

The **CONSULTANT** will provide the necessary engineering services for the Infrastructure Improvements, Downtown/Southend Redevelopment Areas and Adjacent Areas located in the City of Jacksonville Beach Florida. The Downtown Redevelopment Area portion of the project is bounded on the north by 4th Avenue South, the east by the Atlantic Ocean, the south by 11th Avenue South, and on the west by 3rd Street (S.R. A1A); the Southend Redevelopment Area is bounded on the north by Seabreeze Avenue, the east by Isabella Boulevard, on the south by Duval/St. Johns County Line, and on the west by America Avenue; and the Adjacent Areas portion of the project includes the area bounded on the north by 13th Avenue South, the east by the Atlantic Ocean, the south by 16th Avenue South, and on the west by 3rd Street (S.R. A1A), and the downstream area bounded on the north by 12th Avenue South, the East by 4th Street South, the South by 13th Avenue South, and on the west by 10th Street South, as indicated on Exhibits “A” and “B.”

The proposed services are divided into three phases. Work by the **CONSULTANT** on a subsequent phase will be decided / authorized by the City of Jacksonville Beach following the successful completion, review, and acceptance of the deliverable products for the current phase. The engineering design services shall provide new water, wastewater, and stormwater system piping, downstream channel improvements and other infrastructure and roadway improvements to include modifications to allow for additional on-street parking spaces where appropriate. The City of Jacksonville Beach encourages the submission of any innovative cost effective design concepts.

Public Awareness: The Consultant will develop and assist the City Staff in implementing a public awareness program to advise those citizens and businesses that will be affected by the proposed water, wastewater, stormwater, downstream channel improvements and other infrastructure and roadway improvements project(s). In addition to a public meeting to present the CONSULTANT’S findings from the Preliminary Study Phase for approval, the program will include the preparation of exhibits and two presentations to the public following the completion of the Design/Permitting Phase. The first will be in a more local/neighborhood setting discussing the project with those owners immediately adjacent to the proposed construction. The second presentation will be in a more public forum possibly such as a City Council and/or Redevelopment Agency meeting or workshop.

CITY OF JACKSONVILLE BEACH PROJECT PERSONNEL:

- A. Project Officer – Director of Public Works
- B. Project Contact –Project Engineer, Public Works Department
Kayle Moore, PE., Project Engineer – Public Works Department, 1460A Shetter Avenue, Jacksonville Beach, Florida 32250. Telephone (904) 853-1929
- C. Project Finance and CRA Liaison – CRA Administrator

The phases are as follows:

PHASE ONE -- PRELIMINARY STUDY/DESIGN

The specific preliminary engineering services to be provided by the **CONSULTANT** for Phase One will be as follows:

- (1) Preliminary plans for water, wastewater and stormwater system piping, downstream stormwater treatment and conveyance and other infrastructure and roadway improvements, including on-street parking enhancements, in sufficient detail to allow for providing an Engineer's Opinion of Probable Cost. (See Section "D" for a potential listing.)
- (2) Detailed breakdown of the Engineer's Opinion of Probable Cost.
- (3) Survey and geological investigation services (including coring existing roadway sections to determine subgrade material) sufficient to complete the tasks in Phase One and to proceed with Phase Two when decided/authorized by the City.
- (4) Recommended Phasing Plan for Design and Construction Projects.
- (5) Phase I Design Completion Schedule.
- (6) Incorporate existing developer and City construction plans and other related information provided by the City to be utilized in identifying existing infrastructure.

PHASE TWO -- DESIGN/PERMITTING

The specific design/permitting services to be provided by the **CONSULTANT** are as follows:

- (1) Construction drawings and specifications covering water, wastewater, stormwater, downstream stormwater treatment and conveyance and other infrastructure and roadway improvements, parking enhancements, and maintenance of traffic.
- (2) Stormwater management plan and permitting.
- (3) Florida Department of Transportation (FDOT) permitting.
- (4) NPDES permitting.
- (5) Florida Department of Environmental Protection (FDEP) permitting.
- (6) Cost estimating for the 60 percent, 90 percent, and 100 percent review submissions.
- (7) Design review submissions (60 percent, 90 percent, and 100 percent).
- (8) Bidding and Recommendation of Award services.

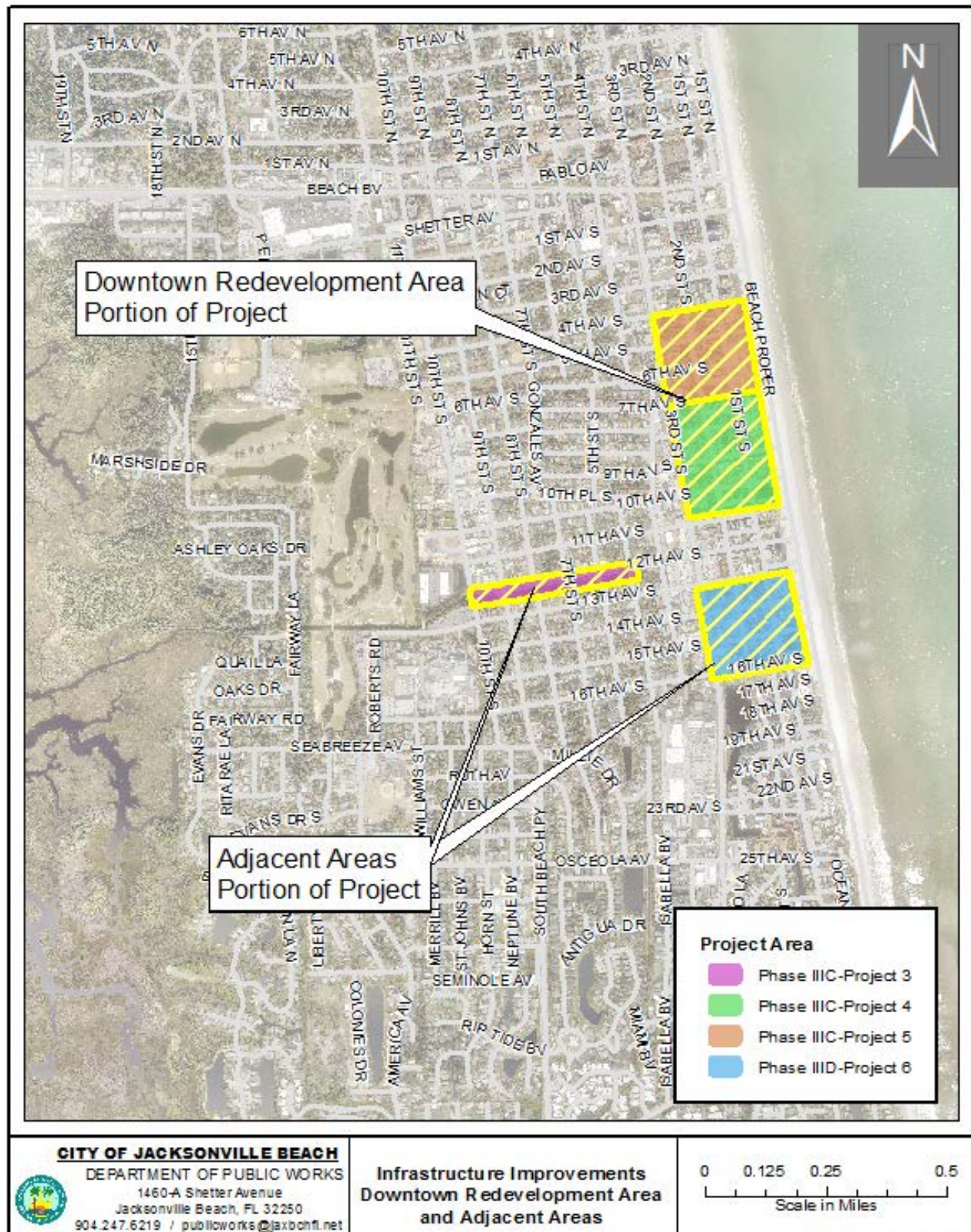
- (9) Design Completion Schedule.
- (10) Update City Contract and front end documents.

PHASE THREE -- CONSTRUCTION MANAGEMENT

If Phase Three is decided/authorized by the CITY, the specific construction management services to be provided by the **CONSULTANT** during the period of construction are as follows:

- (1) Shop drawing review and distribution of same to City and Contractor.
- (2) Monthly, if required, project coordination meetings including members of the consultant team, contractors and subcontractors, and appropriate members of the city staff.
- (3) Periodic inspections of the work in progress, particularly during critical stages of construction.
- (4) Periodic review of the construction schedule and coordination with City and the Contractor to address delays or changes to the project schedule.
- (5) Contractor Pay Requests review and approval.
- (6) Change Order Request Processing.
- (7) Testing and disinfection of water mains.
- (8) Testing of wastewater and stormwater mains.
- (9) Testing of wastewater and stormwater pump stations.
- (10) Review of all testing results performed during the course of construction.
- (11) Review "As-Built" plans from the Contractor for submission to the City.
- (12) Conflict resolution between the City, Contractor, Developer's contractors and/or Permitting Agencies, including conflicts regarding contract violations with respect to project schedule and progress.
- (13) Final walk through and project closeout.
- (14) Project certification to approving agencies.

Exhibit "A"



[illegible]

SECTION D: PLANNED PROJECT AREAS AND IMPROVEMENTS

LIST OF PROJECT AREAS

1. Outfall Channel Improvements from 4th Street South to 10th Street South (Phase IIIC-Project 3)
2. 7th Avenue South to 11th Avenue South from Street end to 3rd Street South (Phase IIIC-Project 4)
3. 4th Avenue South to 7th Avenue South from Street end to 3rd Street South (Phase IIIC-Project 5)
4. 13th Avenue South to 16th Avenue South from Street end to 3rd Street South (Phase IIID-Project 6)
5. Southend Redevelopment Area

LIST OF POTENTIAL IMPROVEMENTS
WITHIN THE PROJECT AREAS

1. Water Mains
2. Wastewater Mains
3. Stormwater Mains
4. Beach Stormwater Outfall Reversals
5. Stormwater Pump Stations
6. Milling and Overlay Existing Streets
7. Reconstruct Existing Roadways
8. Additional On-Street Parking
9. Beach Access Street End Zones
10. Other projects approved by the City of Jacksonville Beach

SECTION E: RATES

NOTE: Proposed cost information is to be submitted in writing upon separate notification after the competitive selection process is completed by the City.

1. **Cost:** Quote rates, fees or charges. Detail other cost-proposals or cost-breakdown information.
 - a. Schedule of direct labor rates (without fringe benefits) for the following categories of personnel to be used on the project:
 - Project Manager (Responsible Professional)
 - Design Engineer or Architect (Registered)
 - Designer or Technician (Non-Registered)
 - Computer-Aided-Digital Design (CADD) personnel
 - Construction Manager
 - Field Inspector
 - Clerical (Typist, Word Processor, Printer, Assembly)
 - Other (Specify)
 - b. Proposed overhead rate on direct labor, profit rate, costs of printing, CAD systems or other direct project costs.
 - c. If applicable, proposed size and cost per day of survey crew.
 - d. If applicable, other sub consultant rates / costs.
 - e. Any other information available to show pricing methods.

Proposed rates and costs will be used in the competitive negotiation of fees and shall remain in effect throughout the length of the contract, except such rates may be adjusted with mutual written agreement when additional work beyond the original authorization is being requested; provided, any increases in the Consumer Price Index (CPI) since the date of the proposal.

With regard to proposed overhead rates in use by the firm, in no case will the City pay a total overhead rate, which exceeds 150 percent of direct labor. Profit rate shall be applied only to direct labor plus overhead and shall not exceed 10 percent. No mark-up or profit shall be paid on non-labor related job costs, reimbursables or on services provided by subcontractors.

2. **Proposed Total Compensation:** The consultant is required to provide proposed total compensation utilizing the rates identified above and detailing employee hours needed for each activity, number of sheets required for drawings, amount proposed for surveys, geotechnical investigations, and other sub consultant work, and all other costs associated with the project.
3. **Truth-In-Negotiation Certificate:** Submit truth-in-lending certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting.

4. **Additional Cost Information:** The City reserves the right to request additional cost information from the respondent to aid in determining and negotiating a fair, competitive, and reasonable price for the services to be contracted.

5. **Competitive Negotiations:**

The cost information provided is to be utilized in the competitive negotiation process with the most qualified respondent as determined by the City.

If the City is unable to negotiate a satisfactory contract with the firm considered the most qualified at a price the City determines to be fair, competitive, and reasonable, then the City shall terminate negotiations at its sole discretion. The City may then, at its sole discretion, undertake negotiations with the respondent that the City determined is the second most qualified respondent during the competitive selection process. This procedure may be repeated until an agreement is reached with a fully qualified respondent.

SECTION F: SUBMITTAL FORMS

FORM 1

RESPONSE FORM (page 1 of 2)

RFQ NUMBER: **08-1920**
TITLE: **Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas**

TO: THE CITY OF JACKSONVILLE BEACH, FLORIDA

DATE: _____

All services shall be provided meeting, and in compliance with this RFQ document and the most current versions of all local, state, and federal laws, rules, regulations, policies, guidelines.

NOTE: Respondent is solely responsible for developing / determining / verifying for this project all plans / all methods / all quantities / all measurements and all manufacturers' requirements / recommendations necessary to provide a satisfactory fully completed project under the provisions of the RFQ, to the CITY's satisfaction, to include costs for all labor, all equipment, all materials, all rental / leasing / purchasing of equipment and materials, all preparations, all repairs, all safety work, all quality control work, all disposal work, all mobilization and demobilization work, all sub-consultant work, all taxes, all insurance, all bonding if required, all inspection work, all verification work, all warranty work, all permitting at all levels of government, all Consultant overhead, all Consultant profit, and any / all other project related work and/or cost/expense that is not listed, and all of which shall be the basis for the respondent's response for this RFQ.

I hereby certify that I have read and understand the requirements of **RFQ #: 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas**, and as the respondent will comply with all requirements, and that I am duly authorized to execute this response document and any Contract(s) and/or other transactions required by award of this RFQ.

SUBMITTED BY: _____
Printed Name of Authorized Submitter

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

LICENSE NUMBER: _____

By: _____
Signature of Authorized Submitter

Title (typed or neatly printed)

FORM 1

RESPONSE FORM (page 2 of 2)

RESPONSE DOCUMENT TURN-IN CHECKLIST

The following documents are to be completed, signed and submitted as part of the Submittal Package in response to this RFQ. Failure to provide the listed documents may be cause for the CITY to consider rejection of the submitted response. This consideration will be at the sole discretion of the CITY.

INITIAL Check-Off	#	SECTION TITLE
[]	1.	Title Page
[]	2.	Table of Contents
[]	3.	Letter of Transmittal
[]	4.	FORM 1: RESPONSE FORM (completed pages 38 - 39)
[]	5.	FORM 2: RFQ AWARD NOTICE FORM (completed page 40)
[]	6.	FORM 3: REQUIRED DISCLOSURE FORM (completed page 41)
[]	7.	FORM 4: DRUG-FREE WORKPLACE COMPLIANCE FORM (completed page 42)
[]	8.	FORM 5: NON-COLLUSION AFFIDAVIT (completed page 43)
[]	9.	FORM 6: NON-BANKRUPTCY AFFIDAVIT (completed page 44)

NOTE: Please INITIAL Check-Off of each *document / activity / requirement* that is attached to the Response Form and/or is required by the RFQ and/or Addenda.

ADDENDA RECEIPT VERIFICATION

Respondent shall acknowledge receipt of all addenda, if any, to the RFQ, by filling in Addenda Numbers and dates below.

Addendum #: ____ Dated: ____		Addendum #: ____ Dated: ____
Addendum #: ____ Dated: ____		Addendum #: ____ Dated: ____
Addendum #: ____ Dated: ____		Addendum #: ____ Dated: ____

FORM 2

RFQ AWARD NOTICE

City of Jacksonville Beach

1460A Shetter Avenue, Jacksonville Beach, FL 32250, (904) 247-6229

NOTICE: Items 1 to 6 are to be completed by the respondent. The respondent is to submit the form to the CITY along with the Response Form and other required documents.

1. Company Name: _____
2. Address: _____
3. City, State & Zip: _____
4. Attention: _____
5. Phone: _____ Fax: _____
6. E-mail address: _____

PLEASE PRINT CLEARLY

ITEMS BELOW TO BE COMPLETED BY THE CITY OF JACKSONVILLE BEACH

Responses were received and evaluated, and the following recommendation will be presented to the City Manager for award of **RFQ No. 08-1920** per the attached Response Tabulation form(s).

A written notice of intent to file a protest must be filed with the Property and Procurement Officer within three (3) days after receipt by the respondent of the Notice of Intent to Submit RFQ for Approval and Award by City Council from the Property and Procurement Officer in accordance with the procedures set forth in Section XII K., City of Jacksonville Beach Purchasing Manual.

If awarded RFQ, please do not proceed with any work prior to receiving an official City of Jacksonville Beach Purchase Order and/or Notice-to-Proceed letter.

Thank you for your response.
Sincerely,

CITY OF JACKSONVILLE BEACH
/s/Luis F. Flores
Property and Procurement Division

FORM 4

DRUG-FREE WORKPLACE COMPLIANCE

IDENTICAL TIE RESPONSES - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more responses, which are equal with respect to price, quality and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under contract a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under contract, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature

FORM 5

NON-COLLUSION AFFIDAVIT

_____, being first duly sworn deposes and says that:

1. He (it) is the _____, of _____ the Respondent that has submitted the attached Response;
2. He is fully informed respecting the preparation and contents of the attached Response and of all pertinent circumstances respecting such Response;
3. Such Response is genuine and is not a collusive or sham Response;
4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employee, or parties in interest, including this Affidavit, have in any way, colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, firm or person to submit a collusive or sham Response in connection with the contract for which the attached Response has been submitted; or to refrain from responding in connection with such contract; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any Respondent, firm, or person to fix the price or prices in the attached Response or of any other Respondent, or to fix any overhead, profit, or cost elements of the Response price or the Response price in any other Respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed contract;
5. The price or prices quoted in the attached Response are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Respondent or any other of its agents, representatives, owners, employees or parties in interest, including his affidavit.

By: _____

Sworn and subscribed to before me this _____ day of _____,

20____, in the State of _____, County of _____.

_____ Notary Public

My Commission Expires: _____

FORM 6

NON-BANKRUPTCY AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____ is an officer and member of the
firm of _____, being first duly sworn, deposes and states that;

1. The subsequent certification statement is a true and accurate statement as of the date shown below.
2. The affiant understands that the intentional inclusion of false, deceptive or fraudulent statements on this Non-Bankruptcy Affidavit constitutes fraud; and, that the City of Jacksonville Beach, Florida, considers such action on the part of the affiant to constitute good cause for denial, suspension, revocation, disqualification, or rejection of affiant's participation in **RFQ #: 08-1920**.
3. Certification Statement: This is to certify that the aforementioned firm has not filed for bankruptcy in the past seven (7) years and that no owner/officer or principal of the aforementioned firm has filed for bankruptcy personally in the past seven (7) years or has been an owner/officer or principal of a firm which has filed for bankruptcy in the past seven (7) years.

Affiant Signature

Sworn to before me this _____ day of _____, 20____ by _____.
(Name of affiant)

He/She is personally known to me or has produced _____ as identification.

Signature of Notary

Notary's Printed Name

Expiration of Notary's Commission

Affix Seal Here:

ADDENDUM No. 1

RFQ No.: 08-1920
Title: Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas

The purpose of Addendum No. 1 to RFQ No. 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas is to provide revised pages 29, 32 and answer the following questions.

Question 1:

Do the forms count towards the 30 page requirement?

Answer 1:

We will not count the required forms as part of the 30 pages.

Question 2:

Is there a specific public entity crime form that needs to be included? It is mentioned on page 24 of the RFQ, but I do not see a form attached in the forms section?

Answer 2:

Yes, Form 3 – Required Disclosure.

Question 3:

Is there a certain section the forms should be placed in the submittal?

Answer 3:

The required forms may be placed at the end of the submittal package.

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

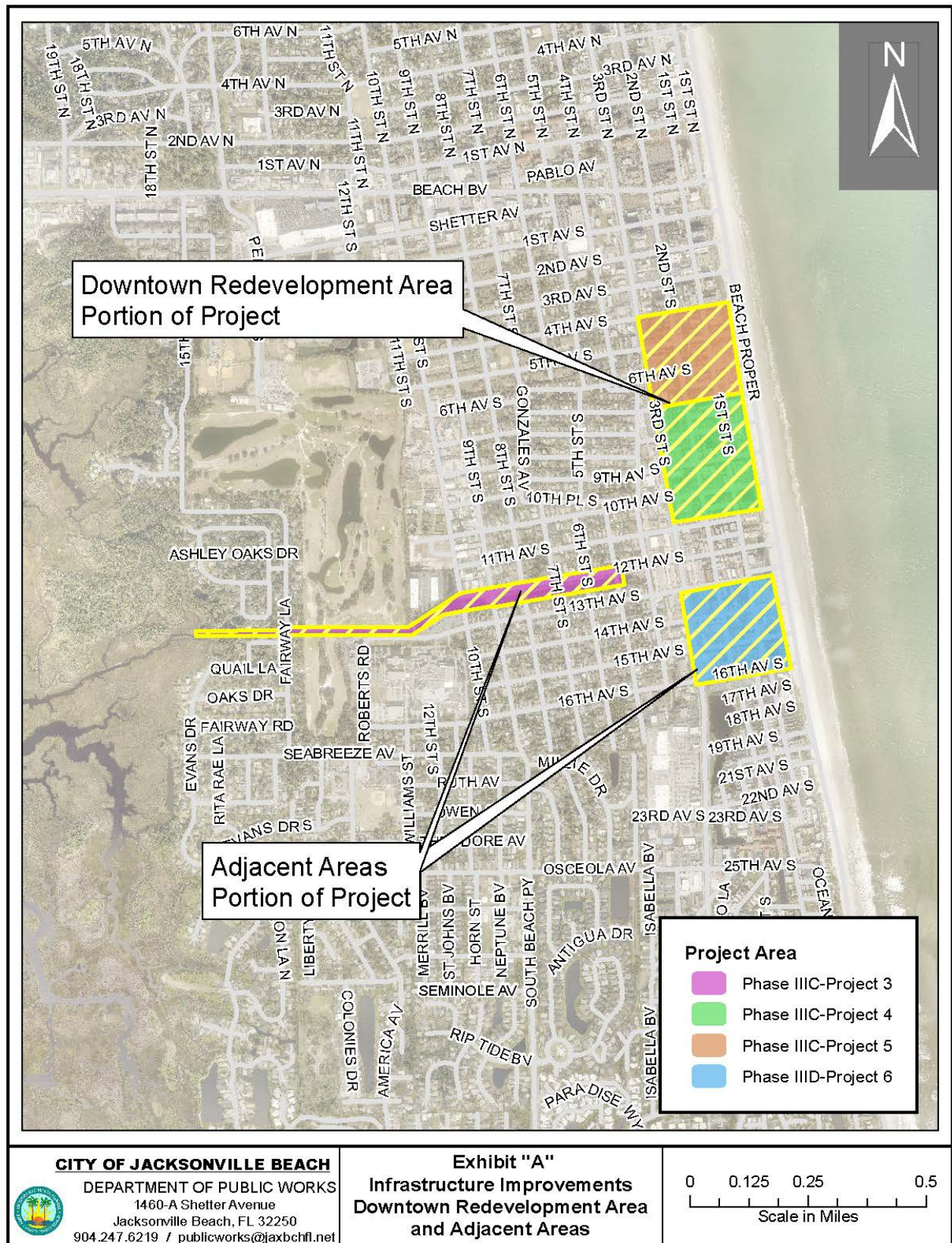
SUBMITTED BY: _____

Printed name of authorized submitter

TITLE: _____

SIGNATURE: _____

DATE: _____



LIST OF PROJECT AREAS

1. Outfall Channel Improvements from 4th Street South to Intracoastal Waterway (Phase IIIC-Project 3)
2. 7th Avenue South to 11th Avenue South from Street end to 3rd Street South (Phase IIIC-Project 4)
3. 4th Avenue South to 7th Avenue South from Street end to 3rd Street South (Phase IIIC-Project 5)
4. 13th Avenue South to 16th Avenue South from Street end to 3rd Street South (Phase IIID-Project 6)
5. Southend Redevelopment Area

LIST OF POTENTIAL IMPROVEMENTS
WITHIN THE PROJECT AREAS

1. Water Mains
2. Wastewater Mains
3. Stormwater Mains
4. Beach Stormwater Outfall Reversals
5. Stormwater Pump Stations
6. Milling and Overlay Existing Streets
7. Reconstruct Existing Roadways
8. Additional On-Street Parking
9. Beach Access Street End Zones
10. Other projects approved by the City of Jacksonville Beach

ADDENDUM No. 2

RFQ No.: 08-1920
Title: Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas

The purpose of Addendum No. 2 to RFQ No. 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas is to provide revised pages 23, 24, 37, 43 and answer the following questions.

Question 1:

Do the covers/tabs count towards the 30-page limit?

Answer 1:

No.

Question 2:

On page 8 of 43, the RFQ states “Interested firms should provide proposed timeline for completion of project. The proposed schedule should include time for completion of draft report and final report.” Could you please clarify what you would like us to provide and to what extent of detail to fulfill this request?

Answer 2:

At a minimum, provide a timeline for development of the Phase One – Preliminary Study/Design, including draft report, review/revision iterations and final Preliminary Engineering Report.

Question 3:

Will drawings produced in ACAD format be acceptable?

Answer 3:

Design deliverables will be required in ACAD and Adobe PDF formats.

Question 4:

Under 1.1, Page 8 “Interested firms should provide proposed timeline for completion of project. The proposed schedule should include time for completion of draft report and final report.”

What is meant by this – the timeline for the entire design and construction? Design only? Until survey and other data is gathered and preliminary plans have been assembled to define what the scope of design would be under Phase 1 – Preliminary Study/Design, it would be difficult to place an accurate timeline. Also, in the Scope of Services, there is no draft and final report

mentioned. Please clarify where this is and when this is to occur?

Answer 4:

Same response as question #2 above.

Question 5:

The term “construction management” is utilized throughout. Is this really “construction administration or construction observation”? If the designer prescribes means and methods to the contractor during the work, that could pose some legal concerns. Please clarify the contractor will have a separate contract directly with the City and the contractor will not be under the designer?

Answer 5:

For this RFQ, Construction Management is considered to be Construction Administration and issue resolution, not means and methods. Contractor(s) will have separate contract for construction. The selected design consultant may assist the City in preparation of portions of the construction contract(s).

Question 6:

In Phase 3 (7) and (8), testing and disinfection of watermain/sewer mains. Is the consultant being asked to conduct these tests? Typically the contractor sets up and performs the pressure tests, and the consultant observes and reviews the bacteriological test results to approve or disapprove. Need clarification on if the consultant is actually performing these tests. Also, is the contractor pulling samples and sending them to an independent laboratory for the bac'ts or is the City asking the consultant to perform this operation?

Answer 6:

The selected consultant may be require to observe and document pressure tests and bac't results, but not to conduct such test or take field samples.

Question 7:

We would like to confirm that no performance and payment bonds are required by the consultant. Page 17, 1.20.

Answer 7:

Performance and payment bonds not required.

Question 8:

We would like to confirm that no warranty is required by the consultant. Page 18, 1.24.

Answer 8:

Warranty not required.

Question 9:

Does the City of Jacksonville Beach have a budget for constructing the project and what is it's funding source? Is it within the CIP budget or are there special funding mechanisms such as a CRA involved with the project?

Answer 9:

Yes, CRA and City funds.

It is within the CIP and there are different funding sources involved. Downtown CRA Budget for design and construction is \$15,106,975; City budget for design and construction is \$4,443,025; Southend CRA budget for design and construction is \$14,320,000.

Question 10:

Does the City have an expected timeframe to construct?

Answer 10:

Yes, FY 2021-2025.

Question 11:

Can the City share any background information regarding future or proposed redevelopment/uses of the properties that may coincide with these infrastructure efforts focused on roadway, utility, and stormwater improvements?

Answer 11:

Existing area is mostly built out.

Question 12:

The maps provided in the RFQ provided three distinct areas with phasing plans and a separate exhibit depicting the Southend Redevelopment Area Boundary. Are there specific problems to solve within each of these boundaries distinguished from one another and is there any background you can share that precipitated these specific parcels to be included within the request?

Answer 12:

Mainly roadway and drainage concerns with some water and sewer rehabilitation.

Question 13:

We noted a list of criteria within the request including professional ability, proximity, willingness to meet time and budget requirements, current workload, and work previously awarded by the City of Jacksonville Beach. Is there a particular weight to these categories on how they will be rated? If so, could you share how this will be measured?

Answer 13:

Yes, see revised pages 23 and 24 attached with weighted criteria values.

Question 14:

Per the RFQ Section C: Nature of the Work page 23 of 43 “the proposal is to be limited to no more than thirty (30) 8-1/2” x 11” typed written pages.” Does this page limit include the 6 required forms to be filled out provided in the RFQ, staff resumes, licenses, insurance information, etc. which are all required to be submitted as part of this proposal or do all or some of these items not count towards the 30 page proposal limit?

Answer 14:

No.

Question 15:

Also per RFQ Section C: Nature of the Work page 24 of 43 Submittals shall also include the following items: “b. Public Entity Crime Form.” Is this the same as the provided Form 3 Required Disclosure on page 40 of 43 which is required to be submitted?

Answer 15:

Yes.

Question 16:

Form 1: RFQ Response Submittal. Will the City consider changing the language in this paragraph as shown below?

NOTE: Respondent agrees that, as it relates to the professional services under the resulting contract, if Consultant is selected, Consultant will be is solely responsible for developing / determining / verifying...

Explanation: Some of these tasks are not applicable to a professional services agreement or to the scope of services applicable to this RFQ.

Answer 16:

Yes, see revised form attached.

Question 17:

Form 1: RFQ Response Submittal. Will the City consider removing the language shown below?

I hereby certify that I have read and understand the requirements of **RFQ #08-1920, Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas**, and as the respondent will comply with all requirements contained within the executed and negotiated contract, and that I am duly authorized to execute this response document and any Contract(s) and/or other transactions required by award of this RFQ.

Explanation: The Consultant should agree to comply with all contract documents when a contract is negotiated between the successful respondent(s) and the City.

Answer 17:

Yes, see revised form attached.

Question 18:

Form 6: Non-Bankruptcy Affidavit, Item 3. Will the City consider removing this language from item 3 of the form?

and that no owner/officer or principal of the aforementioned firm has filed for bankruptcy personally in the past seven (7) years or has been an owner/officer or principal of firm which has filed for bankruptcy in the past seven (7) years.

Explanation: As a corporation, we are unable to attest to the personal finances of our shareholders or the financial history of shareholders' past business endeavors. We are proud to be wholly owned by our employees, and the firm's shareholder agreement prohibits shares to be used as collateral for personal finances. The financial health of the firm is protected from personal bankruptcy or previous business endeavors.

Answer 18:

Yes, see revised form attached.

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

SUBMITTED BY: _____

Printed name of authorized submitter

TITLE: _____

SIGNATURE: _____

DATE: _____

rejection of proposal as non-responsive.

- a. Be concise and to the point.
- b. Limit proposal to no more than thirty (30), 8-1/2" X 11" type written pages.
- c. Provide adequate information on each criterion below.
- d. Provide the criteria information below in the order shown.

CRITERIA:

a. Ability of Professional Personnel, including:

1. **Past Record of Professional Performance / Accomplishments:** A list plus brief description of recent completed projects similar to the City requirements under consideration with references to include each owner's contact person with telephone number. This is to be limited to design projects completed by team members that will be assigned to this project within the last ten (10) years and be assigned to the local office. (15 Points)
 2. **Ability to design an Approach and Work Plan to Meet the Project Requirements:** Include a description of the proposer's understanding of the general nature of the assignment, approach and methodology envisioned to accomplish the scope of work, identification of any problem areas you may have detected and proposed solutions, recommendations for construction contract enhancement to better facilitate timely completion and minimize impacts to the City's residents and businesses, and any suggestions for potential cost savings in professional fees and/or construction related costs through the employment of innovative approaches. (20 Points)
 3. **Project Team:** List consultant team members and sub-contractor firms/team members. Give brief bullets on education, training, and experience of project personnel. (10 Points)
 4. **Construction Management:** Describe the experience of the firm and assigned personnel to coordinate, direct, and resolve conflicts arising from design and construction work activities and project delays among various contractors, engineers, developer's engineers and/or contractors on simultaneous multiple design and/or construction projects. (20 Points)
- b. Proximity:** Location of the consultant's home office (corporate headquarters) and location of the local office where the project(s) will be produced. The members of the project team should be permanently assigned to and physically located at the project office. Routine and responsive face-to-face and telephonic and virtual interaction will be important in servicing the City's needs in performing this contract. (5 Points)

c. Ability to Meet Time and Budget Requirements:

1. Affirm the respondent's ability to conform to the following City requirements:

- (a) In no case, will the City pay a total overhead rate that exceeds 150 percent of direct labor.
- (b) Profit rate shall be applied only to direct labor plus associated overhead and shall not exceed 10 percent.
- (c) No mark-up or profit shall be paid on non-labor related job costs, reimbursable expenses, or services provided by subcontractors.
- (d) Prior to competitive negotiation on the scope of service, the selected consultant will be required to provide the proposed total compensation, utilizing hourly rates and detailing employee hours needed for each activity, number of sheets required for drawings, amount proposed for surveys, geotechnical investigations, and other specialty sub-consultant costs, and all other costs associated with the project. See Section “E” for additional information.
- (e) Ability of firm to meet project schedules and budget requirements. (20 Points)

d. Recent, Current, and Projected Workload of the Firm. (5 Points)

e. Volume of Work Previously Awarded to the Firm by the City of Jacksonville

Beach: Provide a listing of projects with performance results / outcomes. This is to be limited to design projects completed within the last ten (10) years. (5 Points)

SUBMITTALS SHALL ALSO INCLUDE THE FOLLOWING ITEMS:

- a. Certification of licensure to carry out the work outlined in the RFQ in the State of Florida.
- b. Public Entity Crime Form.
- c. Quality Assurance Program.

COMPETITIVE NEGOTIATION PROCESS

1. The competitive negotiation shall be in accordance with this Request for Proposal.
2. The City intends to negotiate a contract with the respondent that the City determines is the most qualified during the competitive selection process. The negotiations will be for professional services at compensation, which the City determines is fair, competitive, and reasonable.
3. The City will notify the most qualified respondent that the City plans to initiate negotiations for professional services. Prior to the start of negotiations, the notified respondent shall provide to the City the following information:
 - a. The proposed total compensation, utilizing hourly rates and detailing employee hours needed for each activity, number of sheets required for drawings, amount proposed for

FORM 1

RESPONSE FORM (page 1 of 2)

RFQ NUMBER: **08-1920**

TITLE: **Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas**

TO: THE CITY OF JACKSONVILLE BEACH, FLORIDA

DATE: _____

All services shall be provided meeting, and in compliance with this RFQ document and the most current versions of all local, state, and federal laws, rules, regulations, policies, guidelines.

NOTE: Respondent agrees that, as it relates to the professional services under the resulting contract, if Consultant is selected, Consultant will be responsible for developing / determining / verifying for this project all plans / all methods / all quantities / all measurements and all manufacturers' requirements / recommendations necessary to provide a satisfactory fully completed project under the provisions of the RFQ, to the CITY's satisfaction, to include costs for all labor, all equipment, all materials, all rental / leasing / purchasing of equipment and materials, all preparations, all repairs, all safety work, all quality control work, all disposal work, all mobilization and demobilization work, all sub-consultant work, all taxes, all insurance, all bonding if required, all inspection work, all verification work, all warranty work, all permitting at all levels of government, all Consultant overhead, all Consultant profit, and any / all other project related work and/or cost/expense that is not listed, and all of which shall be the basis for the respondent's response for this RFQ.

I hereby certify that I have read and understand the requirements of **RFQ #: 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas**, and as the respondent will comply with all requirements, contained within the executed and negotiated contract and that I am duly authorized to execute this response document and any Contract(s) and/or other transactions required by award of this RFQ.

SUBMITTED BY: _____
Printed Name of Authorized Submitter

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

LICENSE NUMBER: _____

By: _____
Signature of Authorized Submitter

Title (typed or neatly printed)

FORM 6

NON-BANKRUPTCY AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____ is an officer and member of the
firm of _____, being first duly sworn, deposes and states that;

1. The subsequent certification statement is a true and accurate statement as of the date shown below.
2. The affiant understands that the intentional inclusion of false, deceptive or fraudulent statements on this Non-Bankruptcy Affidavit constitutes fraud; and, that the City of Jacksonville Beach, Florida, considers such action on the part of the affiant to constitute good cause for denial, suspension, revocation, disqualification, or rejection of affiant's participation in **RFQ #: 08-1920**.
3. Certification Statement: This is to certify that the aforementioned firm has not filed for bankruptcy in the past seven (7) years.

Affiant Signature

Sworn to before me this _____ day of _____, 20____ by _____.
(Name of affiant)

He/She is personally known to me or has produced _____ as identification.

Signature of Notary

Notary's Printed Name

Expiration of Notary's Commission

Affix Seal Here:



Response to

CITY OF JACKSONVILLE BEACH

**RFQ #: 08-1920 INFRASTRUCTURE
IMPROVEMENTS – DOWNTOWN/SOUTHEND
REDEVELOPMENT AREAS AND ADJACENT AREAS**

Due: August 26, 2020 | 3:00 PM

JonesEdmunds
Integrity • Knowledge • Service



CITY OF JACKSONVILLE BEACH

RFQ 08-1920 Infrastructure Improvements – Downtown / Southend Redevelopment Areas and Adjacent Areas

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August 26, 2020

8657 Baypine Road
Suite 300
Jacksonville, FL 3225
904.744.5401

City of Jacksonville Beach
Purchasing and Procurement Division
1460A Shetter Avenue
Jacksonville Beach, Florida 32250

RE: 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas

Dear Mr. Moore and Selection Committee Members:

In 1978, the City of Jacksonville Beach Council had the vision and foresight to create the Jacksonville Beach Community Redevelopment Agency (CRA), which has been transformative for the City. Today the two redevelopment areas comprise almost 550 acres of the City and complete millions of dollars of projects annually. These projects consistently benefit the residents who live both inside and outside the CRA boundary areas. The CRA's impact on the residents' quality of life is significant.

The projects outlined in this proposal will be no exception. The projects completed over the next 5 years in the CRA will provide the residents with additional on-street parking, better and more resilient water pressure, smoother roads, and improved stormwater drainage, just to name a few. **By the end of the project, we expect the City will have the benefits of a more resilient utility, increased roadway level of service, less flooding, increased property values, and satisfied residents.**

Achieving these benefits will require effort from all stakeholders and management of short-term impacts. During the design of the project, we expect there will be concerns from residents and differing opinions on how to improve the areas. Residents will need to spend time and effort to actively participate in this process to create a better outcome for everyone involved. **The public awareness element of this project cannot be overlooked in the design process.** Active public outreach and resident education will be paramount. Public awareness measures will be necessary to keep residents informed, keep the projects on schedule, minimize complaints to City Hall, and allow staff to stay focused on their tasks.

There is no way to avoid inconveniences to the residents in the project areas. However, there are ways to minimize them. When construction comes to the residents' doorsteps is when the ultimate quality control of the designs and evaluation of the effectiveness of the public outreach will occur. The goal is to minimize these impacts through a well-planned design and strategic construction sequencing. It is also our design engineers' job to develop design documents that are clear and concise, allowing the contractor(s) to minimize construction durations. Strategically sequenced construction will allow for car and pedestrian detours to operate smoothly.

The City has a unique culture and proud history. Understanding the projects goes beyond the technical elements to understanding its people, both the residents and the City staff.

We are proud to have created a project team of familiar and experienced faces to serve the City and improve the quality of life for your residents.

Jones Edmunds has partnered with Hanson Professional Services to create a team of local experts to lead project teams. Based on the volume of work on this contract, we understand that several projects will be underway in parallel. To prevent capacity concerns, we offer a multi-team approach that will benefit the City.

To promote efficiency, we will split the primary design teams by firm – not by technical discipline. Coordinating the design of multiple utilities in tight corridors across firms is not conducive to schedules and invites design inefficiencies that could be costly during construction. We also recognize the CRA's efforts to execute a cohesive vision for the development of the downtown and beach areas. The level of infrastructure projects proposed provides an opportunity to continue the work toward this enhanced vision; therefore, we also partnered with **Dix.Hite+Partners** – the firm that is leading the effort to develop and implement the City's brand standards, lighting performance and aesthetics, and signage and wayfinding.

Under our plan, the City will have access to the full strength of both full-service firms under the leadership of the local engineers that have the experience working with you. Through the longstanding relationship both firms have with you, we understand your preferences, needs, goals, and constraints. That experience is backed by other longstanding relationships with beach communities throughout Florida, such as Atlantic Beach and St. Augustine, and supporting the unique culture that comes with them.

One challenge that is particularly acute with beach communities in Florida is resiliency. **Jones Edmunds is a Charter Member of Resiliency Florida, and many of our engineers are Envision Sustainability Professional credentialed.** We have also been pioneers in Green Infrastructure/Low-Impact Design (GI/LID) in Florida. We created the first LID Manual in Florida (for Sarasota County and the Southwest Florida Water Management District) that was directly recognized in the Environmental Resource Permitting Process. We later developed a similar **LID Manual for Duval County** in cooperation with the St. Johns River Water Management District and Florida Department of Environmental Protection. GI/LID practices are particularly applicable in the space-constrained urban retrofits that will be completed through the projects under this contract. Our experience with these practices will be a significant benefit to the City.

The Jones Edmunds Team is committed to meeting the City's scheduling, technical, and financial goals throughout this contract. If you have any questions or comments regarding our qualifications, please contact us at 904.744.5401.

Sincerely,



Brian Icerman, PE
Managing Director, Vice President
bicerman@jonesedmunds.com



Ken Fraser, PE
Project Manager
kfraser@jonesedmunds.com

TAB A

ABILITY OF PROFESSIONAL PERSONNEL



A1. ABILITY OF PROFESSIONAL PERSONNEL

Past Record of Professional Performance & Accomplishments

Jones Edmunds is excited about the opportunity to continue serving the City of Jacksonville Beach. The following provides brief descriptions with references and contact information for our design projects completed by team members who will be assigned to this project within the last 10 years and similar to the City requirements under this solicitation.

CITY OF JACKSONVILLE BEACH

A1A Water Main Replacement

Contact: Dennis Dupries, Construction Project Manager, 904.509.0268

Jones Edmunds provided engineering, surveying, geotechnical, contamination assessment, permitting, and bidding services to replace approximately 9,100 linear feet of 2-inch galvanized and 6-inch/8-inch cast iron water mains on the east and west sides of A1A from 6th Avenue North to Seagate Avenue. These existing water mains were replaced and upsized to PVC piping and ductile iron pipe. A horizontal directional drill was included to loop the water mains on both sides of A1A. The work included new water services, valves, fire hydrants, and roadway restoration. All work was in FDOT's A1A right-of-way and was designed in conformance with FDOT criteria. We identified space constraints during the design process which was resolved by placing the water mains under the sidewalk. Identifying and resolving this issue during design saved time and money during construction.



Ocean Terrace Drainage Improvements

Contact: Kayle Moore, Project Engineer, 904.877.1252

Team Member Hanson analyzed and evaluated alternative drainage improvements to reduce localized flooding in the Ocean Terrace and Lake Sanctuary neighborhoods. The study focused on diverting flows to the east into the South Beach Parkway trunk line and away from Lake Sanctuary and researching outfall alternatives from Lake Sanctuary using existing cross drains under J. Turner Butler Boulevard. Hanson used an updated model covering 1,600 acres to assess several alternatives to address the flooding problems. Hanson is providing final engineering design services for the preferred alternative. The design project includes reconstruction of existing roadways to provide a curb and gutter section along with option to include shared-use path along Jacksonville Drive.

Lake Mildred Stormwater Improvements

Contact: Martin Martirone, PE, City Engineer, 904.270.2556

Jones Edmunds provided survey, design, and permitting services for dredging Lake Mildred and constructing a new stormwater pump station, generator, and SCADA system to help alleviate flooding conditions for residents adjacent to Lake Mildred. Lake Mildred was prone to flooding, and homes had been flooded in the past. The design included a stormwater pump station to pump water from Lake Mildred to the 12th Avenue Stormwater Basin via a repurposed 20-inch stormwater force main. Reuse of existing infrastructure saved the City time and money on the project.

A1. ABILITY OF PROFESSIONAL PERSONNEL

Past Record of Professional Performance & Accomplishments

Williams Coastal Boulevard Heights and Jacksonville Beach Heights (Project Area #1 of the South Beach Infrastructure Improvements Program)

Contact: Martin Martirone, PE, City Engineer, 904.270.2556

Jones Edmunds completed this comprehensive infrastructure improvement for an area covering approximately 14 square blocks. It included design, permitting, and construction services for approximately 4,000 linear feet of 6-inch PVC water main, 5,200 linear feet of 12-inch PVC reuse main, 660 LF storm sewers and manholes, approximately 7,500 linear feet of 8-inch gravity sewer, 36 sanitary manholes, and new sewer and water services. Construction included directional drill of about 350 linear feet of 12-inch PVC reuse main, reconstructing roadways, milling and overlay of roadways, replacing damaged curbing, and installing ribbon curb within an existing neighborhood.

12th Avenue Erosion Design

Contact: Martin Martirone, PE, City Engineer, 904.270.2556

This project re-designed erosion control for the 12th Ave basin to the intra-coastal waterway. The 12th Avenue basin discharge is a critical piece of drainage infrastructure since it is one of the two primary Jacksonville Beach stormwater outfalls to the Intracoastal Waterway. The discharge from two 24-inch pipes was causing erosion of the earthen banks. Jones Edmunds performed a hydrodynamic analysis to assist design of cost-effective erosion mitigation measures that included deflecting the 24-inch pipes and designing a "Unimat" type armor for the channel and banks.

Jacksonville Beach Downtown Action Plan

Contact: Bill Mann, Senior Planner, 904.247.6231



The Jacksonville Beach Downtown Action Plan continues the efforts of the 2007 Vision Plan (which both Greg Bryla and Kody Smith worked on with a previous firm) and outlines the next steps while responding to the real-world needs of the City's public realm, including park spaces, streets, plazas, and their relationship to private development. Team Member Dix.Hite is leading the effort to develop design and implementation strategies for the City's brand standards, lighting performance and

aesthetics, site furnishing palette, art master plan, and signage and wayfinding. Dix.Hite is also designing two of the City's premiere park and gateway spaces, Latham Park, and the City Pier entry plaza.

JEA

Beverly Hills West Septic Tank Phase Out

Contact: Pete Hallock, Project Manager, 904.699.4436

Jones Edmunds recently completed a design for a new centralized sanitary sewer system to serve roughly 480 homes along the Ribault River on the City of Jacksonville's northside. We developed conceptual design alternates through final detailed design documents for the replacement of existing septic tanks with a gravity sewer system. Design elements included low-pressure sanitary grinder pump systems for lots that could not be served by gravity, a

A1. ABILITY OF PROFESSIONAL PERSONNEL

Past Record of Professional Performance & Accomplishments

new water main distribution system, and removal/replacement of all roads/drainage within the Beverly Hills West project area. Project challenges included working within an existing residential area with narrow rights-of-way, designing to maintain water service, preparing specifications for sequencing of construction, planning for public outreach, providing maintenance of traffic plans, and planning and designing site dewatering.

CITY OF ATLANTIC BEACH

Ocean Boulevard Water Main Replacement

Contact: Scott Williams, Public Works Director, 904.247.5834

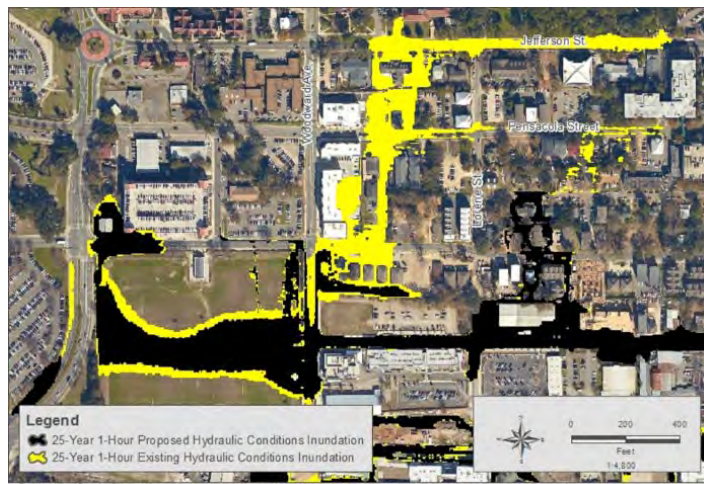
Team Member Hanson designed the replacement of approximately 1,400 feet of century-old cast iron pipe water main with new PVC pipe and appurtenances on Ocean Boulevard. The water main served a high-density and fully developed residential area. Decorative driveways, fences, and landscaping encroached into the right-of-way and over the proposed location for the new main. Underground utilities also presented a very narrow corridor for the work which included replacing aging fire hydrants and adding new water services. The project was completed on an accelerated schedule to meet requirements for available funding.

CITY OF TALLAHASSEE

Pensacola Street Outfall Design

Contact: Jamie Freeman, Program Manager, 850.891.2751

Jones Edmunds performed preliminary engineering, design, permitting, and construction plan preparation for over 1,200 linear-feet of 54-inch-diameter stormwater pipe in an urban corridor just south of Florida State University. The project concept was identified by Jones Edmunds during our work on the City's Downtown Stormwater Master Plan. In addition to the main storm pipe, the final design included ancillary drainage structures, laterals and inlets, ADA-compliant crossings and sidewalks, and relocation design for City-owned water and sewer utilities. The project required extensive coordination with electric, water, sewer, gas, and telecom utilities in the corridor and was constructed in three phases to coordinate scheduling with budget cycles and private development construction and to avoid conflicts with Florida State's football schedule.



A1. ABILITY OF PROFESSIONAL PERSONNEL

Past Record of Professional Performance & Accomplishments

TOWN OF ORANGE PARK

Floyd Circle Utility and Drainage Improvements

Contact: Sarah Campbell, Town Manager, 904.264.9565



Jones Edmunds prepared engineering design plans, specifications, permitting, and contract and bidding documents for the Town of Orange Park project to upgrade the Floyd Circle neighborhood. The neighborhood was constructed over 40 years ago and contained aged infrastructure throughout. The project updated nearly all infrastructure and brought fire protection to the neighborhood for the first time by replacing aged 2-inch galvanized water mains with 6-inch PVC mains and fire hydrants. Aged clay sanitary sewers were also replaced with new PVC sewers and manholes. We designed the reconstruction of the roadways and driveway connections and provided sidewalks and ADA compliant handicap crossings. The project area encompassed approximately 2,600 linear feet of roadway. Jones Edmunds assisted the Town with

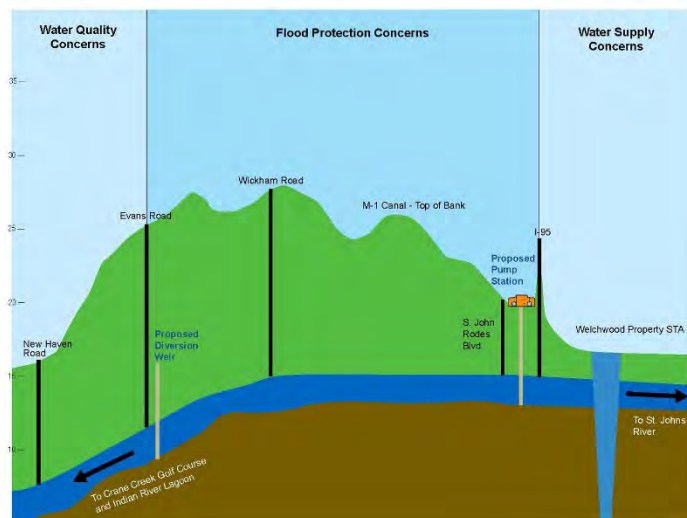
the CDBG application process and modified the plan set as required to receive the funding. The construction was completed in 2016.

ST. JOHNS RIVER WATER MANAGEMENT DISTRICT

Crane Creek M-1 Canal Flow Restoration

Contact: Marc Van Heden, PE, Supervising Professional Engineer, 321.676.6604

Jones Edmunds and Hanson supported the District with preliminary design, final design, and permitting of water quality and water supply improvements associated with Crane Creek and M-1 Canal Flow Restoration Project. The project included design and permitting of an operable control structure, base flow pumping station, conveyance systems including a crossing of I-95, and a stormwater treatment area (STA) that ultimately discharges to the St. Johns River. Jones Edmunds' services also included stakeholder and regulator meetings, field investigations, H&H modeling, property acquisition support, funding support, and related support to the District for readying the project for procurement and construction contracting. The project is currently out to bid.



A1. ABILITY OF PROFESSIONAL PERSONNEL

Past Record of Professional Performance & Accomplishments

ST. JOHNS COUNTY

Holmes Boulevard - West King Street Drainage Improvements

Contact: Greg Caldwell, Project Coordinator, 904.209.0132

Jones Edmunds analyzed drainage improvements associated with roadway improvements to West King Street and Holmes Boulevard in West St. Augustine. The roadway and drainage improvements were originally designed and permitted in 2008. However, the goal of the project was to develop and assess cost-reducing drainage alternatives. Jones Edmunds evaluated different stormwater infrastructure solutions, performed a pond siting analysis, and developed rough order of magnitude opinions of construction costs. We developed a cost-effective alternative solution that saved St. Johns County over \$1M in construction costs.



CITY OF CLEARWATER

Alligator Creek Channel F Improvements

Contact: Elliot Shoberg, Stormwater Manager, 727.562.4748

Jones Edmunds provided preliminary and final design plus permitting and construction-phase observation services for stabilizing an eroding stream channel in the City's Alligator Creek and bringing the channel's alignment back into the City's drainage easement. Jones Edmunds' specific activities included holding kickoff and final meetings with citizens and other stakeholders, coordinating utilities, obtaining permitting, and overseeing bid services. Jones Edmunds worked with residents to minimize damage to private property during construction and realignment. Since access for heavy equipment was difficult, work took place in the channel itself. Part of the project site intersected the City-County boundary, so we needed to coordinate the two jurisdictions. Other difficult aspects of the project included the need to adjust on site the gabion design of residential roof drains that drained into the channel to accommodate local drainage and to adjust the gabion design to save many of the large protected trees that had grown up along the channel.

CITY OF JACKSONVILLE

Town Center Program

Contact: David Hahn, Engineering Manager, 904.255.8793

The City initiated the Town Center Program to revitalize older residential/commercial areas by enhancing the infrastructure and aesthetics, all within existing right-of-way. Hanson prepared conceptual design and preliminary construction costs during the initial stages of each project based on the Vision Plan Studies. Later, final construction documents were developed after coordination and local community input. Hanson worked on several Town Center projects, including Stockton Street, Oceanway Boulevard, North Main Street, Bay Street, San Marco, 103rd Street, Arlington Road, and Heckscher Drive. Major design elements included angled on-street parking, turn lanes, decorative sidewalks, a roundabout, raised medians, ADA curb ramp design, decorative crosswalks, bus stop improvements, historic street lighting, landscaping, gateway signage, water and sewer rehabilitation, milling and resurfacing, and signing and pavement marking.

A2. ABILITY OF PROFESSIONAL PERSONNEL

Approach and Work Plan to Meet the Project Requirements

UNDERSTANDING OF THE GENERAL NATURE OF THE ASSIGNMENT

The Jones Edmunds Team understands and shares the City's vision to improve the quality of life for residents and visitors through the delivery of infrastructure projects under this contract. Functional and reliable infrastructure provides the foundation to support, stimulate, and encourage private investment in redevelopment activities within the City. We appreciate the unique character of the Jacksonville Beach community and are excited at the opportunity to help improve infrastructure and enhance downtown experiences for residents and visitors. ***We know that your goal is to have infrastructure projects delivered on a realistic construction phasing schedule, minimizing disruption to residents, businesses, and visitors.*** We are sensitive to the concerns of residents and businesses – especially in the unprecedented social and economic environment created by the COVID-19 pandemic.

The existing infrastructure within the identified project areas is aged and does not meet the current capacity or level of service requirements. The combination of infrastructure elements – roads, parking, drainage, and utilities – in a tight corridor facilitates simultaneous demolition and reconstruction. The tight, heavily trafficked, and highly visible urban corridors involved will require close attention to public outreach, design details, project phasing, maintenance of traffic (particularly pedestrians), schedule control, and contractor coordination.

The City developed multiple plans and concepts for portions of the project area over the past 20 to 30 years. We will work with the City to evaluate project alternatives during the Preliminary Study Phase. Our Team has a record of infrastructure design service to the City and a history of successfully delivering projects that combine the infrastructural and aesthetic elements required in this project area. Our recent work on the 12th Avenue outfall basin, Williams Coastal Boulevard Heights, Ocean Terrace, and Jacksonville Beach Heights projects addressed similar project work.

PROJECT APPROACH

Our project approach is built around two key strategies – a focused and responsive team combined with timely and clear communication. We structured our team and proposed approach to provide flexibility in working with the City to address project technical and scheduling needs. The City's project area comprises several sub-areas. Each sub-area shares common characteristics with the other sub-areas while also having unique characteristics such as beach access, parking or transportation corridor requirements, or drainage issues.



We propose using two to four coordinated design teams to enable focus on the unique elements of each area while moving the project forward to meet the City's target schedules. Teams will be coordinated by the project management and quality assurance and quality control (QA/QC) teams. The project management team includes the City Project Manager and the Jones Edmunds Project Director – Ken Fraser. Ken will serve as a single point of contact for the City to streamline communications.

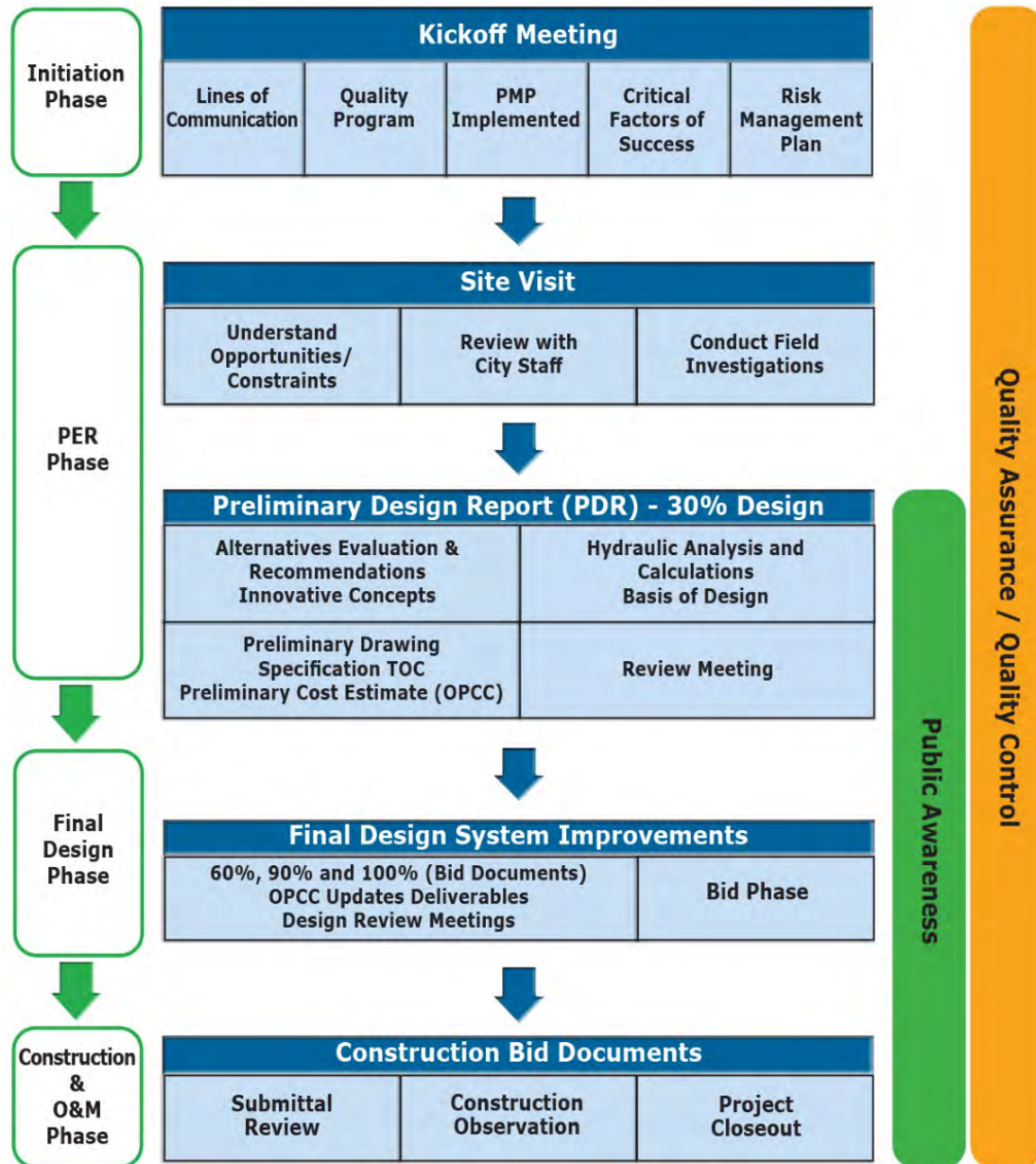
Ken will coordinate the two to four project team managers – Bruce Myhre, Jarrod Hirneise, Brian McKee, and Justin Dewey. The project team managers will coordinate staff assignments and scheduling. The QA/QC Team – Brian Icerman, Alan Foley, and David Kemp – includes staff with specific expertise in each discipline – utilities, roadway, and stormwater. Our Team Leaders live in or visit the area regularly for both work and recreation. These individuals are supported by a large multidisciplinary team that can be subdivided to assign teams as needed to the project areas. The QA/QC Team will work with Ken to establish a QA/QC plan for each project. The coordination

A2. ABILITY OF PROFESSIONAL PERSONNEL

Approach and Work Plan to Meet the Project Requirements

between the management and QA/QC teams will maintain consistency in design decisions across the project teams. Our Team's typical project flowchart is below:

Project Management Plan Flowchart

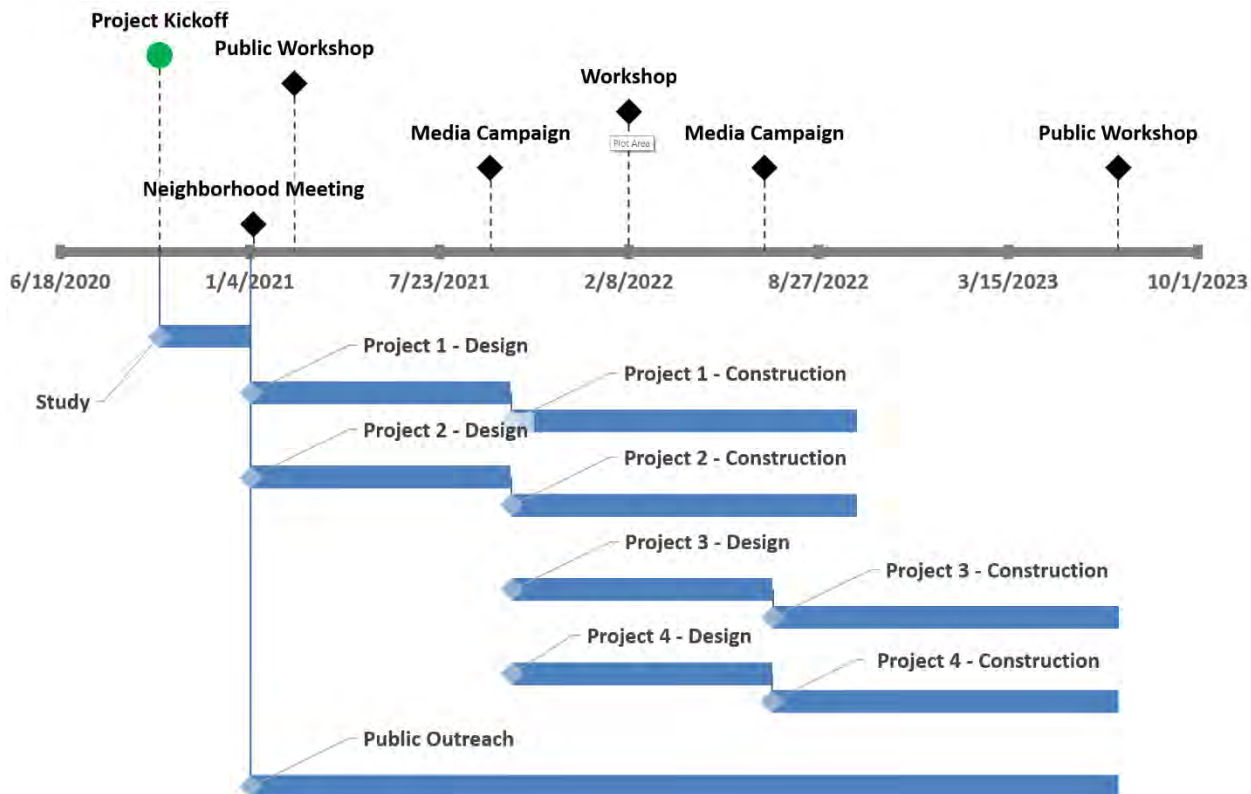


PROJECT EXECUTION

The timeline graphic on the next page shows a potential project phasing using two design teams. We will work with the City to define project packages that optimize City goals for cost, schedule, and minimize impacts to residents, visitors, and businesses. Raising public awareness through outreach and education is important for proactively addressing both public and political concerns on any infrastructure improvement project. The top portion of the timeline shows potential public workshop and initiation of project-specific media campaigns. Workshops could be held to receive public input during the design phase and during the construction phase to gather lessons learned for application in the design for the next project.

A2. ABILITY OF PROFESSIONAL PERSONNEL

Approach and Work Plan to Meet the Project Requirements

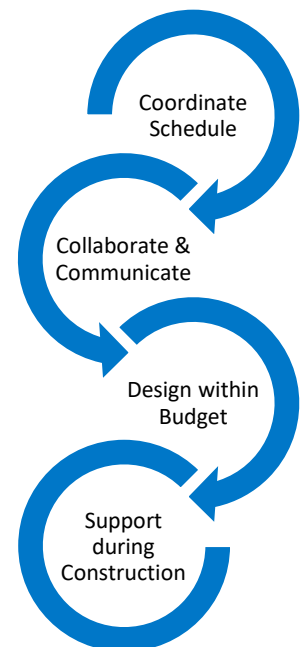


Preliminary Study/Design Phase

In this phase, we will refine the City's initial conceptual plans into a preliminary design with a proposed schedule, construction phasing plan, and opinion of probable cost. This phase includes preliminary investigations and public outreach.

We will begin this phase with a kickoff meeting at the City's offices. Ken and the Team Leaders – Bruce Myhre, Jarrod Hirneise, Brian McKee, and Justin Dewey – will meet with the City's Project Manager – Kayle Moore – and City stakeholders. We expect that the kickoff meeting will start at City offices for an initial discussion, followed by field visits to the project sites. The meeting discussion will provide us with an overview of the City's goals, information currently available to use, and information we will need to gather during this phase. Following the meeting, our team will use the insights and information gathered at the kickoff meeting to develop a proposed preliminary study plan.

Jones Edmunds previously completed infrastructure improvement projects for the City near the project areas. Our Team has worked through past construction challenges with City staff, so we are aware of potential challenges and we know how the City likes to work. The preliminary study may identify clear project selections in some areas and in other areas may identify alternative configurations the City would like to evaluate further.



A2. ABILITY OF PROFESSIONAL PERSONNEL

Approach and Work Plan to Meet the Project Requirements

Data collection will include gathering new project-specific information with incorporation of existing information such as developer construction plans. We plan to combine all data collected in a standardized database using a GIS framework to link to non-spatial data (e.g. reports and other document files). We will also add data developed during the study – such as surveyed stormwater infrastructure invert elevations, valve locations, and easement lines. This standardized database will facilitate data analysis, documentation, and public outreach as part of this project. The City can use this database deliverable for future projects and as a basis for GIS and an asset management system. SB 712 (Clean Waterways Act), with which Jones Edmunds has been involved as an active member of the Florida Water Environment Association Utility Council, requires FDEP to adopt rules to require utility asset management plans and document expenditures on asset management and rehabilitation associated with domestic wastewater. As part of our involvement with the Florida League of Cities and the FWEA Utility Council, Jones Edmunds was actively engaged with tracking this legislation and can apply this perspective to this project.



Our recommended infrastructure solutions will be based on maximizing the ratio of benefits to cost for the City. Benefits may be quantified using metrics such as increases in level of service, better parking, and reduction in flooding (elevations and/or duration). Cost considerations may include utility and environmental impacts, permitting requirements, right-of-way acquisition, construction impacts, and estimated construction costs. We will document our investigations, findings, and proposed solutions (conceptual plans) in memoranda or reports per the City's direction. We can easily prepare websites such as [storymaps](#) and presentations that can also serve as documentation and public outreach tools.

Design and Permitting Phase

The **Design and Permitting Phase** includes engineering design, permitting, and developing construction documents and will begin after the City approves the recommended improvements from the preliminary investigation phase. We have an excellent record in developing projects for our clients that are efficient, cost-effective, and constructible. We work closely with you to meet your design and budget goals – both in terms of initial capital costs and ongoing O&M costs.

Our staff have established and maintained a thorough understanding of the state and federal regulatory submittal requirements and processes, including the probable processing and issuance timelines. One of the critical path items for the project is regulatory permitting. Our goal on every project is to minimize agency review time by streamlining the permitting process. Our staff have established and maintained a thorough understanding of the state and federal regulatory submittal requirements and processes, including the probable processing and issuance timelines. We typically hold a pre-application meeting with the pertinent agencies to discuss concepts and receive agency feedback on areas of concern. This feedback enables us to prepare a permit application submittal that ideally avoids requests for additional information. We will use the City's selected designs to facilitate permit pre-application meetings with the regulatory agencies. We anticipate permitting through the St. Johns River Water Management District (SJRWMD), US Army Corps of Engineers (USACE), and Florida Department of Transportation (FDOT).

Construction Phase

The **Construction Phase** begins when the projects are put out to bid. Our Construction Phase services and approach are detailed in Section A.4.

A2. ABILITY OF PROFESSIONAL PERSONNEL

Approach and Work Plan to Meet the Project Requirements

POTENTIAL CHALLENGES AND SOLUTIONS

The following challenges may occur during the execution of the projects:

- Limited Right-of-Way (ROW) Space – In some areas the available space in the ROW may be limited and innovative construction techniques may be required to avoid encroaching on private property. We resolved this type of issue on the recent A1A Water Main Replacement project by accurately representing subsurface conditions on the design drawings to identify challenges early.
- Conflicts with Existing Buried Utilities – Utility conflicts will be identified once exact locations of existing buried utilities are accurately marked throughout the entire project area. Based on our understanding of the Design/Contract Documents, we will have the ability to quickly respond to any required design changes so that time delays due to utility conflicts are negated.
- Property Access During Construction – Proper construction sequencing will be a critical element on this project to ensure residents, business owners, and visitors have continual access to their properties. Although all residents living in the project area will be impacted to some degree, a proper sequencing plan will be very important to minimize property access issues and reduce the length of time that each person is impacted. Our review and approval of the sequencing plan will strongly consider impacts to the residents. We understand the importance of weekend use of the beach and downtown area. We will take this into consideration during construction sequencing. We also recommend that the Contract Documents require that the Contractor can only work on one street at a time and that street must be fully restored before moving to the next location.

To address overall schedule and cost concerns, the City may wish to consider alternative project delivery methods such as Construction Manager at Risk (CMAR). Jones Edmunds, the City, and the CMAR must work as a well-coordinated and collaborative team. Central to this coordination is delivering a project that meets the City's definition of best value by leveraging our Team's experience in designing and permitting infrastructure with the CMAR's experience in pricing and constructing these facilities. To effectively achieve this result, the City must have an engineering partner like the Jones Edmunds Team who understands and has a proven record with this type of project delivery model.

PROJECT COMMUNICATION



Construction at these sites has potential to impact residents, businesses, and visitors. Our mission as design consultants is to work with the City to minimize adverse impacts and manage public expectations. Public awareness will be a prominent element for the overall project. We realize that the high-visibility location of the projects could make stakeholder input part of the evaluation criteria for project alternatives. Our experience is that timely communication and outreach to stakeholders will increase mutual understanding and minimize potential for conflict or delays.

Raising public awareness through outreach and education is important for proactively addressing both public and political concerns on any infrastructure improvement project. The top portion of the timeline shown previously has potential public workshop and initiation of project-specific media campaigns. Workshops could be held to receive public input during the design phase and

A2. ABILITY OF PROFESSIONAL PERSONNEL

Approach and Work Plan to Meet the Project Requirements

during the construction phase to gather lessons learned for application in the design for the next project.

Our Team includes a Public Awareness group of staff experienced in developing and leading public outreach campaigns at a neighborhood level. This group has successfully worked with clients and stakeholders to facilitate dialogue at public meetings, publish informative articles in print and digital media, and generally get a positive message out about upcoming projects. For many projects, we developed 3D digital renderings and animations to help stakeholders understand what a completed project will look like – why it will be worth the potential inconvenience of construction for a short period of time.



Maintaining access for business and residents during construction of these projects will be imperative. Construction signage, regular email communication, website updates, and a project hotline or social media are all mechanisms we have used to provide information to the public. Making sure we have the right person available to answer questions and calm potential frustrations is important.

We can help the City with media outreach. Due to the long-term nature of this infrastructure improvement program, the media will likely be engaged in monitoring progress of the projects. The City must be prepared to provide accurate information to assist the media in presenting fair and accurate information regarding the project. We can prepare a media kit with items such as the following:

- Fact sheet brochure template
- Media advisory and press release templates
- Online story maps and tool templates

This Public Awareness Program provides the tools for effective communication with impacted residents, business owners, and visitors. Through this program, they will understand why the projects are being undertaken, how they will be constructed (the phased approach), what their responsibilities are, and who to call when they have questions. Public outreach and education are necessary throughout all phases of the project. The Technical Design and Construction Approach is the key driver for a successful engineering project. The Public Awareness Program is the key driver for a successful community improvement project.

If social distancing recommendations due to the COVID-19 pandemic are still active during the Public Awareness Program, we can conduct project and public meetings using digital platforms such as Zoom or Microsoft Teams to allow for screen-sharing and video feeds of participants or we can continue to meet face-to-face while following CDC guidelines such as remaining 6 feet apart, wearing masks indoors and out when social distancing isn't possible, etc. Our staff are currently applying all these steps and precautions on our current projects. We are confident that COVID will not prevent the progress of this project barring any unforeseen mandates from the Governor.

A2. ABILITY OF PROFESSIONAL PERSONNEL

Approach and Work Plan to Meet the Project Requirements

QUALITY ASSURANCE PROGRAM

Jones Edmunds has a corporate-wide Quality Assurance organization charged with implementing QA/QC on all projects. Our QA/QC process begins with a clear understanding of the scope of work, the City's expectations of Jones Edmunds and for the project, and the required level of effort. QA/QC must be performed throughout the life of a project. QA/QC performed effectively early and continually throughout a project results in good decisions being made at the right time with an overall increase in efficiency, quality, and client satisfaction while reducing project costs and overruns.



The QA/QC team includes experts in the areas of practice as shown on the organizational chart at the end of this approach. We take a three-tier approach to QC:

- Level 1 – This is a self-check performed by the individuals directly involved in task work.
- Level 2 – This is a peer review check. It represents the most detailed check of the work and is performed by a team member not directly involved in the task work but who understands the work in order to provide an independent check.
- Level 3 – This is a higher-level check performed by the Project Manager and one of the QA/QC members listed on our organizational chart. The check is performed ensure that overall results seem logical and accurate and that there are no systemic issues.

For this project, our Project Director Ken Fraser will coordinate with his QA/QC Team of Brian Icerman, Alan Foley, and David Kemp to make sure all deliverables go through this review before submittal to the City.

Ken and our QA/QC experts, while key to the QA/QC process, do not bear the responsibility alone. One of the strengths of our QA/QC program is that it incorporates involvement from all levels of staff: from CAD Designers to corporate officers. The Project Manager and the QA/QC team have the shared responsibility to see that suitable project reviews take place at the appropriate stages of the project. Once the technical approach and concept are established, the Project Manager presents the recommended approach to the client for review, discussion, and modification if necessary. This process also helps clarify or better define project requirements and your vision and goals, maximizing the success of the project.

In addition, Construction Administrators/Resident Observers and other experienced construction personnel contribute to QA/QC in many ways. Common Jones Edmunds' practices to promote quality include constructability review of contract documents, review of Jones Edmunds' construction-cost opinions, construction observation, shop drawing review, responsive communication with client and contractor, progress reporting to the Project Manager, and negotiations to resolve problems cost effectively for the client. Construction personnel provide feedback to the Director to keep them informed of construction issues related to the quality of Jones Edmunds' work product.

A3. ABILITY OF PROFESSIONAL PERSONNEL

Project Team

The Jones Edmunds/Hanson team offers a wealth of expertise in infrastructure projects to address the City's needs for this project. We assembled a team of professionals with expertise in each of the disciplines required to plan, design, and construct the City's infrastructure improvements, including modeling, engineering, construction management, and public awareness. Many of our team members have served the City

on previous projects and have a solid understanding of the financial and public perception challenges the City is facing. We understand the importance of communication to maintain a high level of efficiency and ensure responsiveness throughout each phase of our projects. We selected our team members because they have the availability, expertise, and experience needed to provide your requested services.



**Continuity of talent,
expertise, and resources
= time and cost savings
for the City.**

Ken Fraser, PE – Project Director



Ken Fraser, PE is our proposed Project Director and will be our primary point of contact with the City. He is a Project Manager/Senior Engineer and is based in our Jacksonville office. He has extensive experience in the design, permitting, and construction of various roadway/stormwater/water/wastewater projects. He has managed the design and installation of water, gravity/vacuum sewer, lift stations, and roadway/drainage system improvements for projects ranging from single parcels to facilities that serve hundreds of residential and commercial properties. [Ken has been serving the City for over 10 years, including as Engineer of Record on the Lake Mildred Stormwater Improvements project and supporting more than 15 other projects including the AIA Water Main Replacement.](#)

Education: BS, Environmental Engineering

Training:

- | | |
|---|--|
| ■ Pumping Stations and Force Mains | ■ Project Management |
| ■ MACP (Manhole Assessment & Certification Program) | ■ Water System Pumps Operations & Maintenance |
| ■ Low Pressure Sewer Design | ■ PACP (Pipeline Assessment & Certification Program) |
| | ■ LACP (Lateral Assessment & Certification Program) |

Experience with Similar Projects: *City of Jacksonville Beach –*

- | | |
|--|---|
| ■ A1A Water Main Replacement | ■ South Beach Infrastructure Improvements |
| ■ Lake Mildred Stormwater Improvements | ■ Water Main Improvements – Phase F |
| ■ Lift Station No. 2 Replacement | ■ 12th Avenue Erosion Design |
| ■ Channel Alternatives & Design Services | ■ Oceanside Park Water Main Improvements |

Mark Nelson, PE – Client Services and Funding Support



Mark is a Jones Edmunds Senior Consultant [and is working with the City on your Pavement Management Program](#). He has more than 25 years of experience in water resources, asset management, and GIS and has been actively involved in the application, award, and administration of grants. Understanding the client's needs is key to a successful project. These needs can range from understanding what the operators want to understanding the constraints that the Director or Project Manager is working within. Mark brings all these needs together so that our team effectively delivers quality results. Mark specializes in working with local governments to develop project strategies that achieve multiple goals and offers the same services on this project.

Education: ME, Civil Engineering; BS, Civil Engineering

Training:

- | | |
|-----------------------------------|---|
| ■ Florida Stormwater Association | ■ Infrastructure Discipline Technical Seminars |
| ■ Florida Association of Counties | ■ Water Resources Discipline Technical Seminars |
| | ■ Project Management |

Experience with Similar Projects:

- | | |
|--|--|
| ■ Pavement Management Program, <i>City of Jacksonville Beach</i> | ■ Stormwater Master Plan (and Preliminary Design), <i>City of Atlantic Beach</i> |
| ■ Crane Creek M-1 Canal Flow Restoration Design, <i>SJRWMD</i> | ■ South Whitney St. HMGP Improvements, <i>City of St. Augustine</i> |
| | ■ Pavement Management Program, <i>St. Johns County</i> |

A3. ABILITY OF PROFESSIONAL PERSONNEL

Project Team

Brian Icerman, PE, ENV SP – QA/QC – Utilities/Public Awareness



Brian is the Jones Edmunds Managing Director for Utilities Infrastructure in the Jones Edmunds Gainesville office. He has served as a Project Manager or Technical Lead on design and master planning projects throughout Florida. He has a proven track record of effectively managing scope, schedule, and fee. He excels at providing internal and external client services by fully leveraging the project and personnel management tools available at Jones Edmunds, resulting in cost-effective management strategies. **Brian has been serving the City for 7 years, including managing several recent lift station projects and Water Main Improvements - Phase F.**

Education: Bachelor of Science, Agricultural and Biological Engineering

Training:

- ICPR4 Modeling & Methodology
- Project Management
- Vacuum Sewerage Systems
- Subsurface Utility Engineering & Multi-Channel Ground Penetrating Radar
- Low Pressure Sewer Design

Experience with Similar Projects: *City of Jacksonville Beach –*

- A1A Water Main Replacement,
- Lift Station No. 2 Replacement
- Channel Alternatives & Design Services
- South Beach Infrastructure Improvements
- Water Main Improvements – Phase F
- Pavement Management Program

Others –

- Stormwater Master Plan (and Preliminary Design), *City of Atlantic Beach*
- Floyd Circle Utility and Drainage Improvements, *Town of Orange Park*

Terri Lowery – Client Services/Funding Support/Public Awareness



Terri is a Jones Edmunds Senior Vice President and Managing Director. She has more than 30 years of experience working with clients and technical staff on project funding strategies and public involvement programs. She is a registered lobbyist and assists with legislative tracking and grant pursuits and organizing and conducting funding workshops. She is also experienced in organizing and coordinating public meetings, and media communications including developing presentation materials, establishing speakers' bureaus, organizing and conducting public meetings, and interfacing with the media. **Education:** BS, Business Administration/Marketing

Training:

- Environmental Permitting Summer School
- Infrastructure Discipline Technical Seminars
- FLOC Annual Conference

Experience with Similar Projects:

- CFI and SRF Funding Assistance, *City of Zephyrhills*
- Doctor's Lake Septic to Sewer Project Public Outreach, *Clay County Utility Authority*
- On-Call Grant Services, *Volusia County*
- Gemini/DeLeon Springs Wastewater Feasibility Study Public Outreach, *Volusia County*

Alan Foley, PE – QA/QC – Stormwater and Public Awareness



Alan is a Senior Project Manager in Jones Edmunds' Water Resources Discipline. He has a broad background in water resources management, hydrologic and hydraulic modeling, GIS, asset management, water quality, and systems ecology. He has participated in and managed a variety of engineering, GIS, and environmental projects. He applies this experience in helping municipal agencies develop comprehensive approaches to managing their water resources and associated risks. Alan enjoys working with clients to develop practical infrastructure solutions.

Education: ME, Environmental Engineering; BS, Environmental Engineering

Training:

- ICPR4 Modeling & Methodology
- Water Resources Technical Seminars
- Modernization of NSRS - 2022 Datum Systems
- Project Management - Planning & Communication

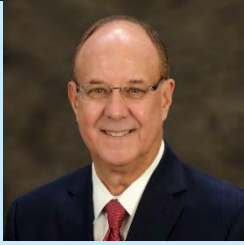
Experience with Similar Projects:

- Crane Creek M-1 Canal Flow Restoration Design, *SJRWMD*
- Regional Stormwater Modeling, *St. Johns County*
- Fox Creek-Holmes Blvd Drainage Study, *St. Johns County*
- Pavement Management, *St. Johns County*

A3. ABILITY OF PROFESSIONAL PERSONNEL

Project Team

David Kemp, PE – QA/QC – Roadway; Public Awareness



David Kemp is a lifelong Northeast Florida resident with 42 years of related experience in civil, transportation, stormwater, and environmental engineering, including project management, QA/constructability review, construction post-design, and operations management. His experience includes full reconstruction/widening, intersection modifications, signalization, pedestrian/bicycle/streetscape facilities, milling/resurfacing, and parks/recreation facilities. [He has provided QA/QC on projects completed Jacksonville Beach and Atlantic Beach, including the Ocean Terrace Drainage Improvements.](#) **Education:** ME, Civil Engineering; BS, Civil Engineering

Training:

- Knowledge and Understanding of FDOT Project Management Systems to include LRE, Trns.port, EDI, ERC, CITS
- QA/QC and Constructability
- Value Engineering
- Roadway/Drainage Engineering

Experience with Similar Projects:

- Ocean Terrace Drainage Improvements Study and Final Design Gate, *City of Jacksonville Beach*
- Collins Road Improvements, *City of Jacksonville*
- Seminole Road Drainage Improvements, *City of Atlantic Beach*

Brett Cunningham, PE – Public Awareness



Brett is a Jones Edmunds Senior Vice President and Managing Director of Water Resources with a strong background in flood protection, water quality, water supply, natural systems, integrated water resources planning, and funding procurement. He excels in applying computer models and GIS to assist in planning, problem solving, and developing cost-effective strategies. [Brett provided senior-level QA/QC on the City's Lake Mildred project where Jones Edmunds provided services for dredging and construction of a new stormwater pump station, generator, and SCADA system to help alleviate flooding conditions for residents adjacent to Lake Mildred.](#)

Education: ME, Environmental Engineering; BS, Environmental Engineering

Training:

- Wastewater Collection System Assessment
- Targeting I&I Reduction
- Envision Sustainability Professional
- Project Management - Planning & Communication
- Documenting Roadway & Drainage Maint MS4 Permit

Experience with Similar Projects:

- Lake Mildred Stormwater Improvements, *City of Jacksonville Beach*
- Pensacola Street Outfall Design, *City of Tallahassee*
- Low Impact Development Manual, *City of Jacksonville*
- Crane Creek M-1 Canal Flow Restoration Design, *SJRWMD*

Bruce Myhre, PhD, PE – Team Leader



Bruce is a Senior Project Manager with Jones Edmunds Water Resources Group. He has extensive experience providing project management, quality assurance, design, and permitting services for a variety of infrastructure and site design projects, including roadway, stormwater, site layout, and water/wastewater distribution. Bruce has been involved in private and public sector projects, including projects at the federal, state, and local level. His experience includes client management, supervising inter-disciplinary design teams, design, permitting, and construction oversight.

Education: PhD, ME, BS, Agricultural Engineering

Training:

- Roadway Design: Vertical & Horizontal Alignment
- Geometric Design of Highways
- Better Roadway Design
- Centrifugal Pump Calculations

Experience with Similar Projects:

- Pavement Management Program and Ocean Forest Drainage Design, *City of Jacksonville Beach*
- South Whitney St. HMGP Improvements, *City of St. Augustine*
- Pavement Management Program, *St. Johns County*

A3. ABILITY OF PROFESSIONAL PERSONNEL

Project Team

Jarrold Hirneise, PE – Team Leader



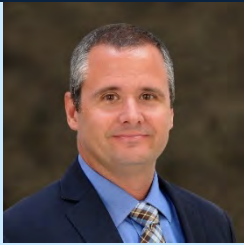
Jarrold is a Project Manager with Jones Edmunds Water Resources Group in our Jacksonville office. He provides water resources engineering support to the Water Resources department for several of our projects throughout Florida. His project experience includes regional stormwater modeling, drainage design, and environmental resource permitting. [Jarrold lives nearby in Neptune Beach and is working or has worked on several project for the City of Jacksonville Beach.](#)

Education: ME, Environmental Engineering, BS, Civil Engineering

Training:

- | | |
|---------------------------------|---|
| ■ ICPR4 Modeling & Methodology | ■ Project Management – Planning & Communication |
| ■ 2022 NGS Datum Implementation | ■ Specifications |
- Experience with Similar Projects:**
- | | |
|--|---|
| ■ Pavement Management Program, <i>City of Jacksonville Beach</i> | ■ Stormwater Master Plan Update and Aquatic Drive Stormwater Improvement, <i>City of Atlantic Beach</i> |
| ■ Marsh Landing Canal, <i>City of Jacksonville Beach</i> | ■ Pavement Management Program, <i>St. Johns County</i> |

Brian McKee, PE – Team Leader and Public Awareness



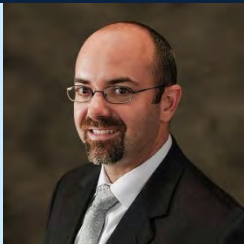
Brian McKee has 26 years of experience in transportation and civil engineering as a Group Manager, Project Manager, and Project Engineer on projects ranging from PD&E studies to design-build and design-bid-build. Projects have included sidewalks, shared-use paths, urban widening projects, intersection/safety, drainage improvements, and milling/ resurfacing of state, county, and private roads. [Brian has worked on a variety of roadway and drainage projects with the Cities of Jacksonville Beach and Atlantic Beach through continuing engineering services contracts.](#)

Education: BS, Civil Engineering

Training:

- | | |
|---|---|
| ■ FDOT Certification, Temporary Traffic Control Advanced and Specifications Package Preparation | ■ Knowledge and Understanding of FDOT Project Management Systems to include LRE, Trns.port, ERC, Digital Delivery |
| ■ FDEP Qualified Stormwater Management Inspector | |
- Experience with Similar Projects:**
- | | |
|---|--|
| ■ Ocean Terrace Drainage Improvements Study and Final Design, <i>City of Jacksonville Beach</i> | ■ Seminole Road Drainage Improvements, Seminole Road Intersection Traffic Analysis, and Stormwater Master Plan Update, <i>City of Atlantic Beach</i> |
| ■ Gate Parkway Traffic Calming Final Design, <i>City of Jacksonville</i> | |

Justin Dewey, PE, CFM – Team Leader



Justin has more than 19 years of water resources engineering experience, including roadway drainage design, flood routing/analysis, bridge scour analysis, H&H analysis, and plans preparation. He has extensive experience with multiple software packages including AutoCAD, MicroStation, GEOPAK/FDOTSS4/ PowerGEOPAK, Esri ArcGIS, ICPRv3 and 4, EPA-SWMM, XP-SWMM, SRH-2D, HEC-RAS, HEC-geoRAS, HY-8, Culvert Master, ASAD, and GEOPAK. [He was the lead engineer providing drainage and H&H modeling and design on the City's Ocean Terrace Drainage Improvements, is an FAA-Certified Drone Pilot, and leads Hanson's unmanned aircraft systems flight efforts for Florida.](#)

Education: MS, Civil Engineering; BS, Civil Engineering

Training:

- | | |
|--------------------------------|--------------------------------------|
| ■ Certified Floodplain Manager | ■ Stormwater/Drainage Engineering |
| ■ Remote Pilot In Command | ■ Hydraulic Modeling and Engineering |
- Experience with Similar Projects:**
- | | |
|---|--|
| ■ Ocean Terrace Drainage Improvements Study and Final Design, <i>City of Jacksonville Beach</i> | ■ Seminole Road Drainage Improvements & Stormwater Master Plan Update, <i>City of Atlantic Beach</i> |
| ■ Ninth Street Improvements Roadway Safety Modification, <i>Duval County</i> | |

A3. ABILITY OF PROFESSIONAL PERSONNEL

Project Team

Team Members – Roadway

Matt O'Brien, PE is a Jones Edmunds Roadway Engineer with over 15 years of experience specializing in both roadway design and traffic analysis. **Education: BS, Civil Engineering**

Training:

- FDEP Qualified Stormwater Management Inspector
- Advanced MOT Training
- FDOT Guardrail
- AutoCAD Basics & Standards

Experience with Similar Projects:

- Constitution Cove Stormwater Study and Ocean Forest Drainage Design, *City of Jacksonville Beach*
- Restore KSC Coastal Shoreline, *NASA*
- Pavement Management, *St. Johns County*

José Castro is a Senior Designer for roadway, multi-use trails/sidewalks, parks and recreational facilities, drainage, utilities, and site civil facilities in Hanson's Jacksonville office. **Education: BS, Systems Engineering**

Training:

- FDOT Temporary Traffic Control Advanced
- FDEP Qualified Stormwater Management Inspector
- GEOPAK Drainage for FDOT Projects
- FDOT: Long Range Estimates, Specifications
- FDOT/ACEC: Storm Drain Design, Site Development Permitting, Pond Design, Designing and Operating Intersections for Safety, Flexible Pavement Design, Roundabout Design, Traffic Control Plans

Experience with Similar Projects:

- Ocean Terrace Drainage Improvements Study and Final Design, *City of Jacksonville Beach*
- Seminole Road Drainage Improvements and Stormwater Master Plan, *City of Atlantic Beach*
- Collins Road Improvements (Rampart Road to Blanding Boulevard), *City of Jacksonville*
- Pine Forest Neighborhood Feasibility Study and Conceptual Design, *City of Jacksonville*

Mike Holland, PE has more than 30 years of experience in various phases of roadway plans preparation, design, and project management on many state and local government consultant contracts and works in Hanson's Jacksonville office. Mr. Holland's specialties include developing MOT plans and temporary traffic control measures. He is certified by FDOT in Advanced MOT. **Education: BS, Civil Engineering**

Training:

- FDOT Temporary Traffic Control Advanced
- FDOT Specifications
- Roadway Planning/PD&E Studies/Engineering
- Knowledge and Understanding of FDOT Project Management Systems to include LRE, Trns.port, ERC, Digital Delivery

Experience with Similar Projects:

- 9th Street Reconstruction Design-Build, *City of Jacksonville Beach*
- Gate Parkway Traffic Calming Final Design, *City of Jacksonville*
- US 1 (SR 5), SR A1A, San Marco Avenue, and West San Carlos Avenue Intersection Improvements, *St. Johns County, FDOT District 2*

Jeff Bowen, PE has 35 years of experience in NEPA/PD&E, planning, design, and management of public and private sector transportation projects and works in Hanson's Jacksonville office. **Education: BS, Civil Engineering**

Training:

- Highway Noise Assessment
- FDOT Water Quality Impact Evaluation
- Traffic Engineering and Geometric Design Workshop, PD&E Studies/Transportation Planning
- Corridor Analysis

Experience with Similar Projects:

- SR 26/West Newberry Road PD&E Study, Alachua County, *FDOT District Two*
- US 1, SR A1A, San Marco Avenue, and West San Carlos Avenue Intersection Improvements, *St. Johns County, FDOT District 2*
- General Planning Consultant, *FDOT District 2*
- I-95 from I-10 to Georgia State Line Express Lanes PD&E Study, Duval and Nassau Counties, *FDOT District 2*

Julieta Manso, PE with Hanson has 15 years of experience in transportation planning. She has experience in PD&E Studies, conceptual design, access management, benefit cost, scheduling, and public involvement. **Education: BS, Civil Engineering**

Training:

- Public Involvement
- Transportation Planning and Corridor Analysis
- Permitting
- Project Management

Experience with Similar Projects:

- St. Johns River-to-Sea Loop (SJR2C) Planning Study, *St. Johns County*
- I-95/45th Street Interchange PD&E Study, *Palm Beach County, FDOT District Four*

A3. ABILITY OF PROFESSIONAL PERSONNEL

Project Team

- SR 826 /SR 25 (Okeechobee Road) Interchange PD&E Study, Miami-Dade County, *FDOT District 6*
- I-10 from West of US 90 to West of SR 263 PD&E Study, Gadsden & Leon Counties, *FDOT District 3*

Team Members – Utilities

Harold Bridges, PhD, PE has served as Jones Edmunds Design Engineer, Project Engineer, and Project Manager on hundreds of water and wastewater projects throughout Florida. **Education:** PhD and MS, Sanitary Engineering; BS, Civil Engineering

Training:

- Low Pressure Sewer Design
- Biological Wastewater Treatment MBBR Part II
- Pumping Stations for Water Supply Systems
- Water Flow in Pipes - The Hazen-Williams Formula

Experience with Similar Projects:

- City of Jacksonville Beach –
- A1A Water Main Replacement
- LS #7 Relocation Phase I
- Lift Station No. 8 Abandonment and 8th Ave North Sewer and Stormwater Improvements
- Lift Station No. 2 Replacement

Donald Sheldon, PE is a Jones Edmunds Engineer in our Utilities Infrastructure Discipline in our Jacksonville office with specialized experience in water, wastewater, and reclaimed water design; site design; and stormwater planning and design. **Education:** BS, Environmental Engineering

Training: ICPR4 Regulatory Review

Experience with Similar Projects:

- Phase I- Reclaimed Water Extension, *City of Zephyrhills*
- Beverly Hills West Septic Tank Phase Out, *JEA*
- Lake City SR 47 Septic to Sewer, *City of Lake City*
- Doctors Lake Septic Tank Phase-Out Preliminary Engineering Study, *Clay County Utility Authority*

Peter Simms, PE is a Department Manager in Jones Edmunds' Utilities Infrastructure Department. His career has been focused on design and rehabilitation of wastewater collection and water distribution systems.

Education: ME and BS Civil Engineering

Training:

- Pipeline Assessment and Certification Program (PACP)
- Low Pressure Sewer Design
- Introduction to Vacuum Sewerage Systems
- ASCE - Programmatic Approach to Cost-Effective I&I Reduction (Instructor)
- Water Environmental Federation Technical Conference

Experience with Similar Projects:

- Beverly Hills West Septic Tank Phase Out, *JEA*
- Boulevard St. WM and FM Replacements & Upgrade, *JEA*
- LS SE#1, LS SE#4, LS SE#6, and LS SE#11, *Volusia County*
- Ponte Vedra Blvd. Water Main Relocation, *JEA*

Daryl Myers, PE has more than 21 years of proven success on a wide variety of transportation, site civil, environmental, and utility engineering projects and works in Hanson's Jacksonville office. **Education:** BS, Environmental Engineering

Training:

- FDOT Temporary Traffic Control Advanced
- FDOT Specifications Package Preparation
- FDEP Qualified Stormwater Management Inspector
- Knowledge and Understanding of FDOT Project Management Systems to include LRE, Trns.port, ERC, Digital Delivery, Roadway/Drainage Systems

Experience with Similar Projects:

- Collins Road Improvements (Rampart Road to Blanding Boulevard), *City of Jacksonville*
- Salt Air Neighborhood Stormwater Improvements, *City of Atlantic Beach*
- Palatka Heights Water Main Improvements, *City of Palatka*
- St. Johns Avenue Water Main Improvements (Palm Avenue to Moseley Avenue), *City of Palatka*

Team Members – Stormwater

Austin Wood, PE is a Civil Engineer with a focus on water resources engineering. He has more than 11 years of experience in working with clients in the planning, design, permitting, and management of water resources and environmental projects. **Education:** BS, Civil Engineering

Training:

- PACP/MACP/LACP Training
- FDEP Qualified Stormwater Management Inspector
- ASCE - Processing Closed-Circuit TV Data for GIS
- ICPR4 Modeling & Methodology

Experience with Similar Projects:

A3. ABILITY OF PROFESSIONAL PERSONNEL

Project Team

- Stormwater Master Plan (and Preliminary Design), *City of Atlantic Beach*
- Gemini Springs Baffle Box Design, *Volusia County*
- College Park Drainage Study, *City of Gainesville*
- Impervious Area Impact Analysis, *City of Atlantic Beach*

Justin Gregory, PE is a Senior Manager for the Water Resources at Jones Edmunds. He has served as a Project Manager or technical lead on more than 20 watershed management plans in Florida in the past 8 years.

Education: ME, Agricultural Engineering; BS, Agricultural Engineering

Training:

- ICPR4 Modeling & Methodology
- ASCE - Countywide Stormwater Treatment Code
- Water Resources Technical Seminar
- The Future of Water Management

Experience with Similar Projects:

- Low Impact Development Manual, *City of Jacksonville*
- South Patrick Drive Stormwater Improvements, *Brevard County*
- Stormwater and Water Resources Program, *St. Johns County*
- College Park Drainage Study, *City of Gainesville*
- LID Manual, *Sarasota County*

Amy Goodden, PE is a Project Engineer specializing in design and modeling of stormwater and wastewater treatment systems. She is an expert in state and federal permitting. **Education:** ME and BS, Environmental Engineering; BS, Environmental Science

Training:

- Low Impact Development - Permeable Pavers
- AWWA Water Quantity & Quality Issues
- Design of Erosion Control Measures for Small Channels and Using Riprap

Experience with Similar Projects:

- Constitution Cove Stormwater Study, *City of Jacksonville Beach*
- LID Manual, *City of Jacksonville*
- LID Manual Assistance, *Alachua County*
- Gemini Springs Baffle Box Design, *Volusia County*

Clint Smith, PE, CFM is an experienced Project Manager and Roadway and Drainage Engineer who has worked on numerous infrastructure projects for state and local government clients. **Education:** BS, Civil Engineering

Training:

- FDEP Qualified Stormwater Management Inspector
- FDOT Temporary Traffic Control Advanced
- FDOT Certification, Specifications
- Knowledge and Understanding of FDOT Project Management Systems to include LRE, TRNS*PORT, EDI, ERC, CITS, I Delivery, etc.
- ICPRv4 Training

Experience with Similar Projects:

- Seminole Road Drainage Improvements, *City of Atlantic Beach*
- Old Plank Road Drainage Study and Rehabilitation Design, *City of Jacksonville*
- Ellis Road Widening (John Rodes Boulevard to Wickham Road), *Brevard County*
- SR 111 (Edgewood Avenue) from SR 15 (US 1) to Moncrief Creek, *Duval County, FDOT District 2*

Team Members – Construction Management

Troy Hays, PG has been responsible for all phases of various construction projects, from design, constructability reviews, cost estimating through project construction, to facilities start-up and certifications. He is an expert in funding procurement, assistance, and coordination during construction projects. He has extensive experience working with USDA Rural Development and the State Revolving Fund for both the procurement of the funds and the processes required for distribution after the award. He has also worked on numerous projects funded by local agencies and State Legislative Appropriations.

Education: BS, Geology

Training:

- Low Pressure Sewer Design
- Maintenance of Traffic (MOT)
- Confined Space
- HAZWOPER

Experience with Similar Projects:

- EPCR Regional Wastewater System Services during Construction, *Putnam County*
- Resident Observation Services, *GRU*
- East Putnam Water/Wastewater System, *Putnam County*
- Water Main Relocation of US 17, *Putnam County*

A3. ABILITY OF PROFESSIONAL PERSONNEL

Project Team

Danny Inkell, CGC, CUC, CQA is an expert in construction observation, administration, and materials testing. He has extensive experience with both the contractor and construction engineering roles. Danny is an expert in roadway construction and is a Certified General Contractor and a Certified Underground Utilities Contractor with multiple FDOT certifications with asphalt pavement, maintenance of traffic, and earthwork.

Training:

- Construction Quality Assurance
- FDEP Qualified Stormwater Management Inspector
- Heavy Construction Equipment Basics
- Florida Statutes Ch489 Construction Contracting

Experience with Similar Projects:

- Pavement Management, *St. Johns County*
- Town Center CDBG Project, *City of Newberry*
- Water Main Relocation of US 17, *Putnam County*
- Resident Observation Services, *GRU*

Randy Downing, PE has more than 35 years of experience in project management, design, and post-design services on all aspects of projects and is based in Hanson's Jacksonville office. **Education:** BS, Civil Engineering

Training:

- FDOT Temporary Traffic Control Advanced
- Leadership in Energy and Environmental Design Accredited Professional
- Knowledge and Understanding of FDOT Project Management Systems to include LRE, Trns.port, ERC, Digital Delivery
- FDOT, Specifications Package Preparation

Experience with Similar Projects:

- Carver Community Center, *City of Jacksonville Beach*
- Riverplace Boulevard Pedestrian and Bicycle Improvements, *City of Jacksonville*
- Lower Eastside Drainage Improvements Phase 3, *City of Jacksonville*
- Town Center Streetscape Improvements Program, *City of Jacksonville*

Dustin Hampton, PE, CFM has more than 8 years of experience providing engineering tasks on projects including drainage and roadway design, modeling, studies, reports, and CADD and is based in Hanson's Jacksonville office.

Education: MS, Civil Engineering; BS, Civil Engineering

Training:

- Certified Floodplain Manager
- Hydrology/Hydraulics Modeling
- Construction Administration/Observation
- Drainage/Stormwater

Experience with Similar Projects:

- Citywide Curb Ramp Assessment for ADA Compliance, *City of Jacksonville*
- Stormwater Facilities Inspections (NPDES), Duval County, *FDOT District 2*
- Fire Station No. 63 Design-Build, *City of Jacksonville*
- Moncrief Community Center Site Civil Design, *City of Jacksonville*

Team Members – Landscape Architecture

Kody Smith, PLA is a Dix.Hite Principal and Partner with over 12 years of public design experience. His focus on urban design, parks, transportation, and illustration comes from a passion derived by an intense respect for people, their culture, and the environment in which they live. **Education:** BS, Landscape Architecture

Training:

- Advanced Code and Laws & Rules
- Health, Safety, & Welfare

Experience with Similar Projects:

- Jacksonville Beach Downtown Action Plan, *City of Jacksonville Beach*
- Daytona Beach Transformation Plan, *City of Daytona Beach*
- Gertrude's Walk, *AECOM/City of Orlando*
- GreenLink, *Tavistock Development*

Greg Bryla, PLA is a Principal and Partner at Dix.Hite with over 30 years of international design and construction experience. He combines his extensive working construction knowledge with high level visual communication skills to bring clients high-quality, innovative yet cost-effective design solutions. **Education:** BS, Landscape Architecture; BC Building Construction

Training:

- Advanced Code and Laws & Rules
- Health, Safety, & Welfare

Experience with Similar Projects:

- Downtown Action Plan, *City of Jacksonville Beach*
- Daytona Beach Esplanade Park, *City of Daytona Beach*
- Rosemary Beach Enhancement Plan, *Rosemary Beach Property Owners Association*
- Solary Park, *City of Oviedo*

A3. ABILITY OF PROFESSIONAL PERSONNEL

Project Team

SUBCONSULTANTS

We augmented our team with key subconsultants to provide the City with a comprehensive Team of professionals. Our Team provides a breadth of experience with the City combined with the depth of resources to address all City needs under this contract – from study and conceptualization, through design, permitting, and construction.



Hanson Professional Services Inc. has been providing engineering and planning services for more than 66 years. Hanson is consistently ranked among the top firms on Engineering News-Record's list of top 500 U.S. engineering and

architecture design firms. Hanson has been a continuing contract civil engineering consultant for the City of Jacksonville Beach to provide development, design, implementation, and overview of public works/utility projects and programs. Services include engineering services required to complete civil, geotechnical, structural, stormwater, roadway, water, wastewater, reclaimed water, buildings and other public works/utilities-related projects within the City.



Since 1996, **Dix.Hite + Partners** has been providing holistic landscape architecture, urban design, and land planning services throughout the United States and internationally. The award-winning and woman-owned firm connects people and place through engaging design, making exterior spaces – and the experiences within those spaces – flow. The firm specializes in sustainable mixed-use projects, transportation corridors, streetscapes, parks, open space, public-realm design and multi-family development. Their team helps clients develop a vision for their project and take it

through implementation. They work to understand a site's culture and history, and ensure the emerging design reflects and honors that context. They work with multi-disciplinary teams, helping to ensure the client's vision is maintained throughout the process, as they did for the City's Downtown Action Plan – Visioning, Park and Public Space Design.



Founded in 1971, **Degrove Surveyors, Inc.** established itself as a leader in the surveying and mapping profession. A Florida-based Small Business, Degrove works extensively throughout Florida. Degrove has a long history of serving a multitude of agencies and municipalities throughout Florida including City of Jacksonville Beach. Through many years of service to public clients, Degrove gained a reputation of consistently delivering reliable survey information within specified timelines – no matter the size, complexity, or unique challenges of the project. Their team is led by Degrove's two Florida-licensed Professional Surveyor and Mappers, who possess over 60 years of combined experience. They also have two NSPS/THSOA Certified Hydrographers. These surveyors offer the City a diverse level of expertise that is rarely found in a single survey firm.



Meskel & Associates Engineering (MAE) is a Jacksonville-headquartered, Woman-Owned Small Business founded in 2008 by Tina Meskel, PE. MAE provides Geotechnical Engineering, Environmental Consulting, Construction Engineering Inspection and Construction Materials Testing services throughout Florida in association with private development and through federal, state, and municipal contracts. MAE's project experience involves new and existing public utilities, transportation infrastructure, drainage and civil engineering for A/E/C consulting firms working directly for Jacksonville area agencies.

A4. ABILITY OF PROFESSIONAL PERSONNEL

Construction Management

OUR PHILOSOPHY

Jones Edmunds has a long-standing commitment to the special requirements of Construction Engineering Services (CES) and applies a team-orientated philosophy to complete the project with the goals of all stakeholders considered. Jones Edmunds' CES team serves as your advocate in working collaboratively with all stakeholders to get your projects constructed on or ahead of schedule and budget.

OUR APPROACH

Our experienced construction team consistently applies clearly defined construction administration processes to provide you and everyone involved with a predictable outcome. We work to communicate clearly and frequently to make all stakeholders – the Owner, Contractor, Regulatory Agencies, and Stakeholders – part of the same team working toward a common goal. We understand the importance of active communication and enabling stakeholder input. This approach to construction work results in a successful project for all stakeholders.

We are very familiar with the City's in-house Construction Management team. We have worked together on projects varying in size from small water main removal/replacement to large neighborhood infrastructure renewals. On past projects with the City, our services ranged from limited construction services to full-time resident observation. Jones Edmunds anticipates that the overall size of the projects planned as part of this current RFP may require full-time construction observation and administration. We also realize that the project bid package sizing and/or the availability of the City's Construction Team may dictate a more scalable/limited presence for the engineering team during construction.

We typically provide construction-phase services through the cooperative efforts of our Engineering and Construction Departments. Our Construction professionals take an active role in design by performing constructability reviews at key stages so that we anticipate potential problems, delays, and contractual conflicts. This affects your bottom line by reducing construction cost and minimizing construction delays.

We can provide complete engineering services during construction along with grant administration and detailed documentation required to satisfy funding agencies. These services include but are not limited to:

- Provide Contract Administration
- Provide On-Site Resident Observation
- Prepare Daily Construction Reports
- Witness All Tests
- Measure Quantities for Payment and Recommend Payment Amounts to the County
- Analyze Contractor Claims
- Coordinate Start-Up Activities
- Provide Clarification on Design Questions
- Document Pre-Construction Conditions
- Review Bonds and Insurance
- Evaluate and Prepare Change Orders
- Review Submittals and Shop Drawings for Conformance with the Specifications
- Determine Acceptability of Substitute Materials
- Conduct Substantial and Final Completion Inspections
- Address Funding Documentation Requirements
- Certify Contract Completion

A4. ABILITY OF PROFESSIONAL PERSONNEL

Construction Management

Jones Edmunds has a demonstrated history of developing partnerships with the City and contractors so that potential changes in the contract can be identified early and resolved quickly. This partnering approach greatly helps to mitigate issues that may arise on a construction project and with negotiations should they need to occur. Our cost-estimating experts use their experience and knowledge of current, local pricing to negotiate reasonable changes in a timely manner.

COMMUNICATION

We believe that successful communication, especially for large-scale construction projects with multiple stakeholders, is a key aspect of a successful project. Good communication must occur between all parties throughout a project. Our Project Manager and the City Project Manager will communicate frequently through meetings established in the scope, emails, phone calls, and regular project status reports. Our goal is to not have a gap of more than 1 week without some form of project communication.

We will work with City staff, administration, and local stakeholders to clearly communicate project requirements. Our goal is to serve as an extension of the City's staff and to help make your jobs easier – even in difficult situations such as potential claims issues. Successful document control, communication, and team meetings do not simply just happen – they result from our experienced individuals developing well-considered plans to lead projects to success.

Upfront communication is critical to facilitate dispute resolution. When unexpected challenges occur, Jones Edmunds will take quick, decisive actions to identify and then move toward resolution of the issue in a timely manner. We strongly believe that we have an obligation to you to help resolve problems, regardless of the reason for the issue or the responsible party.

CONFLICT RESOLUTION

Construction projects at the scale of the ones considered in this RFQ can encounter challenges for a variety of reasons. If a problematic situation occurs, the following are some typical steps we would take to help resolve the issues:

- **Stop the problem from getting bigger.** The first step toward correcting a problem is to prevent the issue from growing. This will be handled by the Project Manager with support from the project team, depending on the level of complexity. In some cases, we will arrange a brainstorming session of experienced individuals from across our Team to determine what immediate actions can be taken to avoid escalation of the issue. We will include City staff in these discussions because City management and operations staff can provide key information on the issue. If needed, the brainstorming can be scheduled almost immediately via conference calling, video conferencing, and transmitting pictures via mobile phone, tablets, or other smart devices.
- **Determine the resolution.** Once the issue is defined, options for resolution can be formulated and determined – including the actions required and any cost or schedule implications. This may require additional analysis or field inspections. We will provide you the support and expertise needed to evaluate options and develop a solution.
- **Implement the solution.** We will assist you with implementing changes where needed to support successful completion of the project. This may require meetings and other interactions with contractors, vendors, governmental officials, permitting agencies, or other parties during the implementation process. We regularly assist with coordinating the activities needed.

A4. ABILITY OF PROFESSIONAL PERSONNEL

Construction Management

- **Negotiate change orders.** Jones Edmunds has a record of working with all parties involved to arrive at a fair and mutually agreeable solution. We will serve as your advocate to negotiate change orders or determine actions needed to resolve the issue in a timely manner.

INNOVATION

The Jones Edmunds CES Team is a leader in implementing innovative methods for monitoring construction progress such as using CAD and GIS tools in the field for uploading and checking of real-time data. We implement new methodologies when appropriate to improve the efficiency of our operations along with bettering our ability to help you achieve your goals on this project.

Jones Edmunds has developed standard procedures for all phases of a CES project from very technical aspects to more commonplace procedures that ensure all construction documentation is completed, has an accurate QA/QC review performed, and is distributed to the appropriate contacts. Reviewing and providing accurate timely construction project documentation is the most critical aspect of claims avoidance on construction projects. Examples of our procedures include:

- **Electronic Submittal Control and Record Keeping** – The Jones Edmunds CES Team has been using electronic review and recording of Contractor submittals since 2006, facilitating an accelerated review and maintenance of Contractor's Progress Schedule and Submittals for all parties.
- **Construction Project Coordinators** – Our CES Team assigns experienced and knowledgeable Construction Project Coordinators to coordinate the designated review team, monitor schedules, update the submittal log, and return submittals at the completion of the review. They are both available by phone and e-mail throughout the project schedule to provide any information needed by the City's Construction Project Managers. Timely review and distribution of all construction project coordination are critical for claims avoidance and for project closeout.
- **Construction Submittal Review** – All submittals are reviewed by members of the engineering and/or construction team. Every submittal received is checked for compliance with the contract documents.
- **Microsoft Teams, FTP Site and Electronic Records** – All electronic records on our construction projects are distributed and filed securely for the entire project team to review at any time. This facilitates final construction certification, since all records and submissions are easy to review at any time and incorporate into final certification and record drawing documents.

Jones Edmunds also considers the pre-construction and post-construction phases fundamental to the success of the project. We carefully review the Contractor's initial and baseline schedules, schedule of values, submittal schedules, and work breakdown structures to understand the Contractor's approach to the project. We will work closely with the City in preparing and conducting pre-construction meetings to convey the importance of the project, the required standard procedures, and most importantly the Communication Plan so that the project is set up for success.

TAB B

PROXIMITY

B. PROXIMITY



B. PROXIMITY

We consider being available to communicate quickly and respond effectively is essential in the day-to-day workings of Client-Consultant relationships. Jones Edmunds understands the critical importance of a timely response and is committed to providing that kind of unparalleled service. We are committed to providing routine and responsive face-to-face and telephonic and virtual interaction.



Ken Fraser

Our Jacksonville office, at 8657 Baypine Road, Suite 300, Jacksonville, FL 32256-8634, will be the Office of Record for this contract. Our Project Director Ken Fraser works in this Jacksonville office – just 17 miles away from City offices. We have been providing continuing services to the City since 2006.

Ken will be the City's primary point of contact and will be readily accessible and will ensure that the appropriate resources are available to execute the projects on time and within budget. Ken will also be supported on staff availability and accessibility by Brian Icerman, our Infrastructure Managing Director and former Jacksonville Beach resident. Ken and Brian participate in weekly resource meetings and have access to approximately 125 associates in our seven Florida offices to supplement the project team when resources when needed. Jarrod Hirneise, also in our local office, will serve as a Team Leader. Jarrod lives in nearby Neptune Beach and knows not only the challenges beach communities face, but also how critical maintaining the quality of life is to residents and visitors.



Jarrod Hirneise

A great deal of the work will be done out of the local office of our key teaming partner, Hanson Professional Services, at 8075 Gate Pkwy W, Jacksonville, FL 32216 – just 14 miles from City offices. Like Jones Edmunds, this location allows quick response times for required fieldwork or any meetings with City officials. Hanson has been providing the City with continuing services since 2016.



Jones Edmunds'
Jacksonville Office



Brian Icerman



Hanson's Jacksonville Office



Brian McKee

Like Jones Edmunds, Hanson's key team members are well known to the City. Brian McKee is Hanson's Project Manager for their continuing engineering contract with the City, working with you since 2016. David Kemp is Principal-in-Charge and QA/QC Officer for the same continuing engineering contract. Justin Dewey has more than 19 years of experience as a water resources engineer and design engineer for a wide range of projects.



David Kemp



Justin Dewey

Hanson recently worked seamlessly with Jones Edmunds on several projects – Atlantic Beach Stormwater Master Plan Update, SJRWMD Crane Creek M-1 Canal, and St. Johns County SUN Trail-SJR2C Loop – and will do the same on the City's project. We will respond with urgency and technical expertise that can address all engineering and construction administration needs associated with this project. Our local experts know Florida and specifically Jacksonville Beach, and this expertise is what is required to complete your projects in our unique regulatory climate.

Team Partners Meskel and Degrove are also local.

TAB C

WILLINGNESS TO MEET TIME AND BUDGET REQUIREMENTS



C. WILLINGNESS TO MEET
TIME AND BUDGET

C. WILLINGNESS TO MEET TIME AND BUDGET REQUIREMENTS

Jones Edmunds is willing to – and currently meets – the City requirements regarding overhead and profit rate, mark-ups, negotiations, schedule, and budget. Our recent and past project successes, strong working relationships with City staff, knowledge of the City’s stormwater and utility infrastructure, and commitment to serve the City demonstrate that we provide the quality, responsive services and innovative solutions the City is seeking.

Recent examples of our work for the City are listed in Section E. The following projects highlight our Team’s ability to work with your staff to design and construct major infrastructure upgrades in highly visible areas:

- The Lake Mildred Stormwater Improvements – Improving residential neighborhood flood resiliency through dredging and repurposing of existing unused infrastructure.
- The 12th Avenue South Basin Erosion Control Improvements –Stabilizing and improving one of the two major stormwater outfalls from the City to the Intracoastal Waterway.
- The Williams Coastal Boulevard Heights and Jacksonville Beach Heights Infrastructure Improvements – Accomplishing major infrastructure upgrades for about 14 blocks of residential neighborhood with a design fee (including survey and geotechnical subconsultants) that was about 6% of the construction cost.



Jones Edmunds affirms our willingness and ability to conform to the following City requirements:

- (a) In no case, will the City pay a total overhead rate that exceeds 150 percent of direct labor.
- (b) Profit rate shall be applied only to direct labor plus associated overhead and shall not exceed 10 percent.
- (c) No mark-up or profit shall be paid on non-labor related job costs, reimbursable expenses, or services provided by subcontractors.
- (d) Prior to competitive negotiation on the scope of service, the selected consultant will be required to provide the proposed total compensation, utilizing hourly rates and detailing employee hours needed for each activity, number of sheets required for drawings, amount proposed for surveys, geotechnical investigations, and other specialty sub-consultant costs, and all other costs associated with the project.
- (e) Ability of firm to meet project schedules and budget requirements

TAB D

RECENT, CURRENT, AND PROJECTED WORKLOAD OF THE FIRM



D. RECENT, CURRENT, AND PROJECTED WORKLOAD OF THE FIRM

Jones Edmunds understands the value the City places on working with partners who are available and accessible to their staff and project sites. Our Key Personnel work in our Jacksonville and Gainesville offices and can be at the City offices in minutes or hours based on the urgency.

We understand the importance of timeliness. *To date, we have completed City projects in a timely manner without having to adjust our project teams.* However, when necessary we are also able to draw on our network of more than 125 employees Company-wide to ensure that we complete projects on schedule.

Jones Edmunds has analyzed our current workload for the key personnel resources. Our analysis is based on our knowledge of current workload backlog, known future bookings, and available hours of our project-focused staff. It assumes we maintain current staff levels and accounts for current operational standards. *Based on this analysis and the*

commitment of our subconsultants, we will dedicate the resources identified in this proposal to successfully deliver this project on schedule to the City.

Jones Edmunds is dedicated to meeting your resource and schedule needs for this project.

Jones Edmunds will complete several City projects in the near future, which means *we will be available to support this infrastructure project:*

- **A1A Water Main project** – Recently worked with the City to prepare easements and expect final closeout to be August–September 2020.
- **Stormwater Channel Improvements/Marsh Landing Canal** – As of August 2020, construction is about 95% complete with the box culvert completely installed and site restoration left to complete.
- **Lift Station Nos. 7 and 20, Water Main, Sewer and Stormwater Improvements** – Submitted 100% documents on July 29, 2020 and expect minor plans and specification/bid form revisions before this project advertises in early fall 2020.
- **LS No. 8 Abandonment and 18th Avenue North Sewer and Stormwater Improvements** – On hold at 90% submittal documents. Expect this project will start back in the late winter 2020 and/or early spring of 2021.
- **Lift Station No. 2** – Notice of Intent to Award issued on August 24, 2020. Will be performing construction administration for the 270-day project duration.
- **Water Main Replacement F** – Final application for payment approved as of August 17, 2020. Expect final closeout of this project to be August–September.
- **Pavement Management Program** – The draft report accepted by the City, so will be wrapping up soon.

Our key teaming partner Hanson will complete the Ocean Terrace Drainage Improvements in December 2020.

Jones Edmunds' team members meet regularly to determine the percentage of project tasks completed in relation to milestone dates and the amount of the budget spent. If for any reason a deviation from the schedule or budget occurs, we will reassess project needs and make additional personnel or resources available to meet established deadlines and budgets.

TAB E

VOLUME OF WORK PREVIOUSLY AWARDED
TO THE FIRM BY THE CITY OF JACKSONVILLE
BEACH



E. Volume of Work Previously Awarded to the Firm by the City of Jacksonville Beach

The table below lists design projects we have completed for the City in the past 10 years. Jones Edmunds' fees typically include survey, geotechnical, specifications, and bidding services. The fees on some projects include preliminary design development as well as hydraulic modeling analysis. As noted in the table, we strive to prepare the construction documents within the proposed fee with a minimum of design change orders. One of the main components to accomplish this is working collaboratively with our clients to develop a well-thought-out design scope. The limited number of design change orders illustrate this collaborative work effort.

Project Name	Fee	Bid Amount	Fee to Bid Amount Ratio	Design Change Order	Comments
2nd & 4th Avenue Water Main Improvements	\$98,050	\$671,955	15%		Two design projects were combined
Lake Mildred Stormwater Improvements	\$87,894	\$455,000	19%	\$4,260	Stormwater pump station alleviated local flooding
12th Avenue South Basin Erosion Control Improvements	\$31,228	\$427,250	7%	\$360	Project addressed erosion from pump discharge and slope stabilization
Oceanside Park Water Main Improvements	\$44,408	\$332,994	13%		
Williams Coastal Boulevard Heights and Jacksonville Beach Heights, Project Area #1 of the South Beach Infrastructure Improvements Program	\$198,925	\$3,286,488	6%		Overall urban renewal of existing residential area, project renewed water and gravity sewer, made drainage improvements, and replaced roads and sidewalks
Divisional Maintenance Facility	\$75,391	\$711,831	11%		
Miscellaneous Water Main Replacement Project	\$44,500	\$220,000	20%		Upgrades to existing undersized and old water mains
A1A Water Main Replacement	\$202,952	\$1,647,064	12%	\$39,000	CO was to address soil/groundwater contamination along route and included in bid documents
Ocean Forest Drainage Design	\$82,106	\$1,303,131	6%	\$7,446	CO was to include revise plans to changes in scope per City's directions
South Beach Reuse Extension	\$215,911	\$978,136	22%		
Channel Alternatives & Design Services	\$73,181	\$1,343,847	5%		Worked collaboratively with City to achieve cost-effective design in a challenging location on this complex project
Miscellaneous Water Main Replacement Phase C	\$35,954	\$291,542	12%		Upgrades to existing undersized and old water mains
Miscellaneous Water Main Replacement Phase D	\$41,229	\$663,364	6%		Upgrades to existing undersized and old water mains
LS #7 Relocation Phase I	\$186,564	Design ongoing	N/A		
Lift Station No. 8 Abandonment	\$152,997	Design ongoing	N/A	\$38,319	City requested change of scope to include additional infrastructure in lift station design
Lift Station No. 2 Replacement	\$100,000	\$1,888,652	5%		
Water Main Improvements - Phase F	\$59,521	\$367,778	16%		

FORMS, INSURANCE, AND LICENSES



FORM 1

RESPONSE FORM (page 1 of 2)

RFQ NUMBER: 08-1920
TITLE: Infrastructure Improvements – Downtown/Southend Redevelopment Areas
and Adjacent Areas

TO: THE CITY OF JACKSONVILLE BEACH, FLORIDA

DATE: 8/26/2020

All services shall be provided meeting, and in compliance with this RFQ document and the most current versions of all local, state, and federal laws, rules, regulations, policies, guidelines.

NOTE: Respondent agrees that, as it relates to the professional services under the resulting contract, if Consultant is selected, Consultant will be responsible for developing / determining / verifying for this project all plans / all methods / all quantities / all measurements and all manufacturers' requirements / recommendations necessary to provide a satisfactory fully completed project under the provisions of the RFQ, to the CITY's satisfaction, to include costs for all labor, all equipment, all materials, all rental / leasing / purchasing of equipment and materials, all preparations, all repairs, all safety work, all quality control work, all disposal work, all mobilization and demobilization work, all sub-consultant work, all taxes, all insurance, all bonding if required, all inspection work, all verification work, all warranty work, all permitting at all levels of government, all Consultant overhead, all Consultant profit, and any / all other project related work and/or cost/expense that is not listed, and all of which shall be the basis for the respondent's response for this RFQ.

I hereby certify that I have read and understand the requirements of **RFQ #: 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas**, and as the respondent will comply with all requirements, contained within the executed and negotiated contract and that I am duly authorized to execute this response document and any Contract(s) and/or other transactions required by award of this RFQ.

SUBMITTED BY: Stanley F. Ferreira
Printed Name of Authorized Submitter

COMPANY NAME: Jones Edmunds & Associates, Inc.

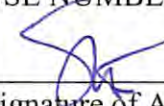
ADDRESS: 8657 Baypine Road, Suite 300

CITY, STATE & ZIP: Jacksonville, FL 32256

TELEPHONE NUMBER: 904.744.5401

EMAIL ADDRESS: rferreira@jonesedmunds.com

LICENSE NUMBER: 40974

By: 
Signature of Authorized Submitter

President & CEO
Title (typed or neatly printed)

FORM 1

RESPONSE FORM (page 2 of 2)

RESPONSE DOCUMENT TURN-IN CHECKLIST

The following documents are to be completed, signed and submitted as part of the Submittal Package in response to this RFQ. Failure to provide the listed documents may be cause for the CITY to consider rejection of the submitted response. This consideration will be at the sole discretion of the CITY.

INITIAL Check-Off	#	SECTION TITLE
[RF]	1.	Title Page
[RF]	2.	Table of Contents
[RF]	3.	Letter of Transmittal
[RF]	4.	FORM 1: RESPONSE FORM (completed pages 38 - 39)
[RF]	5.	FORM 2: RFQ AWARD NOTICE FORM (completed page 40)
[RF]	6.	FORM 3: REQUIRED DISCLOSURE FORM (completed page 41)
[RF]	7.	FORM 4: DRUG-FREE WORKPLACE COMPLIANCE FORM (completed page 42)
[RF]	8.	FORM 5: NON-COLLUSION AFFIDAVIT (completed page 43)
[RF]	9.	FORM 6: NON-BANKRUPTCY AFFIDAVIT (completed page 44)

NOTE: Please INITIAL Check-Off of each *document / activity / requirement* that is attached to the Response Form and/or is required by the RFQ and/or Addenda.

ADDENDA RECEIPT VERIFICATION

Respondent shall acknowledge receipt of all addenda, if any, to the RFQ, by filling in Addenda Numbers and dates below.

Addendum #: <u> 1 </u> Dated: <u>8/10/2020</u>		Addendum #: <u> </u> Dated: <u> </u>
Addendum #: <u> 2 </u> Dated: <u>8/19/2020</u>		Addendum #: <u> </u> Dated: <u> </u>
Addendum #: <u> </u> Dated: <u> </u>		Addendum #: <u> </u> Dated: <u> </u>

FORM 2

RFQ AWARD NOTICE

City of Jacksonville Beach

1460A Shetter Avenue, Jacksonville Beach, FL 32250, (904) 247-6229

NOTICE: Items 1 to 6 are to be completed by the respondent. The respondent is to submit the form to the CITY along with the Response Form and other required documents.

1. Company Name: Jones Edmunds & Associates, Inc.
2. Address: 8657 Baypine Road, Suite 300
3. City, State & Zip: Jacksonville, FL 32256
4. Attention: Stanley F. Ferreira
5. Phone: 904.744.5401 Fax: 352.377.3166
6. E-mail address: rferreira@jonesedmunds.com

PLEASE PRINT CLEARLY

ITEMS BELOW TO BE COMPLETED BY THE CITY OF JACKSONVILLE BEACH

Responses were received and evaluated, and the following recommendation will be presented to the City Manager for award of **RFQ No. 08-1920** per the attached Response Tabulation form(s).

A written notice of intent to file a protest must be filed with the Property and Procurement Officer within three (3) days after receipt by the respondent of the Notice of Intent to Submit RFQ for Approval and Award by City Council from the Property and Procurement Officer in accordance with the procedures set forth in Section XII K., City of Jacksonville Beach Purchasing Manual.

If awarded RFQ, please do not proceed with any work prior to receiving an official City of Jacksonville Beach Purchase Order and/or Notice-to-Proceed letter.

Thank you for your response.
Sincerely,

CITY OF JACKSONVILLE BEACH
/s/Luis F. Flores
Property and Procurement Division

FORM 3

REQUIRED DISCLOSURE

The following disclosure is of all material facts pertaining to any felony conviction or any pending felony charges in the last three (3) years in this State or any other state or the United States against (1) respondent, (2) any business entity related to or affiliated with respondent, or (3) any present or former owner of respondent or of any such related or affiliated entity. This disclosure shall not apply to any person or entity which is only a stockholder, which person or entity owns twenty (20) percent or less of the outstanding shares of a respondent whose stock is publicly owned and traded:

Not applicable

Signed: _____

Title: President & CEO

Consultant: Stanley F. Ferreira

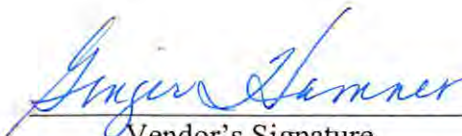
FORM 4

DRUG-FREE WORKPLACE COMPLIANCE

IDENTICAL TIE RESPONSES - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more responses, which are equal with respect to price, quality and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under contract a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under contract, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.


Vendor's Signature

FORM 5

NON-COLLUSION AFFIDAVIT

Stanley F. Ferreira, being first duly sworn deposes and says that:

1. He (it) is the President & CEO, of Jones Edmunds & Associates the Respondent that has submitted the attached Response;
2. He is fully informed respecting the preparation and contents of the attached Response and of all pertinent circumstances respecting such Response;
3. Such Response is genuine and is not a collusive or sham Response;
4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employee, or parties in interest, including this Affidavit, have in any way, colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, firm or person to submit a collusive or sham Response in connection with the contract for which the attached Response has been submitted; or to refrain from responding in connection with such contract; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any Respondent, firm, or person to fix the price or prices in the attached Response or of any other Respondent, or to fix any overhead, profit, or cost elements of the Response price or the Response price in any other Respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed contract;
5. The price or prices quoted in the attached Response are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Respondent or any other of its agents, representatives, owners, employees or parties in interest, including his affidavit.

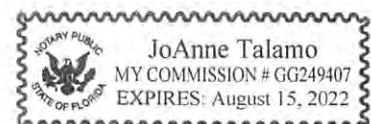
By: [Signature]

Sworn and subscribed to before me this 25th day of August,

2020, in the State of Florida, County of Alachua.

JoAnne Talamo Notary Public

My Commission Expires: August 15, 2022



FORM 6

NON-BANKRUPTCY AFFIDAVIT

STATE OF Florida)

COUNTY OF Alachua)

Stanley F. Ferreira is an officer and member of the
firm of Jones Edmunds & Associates, being first duly sworn, deposes and states that;

1. The subsequent certification statement is a true and accurate statement as of the date shown below.
2. The affiant understands that the intentional inclusion of false, deceptive or fraudulent statements on this Non-Bankruptcy Affidavit constitutes fraud; and, that the City of Jacksonville Beach, Florida, considers such action on the part of the affiant to constitute good cause for denial, suspension, revocation, disqualification, or rejection of affiant's participation in **RFQ #: 08-1920**.
3. Certification Statement: This is to certify that the aforementioned firm has not filed for bankruptcy in the past seven (7) years.



Affiant Signature

Sworn to before me this 25th day of August, 2020 by Stanley F. Ferreira, Jr.
(Name of affiant)

He/She is personally known to me or has produced personally known as identification.



Signature of Notary

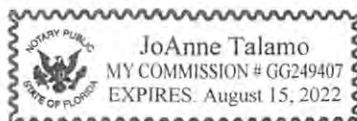
JoAnne Talamo

Notary's Printed Name

August 15, 2022

Expiration of Notary's Commission

Affix Seal Here:



ADDENDUM No. 1

RFQ No.: 08-1920
Title: Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas

The purpose of Addendum No. 1 to RFQ No. 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas is to provide revised pages 29, 32 and answer the following questions.

Question 1:

Do the forms count towards the 30 page requirement?

Answer 1:

We will not count the required forms as part of the 30 pages.

Question 2:

Is there a specific public entity crime form that needs to be included? It is mentioned on page 24 of the RFQ, but I do not see a form attached in the forms section?

Answer 2:

Yes, Form 3 – Required Disclosure.

Question 3:

Is there a certain section the forms should be placed in the submittal?

Answer 3:

The required forms may be placed at the end of the submittal package.

COMPANY NAME: Jones Edmunds & Associates, Inc.

ADDRESS: 8657 Baypine Road, Suite 300

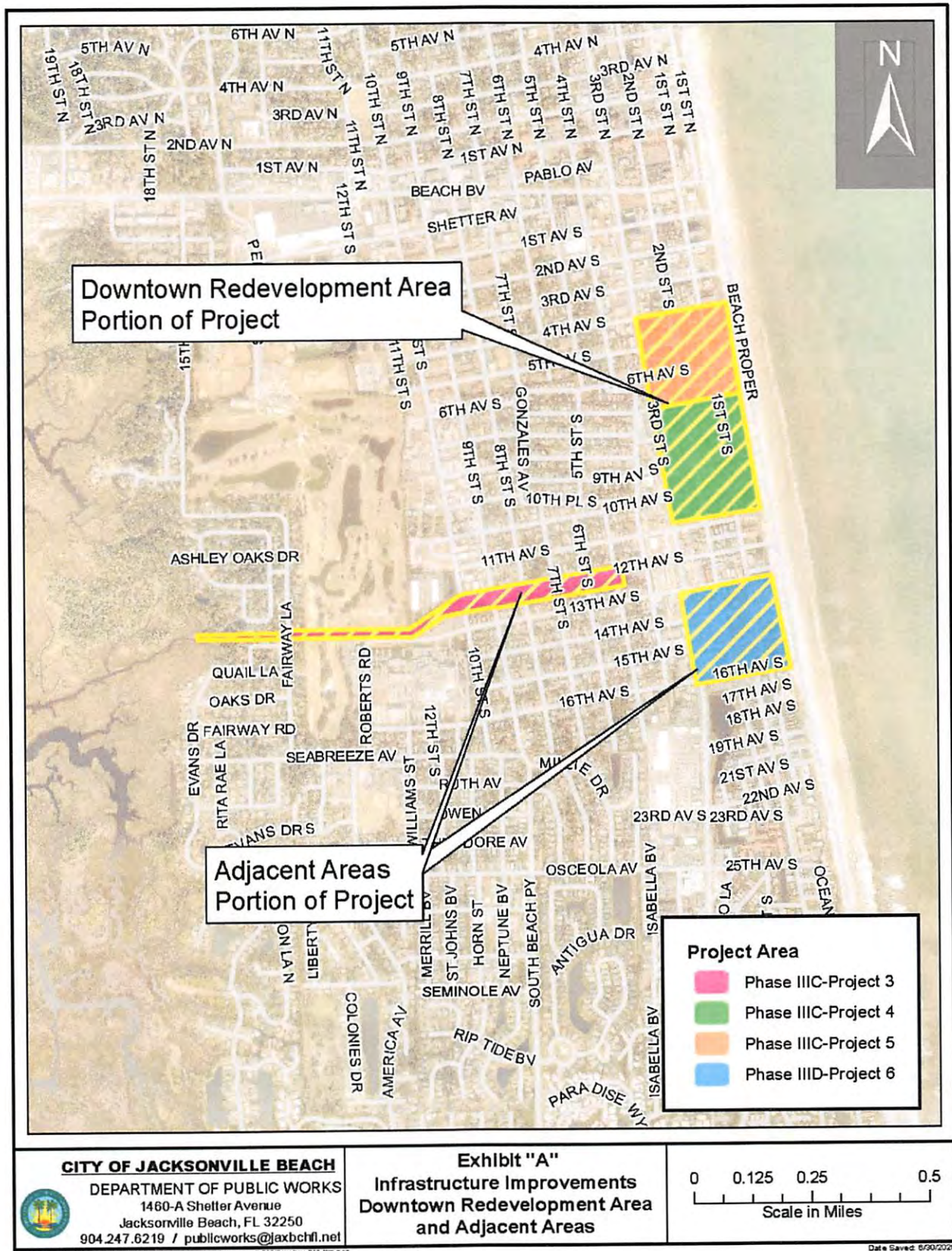
CITY, STATE & ZIP: Jacksonville, FL 32256

SUBMITTED BY: Stanley F. Ferreira, PE
Printed name of authorized submitter

TITLE: President & CEO

SIGNATURE: _____

DATE: August 26, 2020



LIST OF PROJECT AREAS

1. Outfall Channel Improvements from 4th Street South to Intracoastal Waterway (Phase IIIC-Project 3)
2. 7th Avenue South to 11th Avenue South from Street end to 3rd Street South (Phase IIIC-Project 4)
3. 4th Avenue South to 7th Avenue South from Street end to 3rd Street South (Phase IIIC-Project 5)
4. 13th Avenue South to 16th Avenue South from Street end to 3rd Street South (Phase IIID-Project 6)
5. Southend Redevelopment Area

LIST OF POTENTIAL IMPROVEMENTS
WITHIN THE PROJECT AREAS

1. Water Mains
2. Wastewater Mains
3. Stormwater Mains
4. Beach Stormwater Outfall Reversals
5. Stormwater Pump Stations
6. Milling and Overlay Existing Streets
7. Reconstruct Existing Roadways
8. Additional On-Street Parking
9. Beach Access Street End Zones
10. Other projects approved by the City of Jacksonville Beach

ADDENDUM No. 2

RFQ No.: 08-1920
Title: Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas

The purpose of Addendum No. 2 to RFQ No. 08-1920 Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas is to provide revised pages 23, 24, 37, 43 and answer the following questions.

Question 1:

Do the covers/tabs count towards the 30-page limit?

Answer 1:

No.

Question 2:

On page 8 of 43, the RFQ states “Interested firms should provide proposed timeline for completion of project. The proposed schedule should include time for completion of draft report and final report.” Could you please clarify what you would like us to provide and to what extent of detail to fulfill this request?

Answer 2:

At a minimum, provide a timeline for development of the Phase One – Preliminary Study/Design, including draft report, review/revision iterations and final Preliminary Engineering Report.

Question 3:

Will drawings produced in ACAD format be acceptable?

Answer 3:

Design deliverables will be required in ACAD and Adobe PDF formats.

Question 4:

Under 1.1, Page 8 “Interested firms should provide proposed timeline for completion of project. The proposed schedule should include time for completion of draft report and final report.” What is meant by this – the timeline for the entire design and construction? Design only? Until survey and other data is gathered and preliminary plans have been assembled to define what the scope of design would be under Phase 1 – Preliminary Study/Design, it would be difficult to place an accurate timeline. Also, in the Scope of Services, there is no draft and final report

mentioned. Please clarify where this is and when this is to occur?

Answer 4:

Same response as question #2 above.

Question 5:

The term “construction management” is utilized throughout. Is this really “construction administration or construction observation”? If the designer prescribes means and methods to the contractor during the work, that could pose some legal concerns. Please clarify the contractor will have a separate contract directly with the City and the contractor will not be under the designer?

Answer 5:

For this RFQ, Construction Management is considered to be Construction Administration and issue resolution, not means and methods. Contractor(s) will have separate contract for construction. The selected design consultant may assist the City in preparation of portions of the construction contract(s).

Question 6:

In Phase 3 (7) and (8), testing and disinfection of watermain/sewer mains. Is the consultant being asked to conduct these tests? Typically the contractor sets up and performs the pressure tests, and the consultant observes and reviews the bacteriological test results to approve or disapprove. Need clarification on if the consultant is actually performing these tests. Also, is the contractor pulling samples and sending them to an independent laboratory for the bac'ts or is the City asking the consultant to perform this operation?

Answer 6:

The selected consultant may be require to observe and document pressure tests and bac't results, but not to conduct such test or take field samples.

Question 7:

We would like to confirm that no performance and payment bonds are required by the consultant. Page 17, 1.20.

Answer 7:

Performance and payment bonds not required.

Question 8:

We would like to confirm that no warranty is required by the consultant. Page 18, 1.24.

Answer 8:

Warrantee not required.

Question 9:

Does the City of Jacksonville Beach have a budget for constructing the project and what is it's funding source? Is it within the CIP budget or are there special funding mechanisms such as a CRA involved with the project?

Answer 9:

Yes, CRA and City funds.

It is within the CIP and there are different funding sources involved. Downtown CRA Budget for design and construction is \$15,106,975; City budget for design and construction is \$4,443,025; Southend CRA budget for design and construction is \$14,320,000.

Question 10:

Does the City have an expected timeframe to construct?

Answer 10:

Yes, FY 2021-2025.

Question 11:

Can the City share any background information regarding future or proposed redevelopment/uses of the properties that may coincide with these infrastructure efforts focused on roadway, utility, and stormwater improvements?

Answer 11:

Existing area is mostly built out.

Question 12:

The maps provided in the RFQ provided three distinct areas with phasing plans and a separate exhibit depicting the Southend Redevelopment Area Boundary. Are there specific problems to solve within each of these boundaries distinguished from one another and is there any background you can share that precipitated these specific parcels to be included within the request?

Answer 12:

Mainly roadway and drainage concerns with some water and sewer rehabilitation.

Question 13:

We noted a list of criteria within the request including professional ability, proximity, willingness to meet time and budget requirements, current workload, and work previously awarded by the City of Jacksonville Beach. Is there a particular weight to these categories on how they will be rated? If so, could you share how this will be measured?

Answer 13:

Yes, see revised pages 23 and 24 attached with weighted criteria values.

Question 14:

Per the RFQ Section C: Nature of the Work page 23 of 43 “the proposal is to be limited to no more than thirty (30) 8-1/2” x 11” typed written pages.” Does this page limit include the 6 required forms to be filled out provided in the RFQ, staff resumes, licenses, insurance information, etc. which are all required to be submitted as part of this proposal or do all or some of these items not count towards the 30 page proposal limit?

Answer 14:

No.

Question 15:

Also per RFQ Section C: Nature of the Work page 24 of 43 Submittals shall also include the following items: “b. Public Entity Crime Form.” Is this the same as the provided Form 3 Required Disclosure on page 40 of 43 which is required to be submitted?

Answer 15:

Yes.

Question 16:

Form 1: RFQ Response Submittal. Will the City consider changing the language in this paragraph as shown below?

NOTE: Respondent agrees that, as it relates to the professional services under the resulting contract, if Consultant is selected, Consultant will be is solely responsible for developing / determining / verifying...

Explanation: Some of these tasks are not applicable to a professional services agreement or to the scope of services applicable to this RFQ.

Answer 16:

Yes, see revised form attached.

Question 17:

Form 1: RFQ Response Submittal. Will the City consider removing the language shown below?

I hereby certify that I have read and understand the requirements of **RFQ #08-1920, Infrastructure Improvements – Downtown/Southend Redevelopment Areas and Adjacent Areas**, and as the respondent will comply with all requirements contained within the executed and negotiated contract, and that I am duly authorized to execute this response document and any Contract(s) and/or other transactions required by award of this RFQ.

Explanation: The Consultant should agree to comply with all contract documents when a contract is negotiated between the successful respondent(s) and the City.

Answer 17:

Yes, see revised form attached.

Question 18:

Form 6: Non-Bankruptcy Affidavit, Item 3. Will the City consider removing this language from item 3 of the form?

and that no owner/officer or principal of the aforementioned firm has filed for bankruptcy personally in the past seven (7) years or has been an owner/officer or principal of firm which has filed for bankruptcy in the past seven (7) years.

Explanation: As a corporation, we are unable to attest to the personal finances of our shareholders or the financial history of shareholders' past business endeavors. We are proud to be wholly owned by our employees, and the firm's shareholder agreement prohibits shares to be used as collateral for personal finances. The financial health of the firm is protected from personal bankruptcy or previous business endeavors.

Answer 18:

Yes, see revised form attached.

COMPANY NAME: Jones Edmunds & Associates, Inc.

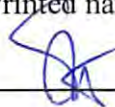
ADDRESS: 8657 Baypine Road, Suite 30

CITY, STATE & ZIP: Jacksonville, FL 32256

SUBMITTED BY: Stanley F. Ferreira, PE

TITLE: President & CEO

Printed name of authorized submitter

SIGNATURE: 

DATE: August 26, 2020



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/24/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Risk Strategies 12801 North Central Expy. Suite 1710 Dallas, TX 75243	CONTACT NAME: Brian R Hadar PHONE (A/C, No, Ext): (214) 503-1212 E-MAIL ADDRESS: certificatedallas@risk-strategies.com	FAX (A/C, No): (214) 503-8899
	INSURER(S) AFFORDING COVERAGE	
INSURED Jones Edmunds & Associates, Inc., 730 N.E. Waldo Road Gainesville FL 32641	INSURER A: Phoenix Insurance Company	
	INSURER B: Travelers Indemnity Co of America	
	INSURER C: Travelers Property Casualty Co of Amer	
	INSURER D: XL Specialty Insurance Company	
	INSURER E: Charter Oak Fire Insurance Company	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 56154146

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	☒	☒	6808N190672	6/30/2020	6/30/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	☒	☒	BA1958L731	6/30/2020	6/30/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$10,000	☒	☒	CUP8N201316	6/30/2020	6/30/2021	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A	UB8N190948	6/30/2020	6/30/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Professional Liability		☒	DPR9961801	6/30/2020	6/30/2021	Per Claim \$5,000,000 Annual Aggregate \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The claims made professional liability coverage is the total aggregate limit for all claims presented within the annual policy period and is subject to a deductible. Thirty (30) day notice of cancellation in favor of the certificate holder on all policies.

CERTIFICATE HOLDER

For Proposal Purposes

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Brian Hadar

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ACORD 25 (2016/03)

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JONES EDMUNDS & ASSOCIATES, INC.

State of Florida
Department of State

I certify from the records of this office that JONES, EDMUNDS & ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on May 14, 1974.

The document number of this corporation is 452905.

I further certify that said corporation has paid all fees due this office through December 31, 2020, that its most recent annual report/uniform business report was filed on February 10, 2020, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Tenth day of February, 2020



Ronald R. DeSantis
Secretary of State

Tracking Number: 0868915737CC

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 Ron DeSantis, Governor 

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

JONES, EDMUNDS & ASSOC INC
730 N E WALDO RD
GAINESVILLE FL 326410000

LICENSE NUMBER: CA1841
EXPIRATION DATE: FEBRUARY 28, 2021
Always verify licenses online at MyFloridaLicense.com

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 RICK SCOTT, GOVERNOR 

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL GEOLOGISTS

THE GEOLOGY BUSINESS HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 492, FLORIDA STATUTES

JONES, EDMUNDS & ASSOCIATES, INC.
730 NE WALDO ROAD
GAINESVILLE FL 32641

LICENSE NUMBER: GB133
EXPIRATION DATE: JULY 31, 2020
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MESKEL & ASSOCIATES ENGINEERING, PLLC

***State of Florida
Department of State***

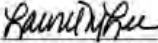
I certify from the records of this office that MESKEL & ASSOCIATES ENGINEERING, PLLC is a limited liability company organized under the laws of the State of Florida, filed on February 22, 2008.

The document number of this limited liability company is L08000018864.

I further certify that said limited liability company has paid all fees due this office through December 31, 2020, that its most recent annual report was filed on January 15, 2020, and that its status is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capitol, this the Fifteenth day of January, 2021




Secretary of State

Tracking Number: 030659213CC

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Ron DeSantis, Governor

Helvy Rodriguez, Secretary



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS**

THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

MESKEL & ASSOCIATES ENGINEERING, PLLC

8736 WESTERN WAY
SUITE 12
JACKSONVILLE FL 32256

LICENSE NUMBER: CA28142

EXPIRATION DATE: FEBRUARY 28, 2021

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DIX.HITE + PARTNERS

***State of Florida
Department of State***

I certify from the records of this office that DIX.HITE + PARTNERS, INC. is a corporation organized under the laws of the State of Florida, filed on March 18, 1996.

The document number of this corporation is P96000024089.

I further certify that said corporation has paid all fees due this office through December 31, 2020, that its most recent annual report/uniform business report was filed on March 10, 2020, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Tenth day of March, 2020*



Randy A. Lee
Secretary of State

Tracking Number: 3339215288CC

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Ron DeSantis, Governor

Halley Behears, Secretary



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

BOARD OF LANDSCAPE ARCHITECTURE

THE LANDSCAPE ARCHITECT BUSINESS HEREIN HAS REGISTERED UNDER THE
PROVISIONS OF CHAPTER 481, FLORIDA STATUTES



DIX HITE + PARTNERS, INC
150 W JESSUP AVENUE
LONGWOOD FL 32750

LICENSE NUMBER: LC0000358
EXPIRATION DATE: NOVEMBER 30, 2021

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DEGROVE SURVEYORS, INC.

***State of Florida
Department of State***

I certify from the records of this office that DEGROVE SURVEYORS, INC. is a corporation organized under the laws of the State of Florida, filed on December 10, 1986.

The document number of this corporation is J46442.

I further certify that said corporation has paid all fees due this office through December 31, 2020, that its most recent annual report/uniform business report was filed on January 15, 2020, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Nineteenth day of August,
2020*



Randy Rife
Secretary of State

Tracking Number: 9384827817CU

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Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No.: **LB4603**
Expiration Date February 28, 2021

Professional Surveyor and Mapper Business License
Under the provisions of Chapter 472, Florida Statutes

DEGROVE SURVEYORS INC
2131 CORPORATE SQUARE BLVD
JACKSONVILLE, FL 32216-1919

Nicole Fried

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

HANSON PROFESSIONAL SERVICES, INC.

***State of Florida
Department of State***

I certify from the records of this office that HANSON PROFESSIONAL SERVICES INC. is a Delaware corporation authorized to transact business in the State of Florida, qualified on October 3, 1997.

The document number of this corporation is F97000005188.

I further certify that said corporation has paid all fees due this office through December 31, 2020, that its most recent annual report/uniform business report was filed on January 2, 2020, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capitol, this
the Second day of January, 2020*



Randy Lee
Secretary of State

Tracking Number: 3313384961CC

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<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY

dbpr Florida

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS**

THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

HANSON PROFESSIONAL SERVICES INC.

1525 S. 5TH STREET
C/O JOHNNIE COOMBE
SPRINGFIELD, IL 62703

LICENSE NUMBER: CA7961

EXPIRATION DATE: FEBRUARY 28, 2021

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800.237.1053 | JONESEDMUNDS.COM

This is the only recommendation notice you will receive. If there are other representatives in your firm working on this project, please forward to their attention.

NOTICE OF INTENT TO NEGOTIATE SATISFACTORY CONTRACT

Date: October 1, 2020

From: Luis F. Flores, Property and Procurement Officer

RE: **RFQ No. 08-1920 Infrastructure Improvements – Downtown/Southend
Redevelopment Areas and Adjacent Areas**

Recommendation will be presented to the City Manager for:

RFQ Number: 08-1920

Title: Infrastructure Improvements – Downtown/Southend
Redevelopment Areas and Adjacent Areas

Negotiate with: **GAI Consultants, Inc. for project areas #2 (Phase IIIC-Project 4), #3 (Phase IIIC-Project 5) and #4 (Phase IIID-Project 6) and Jones Edmunds & Associates, Inc. for project areas #1(Phase IIIC-Project 3) and #5 (Southend Redevelopment Area).**

Attached is the Final Selection Committee Collective Summary.

In accordance with the procedures set forth in Section XII K., of the City of Jacksonville Beach Purchasing Manual, a written notice of intent to file a protest must be filed with the Property and Procurement Officer within three (3) business days, Monday through Friday, 8:00 AM – 4:00 PM, after receipt by the respondent of the Notice of Intent to Negotiate Satisfactory Contract from the Property and Procurement Officer.

The City reserves the right to further negotiate any proposal, including price, with the highest rated respondent. If an agreement cannot be reached with the highest rated respondent, the City reserves the right to negotiate and recommend award to the next ranked respondent or subsequent respondents, until an agreement is reached.

If awarded, please do not proceed with any work prior to receiving an official City of Jacksonville Beach Purchase Order and/or Notice-to-Proceed letter.

We would like to thank each respondent for their submittal.

Luis F. Flores

Luis F. Flores, Property and Procurement Officer
1460A Shetter Avenue, Jacksonville Beach, FL 32250

City of

Jacksonville Beach

Property and

Procurement Division

1460A Shetter Avenue

Jacksonville Beach

FL 32250

Phone: 904.247.6229

Email: purchasing@jaxbchfl.net

www.jacksonvillebeach.org



Invitations were sent to fourteen (14) utility and roadway engineering consulting firms and five (5) responses were received.

An evaluation team consisting of city staff appraised each response. The top three firms were selected for public informal interviews on 9/24/20. Following is the combined scoring tabulation for the September 15, 2020 evaluation committee meeting.

Selection Committee Meeting - 9/15/20										
VENDOR	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Criteria 7	Criteria 8	SCORE	RANK
England-Thims & Miller, Inc.	15	19.33333	9.666667	19	5	18	4.666667	3.333333	94	2
GAI Consultants, Inc.	14.66667	19.66667	9.666667	18.66667	5	19.66667	5	5	97.33333	1
Halff Associates, Inc.	12	16.66667	8	18	5	16	4.666667	1.333333	81.66667	5
Jones Edmunds & Associates, Inc.	14	18.33333	9.333333	19.66667	5	18	4.666667	4.666667	93.66667	3
WGI, Inc.	12	17.66667	8.666667	18.33333	4	16	4.666667	1	82.33333	4

The top three respondents were ranked after public informal interviews. Following is the combined scoring tabulation for the October 1, 2020 evaluation committee meeting.

Final Selection Committee Meeting - 10/1/20										
VENDOR	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Criteria 7	Criteria 8	SCORE	RANK
England-Thims & Miller, Inc.	13.33333	18.33333	9.333333	19.33333	5	17.33333	4.666667	2	89.33333	3
GAI Consultants, Inc.	14.66667	19.66667	10	19.33333	5	20	5	4.666667	98.33333	1
Jones Edmunds & Associates, Inc.	13.66667	19.33333	9.666667	19.66667	5	19	5	5	96.33333	2

Evaluation Criteria:

1. Past Record of Professional Performance / Accomplishments – 15 points
2. Ability to design an Approach and Work Plan to Meet the Project Requirements – 20 points
3. Project Team – 10 points
4. Construction Management – 20 points
5. Proximity – 5 points
6. Ability to Meet Time and Budget Requirements – 20 points
7. Recent, Current, and Projected Workload of the Firm – 5 points
8. Volume of Work Previously Awarded to the Firm by the City of Jacksonville Beach – 5 points

March 17, 2021

Kayle Moore, PE, CIP Manager
City of Jacksonville Beach Public Works
1460-A Shetter Avenue
Jacksonville Beach, FL 32250

RE: Central Basin Drainage Study
RFQ No 08-1920 Infrastructure Improvements – Downtown/Southend
Redevelopment Areas and Adjacent Areas
Jones Edmunds Opportunity No.: 95204-303-20

Dear Mr. Moore:

Our team of Jones Edmunds & Associates, Inc. (Jones Edmunds) and Hanson Professional Services, Inc. (Hanson) is pleased to present our proposal to assist the City of Jacksonville Beach with evaluating and developing stormwater improvement alternatives in the Central Basin and the Southern Basin. Our understanding of the City's goals for this project are the following:

1. Improve overall drainage system capacity (volume and conveyance) and operations to better accommodate flows from planned Downtown and south basin drainage improvements.
2. Improve the flood protection level of service for the areas served by the Central Basin and Southern Basin drainage systems.
3. Evaluate methods to improve the drainage system resiliency to tidal and surge effects which may compromise basin storage.
4. Where feasible, improve the aesthetics of the stormwater features.

Thank you for the opportunity to assist you with this important project. If you have any questions on the enclosed scope of services, please feel free to contact us at 904-744-5401.

Sincerely,



Jarrod Hirneise, PE
Project Manager



Mark Nelson, PE
Senior Consultant/Vice President

SCOPE OF SERVICES

The Scope of Services for this project includes our Team performing the tasks detailed below to assist the City in developing drainage improvements. Waitz and Moye, Inc. developed a model of the area for a previous project; however, the model was developed in an older version of the ICPR software, is based on the NGVD 29 datum, and would be less efficient to convert for the purposes of this project. Hanson previously developed a new model for the Southern Basin. An updated hydrologic and hydraulic (H&H) model needs to be developed for the Central Basin to reflect current conditions and assist with alternative evaluation. The existing conditions model results will help to define the drainage improvement alternatives for evaluation.

In the Central Basin our Team will develop and document our alternatives analysis through the following tasks:

1. Preliminary site investigations and data inventory
2. Data collection – Central Basin
3. Existing conditions stormwater model development.
4. Model scenario evaluation – Central Basin
5. Outfall system evaluation - Central Basin

An updated model was recently developed by Hanson for the Southern Basin and alternatives to evaluate are already defined. In the Southern Basin our Team will develop and document our alternatives analysis through the following tasks:

6. Data collection – Southern Basin
7. Outfall system evaluation – Southern Basin

TASK 1: PRELIMINARY SITE INVESTIGATION AND DATA INVENTORY

Jones Edmunds will Coordinate a project kickoff meeting with City staff. We anticipate visiting sites in the field as part of the kickoff meeting.

At the kickoff meeting we will discuss design criteria for the pump station evaluations. We will visit and inspect the pump stations.

We will work with City staff to collect and review available information pertinent to hydrologic and hydraulic features and permitted conditions in the study area. We understand the City will provide as-built plan data for some structures. Other structures may need to be surveyed.

Jones Edmunds will compile the available data and use it to develop a preliminary existing conditions stormwater model schematic. The model will be developed at a similar level-of-detail as the south basin model with up to 50 model sub-basins. The level-of-detail will be

sufficient to evaluate the central basin outfall. We will use the preliminary schematic to identify locations where survey data collection will be needed to support creation of the H&H model.

We will also compile and analyze current tide level data (including City staff observations) for identification of a "king tide" design elevation, comparison with existing City infrastructure, and development of modeling scenarios in subsequent tasks.

Jones Edmunds will meet with City staff to review the schematic and survey data options, and tidal data analysis. It is possible that engineering survey could be collected by Jones Edmunds to support modeling or topographic survey could be collected that will also support design. Collection of engineering survey could expedite this project's schedule. We included a survey allowance to use per City direction based on the review of the schematic and survey needs.

DELIVERABLES

- Project kickoff meeting and site visit.
- Summary of design criteria for pump station evaluation.
- Up to three (3) meetings with the City to review alternatives and deliverables.
- Preliminary model schematic and development memorandum.
- Survey data collection per City direction.

CITY RESPONSIBILITIES

- Provide existing City data.
- Review and comment on model schematic.
- Review and comment on the proposed survey needs and provide direction for use of the survey allowance.

TASK 2: DATA COLLECTION – CENTRAL BASIN

Jones Edmunds will coordinate field survey data collection in the de-siltation basin in the Central Basin. The survey will support a volume maximization analysis of the de-siltation basin. The following survey data will be collected:

- Drainage survey of the de-siltation basin – locating pipes and control structures.
- Muck probe at cross-sections spaced about 50-feet apart with approximately 10 probe locations per cross-section.
- Survey of structures downstream of the pump station with a channel cross-section on either side of each structure about 50 ft from the structure. The structures are a culvert at Fairway Lane, a culvert at South Beach Parkway, a bridge on the golf course, and a bridge at the medical center.

DELIVERABLES

- Boundary and topographic survey data.
- Meeting with City to review survey data.

CITY RESPONSIBILITIES

- Provide access to the Central Basin as needed for survey.

TASK 3: EXISTING CONDITIONS MODEL DEVELOPMENT

Jones Edmunds will develop an existing conditions stormwater model. We will use existing data to calibrate the model (high water marks, gage data, etc.). We will use the model to evaluate peak water levels and flows in the Central Basin Drainage area for the mean-annual, 10-year, 25-year, and 100-year return period 24-hour duration events. We will meet with the City to review the model results and memorandum. At this meeting we will also receive guidance from the City on which alternatives to evaluate.

DELIVERABLES

- Existing conditions ICPR model.
- Model memorandum.
- Review meeting with the City.

CITY RESPONSIBILITIES

- Provide feedback on the model and memorandum.
- Provide guidance on alternatives to evaluate.

TASK 4: MODEL SCENARIO EVALUATION – CENTRAL BASIN

We will formulate and analyze up to three (3) conceptual design alternatives to offset impacts of potential flow increases to the Central Basin from the CRA and improve drainage conditions in the Central Basin. One of the alternatives will include the redirection of flow from the CRA project area (4th Avenue South to 16th Avenue South) and City with no downstream improvements in the Central Basin. The remaining alternatives will provide options for diverting flow from the CRA project area and the City with downstream improvements to offset adverse downstream impacts if there are any.

Jones Edmunds will develop proposed conditions models for each design alternative. We will compare the stages and discharge rates to the revised existing conditions model for the mean-annual, 10-year, 25-year, and 100-year 24-hour events to quantify the benefit of each alternative.

For each alternative we will prepare GIS figures depicting conceptual layouts and an engineer's opinion of probable costs (OPC) that will include engineering design and permit fees, land and easement acquisition, and construction costs. The costs will be Class 4 cost

estimates as defined by the ASTM Standard Classification of Cost Estimating (ASTM E2516-11). We will compile provide the figures and OPC for City review. We will meet with the City to discuss the alternatives evaluated and to determine the preferred alternatives for inclusion in the engineering report.

DELIVERABLES

- Conceptual layouts, model results, and OPCs for up to 3 conceptual alternatives.

CITY RESPONSIBILITIES

- Provide guidance on preferred alternatives to include in the engineering report.

TASK 5: OUTFALL SYSTEM EVALUATION – CENTRAL BASIN

Our Team will formulate and analyze conceptual improvements to the pump station serving Central Basin. The updated H&H model for the Central Basin may not be complete in time for the system evaluation, therefore pump station operation may be assessed without model results using available flow data from previous studies or portions of the model being developed. Based on our discussions with the City, our understanding is that the following tasks will be performed:

- Use the survey data collected to develop a plan to maximize the volume of the Central De-Siltation Canal within the existing ROW. This will include an assessment of the annual sediment build up in the canal and a potential dredging/dewatering plan.
- Provide recommendations for improving operation of the Central De-siltation Canal pump station and control structure to optimize energy use, minimize noise, and facilitate maintenance. Options to be considered will include the potential replacement of the pumps, piping, and gates, addition of standby power, security upgrades, and additional lighting. We will research pump station noise mitigation measures for the Central De-siltation Canal pump station considering the existing and potential replacement pumps. We will also assess the wet well and bar screen sizing relative to the existing pumping capacity of 11,500 GPM at 7 feet TDH.
- Investigate the possibility of increasing the height of the Central De-siltation Canal weir to an elevation greater than the recent “king tide” elevations. This task will include reviewing existing tide data in relation to the elevation of the existing weir.
- Assess potential downstream channel conveyance improvements to improve the connection to the outfall. Improvements to be considered will be changing the channel dimensions and roughness (e.g. maintenance or lining).
- Assess the box culvert under 9th St. South and Fairway Lane for repair or replacement.

- Assess the wet weather discharge outfall in the channel for repair or replacement.
- Perform a desktop assessment of wetland and protected species along the outfall ditch to assess potential permitting considerations associated with channel modifications.

DELIVERABLES

- Technical memorandum summarizing the survey findings, including a conceptual layout for maximizing the volume and a recommended dredging/dewatering plan.
- Technical memorandum with an assessment of the existing condition and equipment, a list of recommended repairs and/or upgrades, potential replacement components, noise mitigation strategies successfully employed at other stations within Florida, and a proposed strategy for the existing Central De-siltation Canal pump station.
- Technical memorandum with a recommended weir elevation and a comparison of existing and proposed modeling results for the 25yr-24hr SJRWMD design event using the identified “king tide” elevation. Additionally, the memo will include a summary of the potential geometric modifications to maximize the canal volume and meeting minutes from the SJRWMD coordination meeting.
- Technical memorandum summarizing the existing downstream channel condition assessment and a proposed improvement plan, including an opinion of probable construction costs and permitting requirements.

CITY RESPONSIBILITIES

- Provide recommendations on preferred alternatives to include in the engineering report.

TASK 6: DATA COLLECTION – SOUTHERN BASIN

Jones Edmunds and Hanson will coordinate field survey data collection in the de-siltation canal and its outfall in the Southern Basin. The survey will support a volume maximization analysis of the de-siltation basin. The following survey data will be collected:

- Topographic survey of the canal and outfall ditch – including the top and bottom of banks, walls, fences, and above ground features in the parcel.
- Drainage survey of the canal and outfall ditch – locating pipes, culverts, bridges and control structures.
- Muck probe survey of de-siltation canal at cross-sections spaced about 50-feet apart with approximately 10 probe locations per cross-section.

DELIVERABLES

- DWG files with digital terrain model.
- Meeting with City to review survey data.

CITY RESPONSIBILITIES

- Provide guidance on the survey method to use and extent of data to collect based on available budget.

TASK 7: OUTFALL SYSTEM EVALUATION – SOUTHERN BASIN

Our Team will formulate and analyze conceptual improvements to stormwater infrastructure in the south basin. Based on our discussions with the City, our understanding is that the alternatives to be considered are:

- Assess potential downstream channel conveyance improvements to improve the connection to the outfall. Evaluate the condition of the existing box culvert under the South Beach Parkway and Marsh Landing Boulevard and the wooden bulkhead to the west. Improvements to be considered will be restoring channel cross section, changing the channel dimensions, and lining the channel to stabilize the slopes and increase conveyance. Additional detail based on the survey data will be added to the existing condition ICPR model to be used as a basis for the channel improvements. Proposed channel and structure improvements will be added to the ICPR model and evaluated in terms of stage and velocity in the channel. Development of a recommended alternative to address the issues at South Beach Parkway and Marsh Landing Boulevard will be prioritized over other study tasks. This task will also include a preliminary environmental assessment to determine wetland/marsh area limits. Identification of protected species and mitigation strategies for anticipated impacts will be documented.
- Perform a desktop assessment of wetland and protected species along the outfall ditch to assess potential permitting considerations associated with channel modifications.
- Improve operation of the South De-siltation Canal pump station and control structure to optimize energy use, minimize noise, and facilitate maintenance. Options to be considered will include the potential replacement of the pumps and gates, addition of standby power, security upgrades, and additional lighting. We will research pump station noise mitigation measures for the South De-siltation Canal pump station considering the existing and potential replacement pumps. We will also assess the wet well and bar screen sizing relative to the existing pumping capacity (11,500 GPM at 7 feet of Total Dynamic Head).
- Investigate the need to raise the height of the South De-siltation Canal weir to an elevation greater than the recent “king tide” elevations. This task will

include reviewing existing tide data in relation to the elevation of the existing weir.

- We will use the survey data collected to develop a plan to maximize the volume of the South De-Siltation Canal within the existing ROW. This will include an assessment of the annual sediment build up in the canal and a potential dredging plan. This effort will also include reviewing the existing Ocean Terrace pond functionality and if this pond could be reconfigured to benefit future improvements.
- Review Osceola Pond with modeling to determine if it is functioning properly or if any improvements need to be made to the pond or outfall to address past drainage concerns.

DELIVERABLES

- Technical memorandum summarizing the existing downstream channel condition assessment and a proposed improvement plan, including an opinion of probable construction costs.
- Technical memorandum with an assessment of the existing condition and equipment, a list of recommended repairs and/or upgrades, potential replacement components, noise mitigation strategies successfully employed at other stations within Florida, and a proposed strategy for the existing South De-siltation Canal pump station.
- Technical memorandum with a recommendation on the need to address the existing weir height based on the "king tide" elevation having adverse impacts on the South De-siltation Canal. Additionally, the memo will include a summary of the potential geometric modifications to maximize the canal volume.
- Technical memorandum summarizing the survey findings, will include up to 3 conceptual alternatives for maximizing the volume, will provide a final proposed recommended alternative, and a recommended dredging plan.

CITY RESPONSIBILITIES

- Provide guidance on preferred alternatives to include in the engineering report.

SCHEDULE

The expected durations for critical path items are the following:

1. Site Investigations, Data Inventory, and Data Collection for the Central and Southern Basins completed within 60 days from official Notice to Proceed.
2. Existing Conditions Model Development completed for the Central Basin within 120 days from completion of Data Inventory, and Data Collection.

3. Draft memoranda for the Outfall System Evaluation for the Central and Southern Basins completed within 60 days from completion of Data Inventory, and Data Collection.
4. Final memoranda for the Central and Southern Basins completed within 20 days following the Draft Report review meeting with the City.

Based on an expected Notice to Proceed date of April 15, 2021 we expect a total schedule duration of 140 days. If needed we will coordinate deviations from the expected schedule with the City.

COMPENSATION

The additional services performed under the change order will be on a time and materials, not to exceed, basis in accordance with the terms of RFQ 08-1920. The total fee for this task order is \$397,797.72. The fee and estimated timeframe shown for the Scope of Services are estimates only and may require changes depending on the nature of City requests.

Task	Task Description	Task Amount
1	Preliminary Site Investigation and Data Inventory (Central Basin)	\$50,442.34
2	Data Collection (Central Basin)	\$32,844.41
3	Existing Conditions Model Development (Central Basin)	\$35,715.89
4	Alternatives Evaluation (Central Basin)	\$24,635.18
5	Outfall System Evaluation (Central Basin)	\$88,822.49
Subtotal Central Basin		\$232,460.31
6	Data Collection (Southern Basin)	\$52,907.20
7	Outfall System Evaluation (Southern Basin)	\$112,430.21
Subtotal Southern Basin		\$165,337.41
Total		\$397,797.72



Project Name: Central and Southern Basin Evaluations
Client: City of Jacksonville Beach
Opportunity Number: 95204-303-20
Project Number:

Date: 3/17/2021
By: A.Foley
Checked: M.Nelson, J.Hirneise

Task	Category	Project Officer	Senior Project Manager	Senior Engineer	Project Manager	Design Engineer (Project Engineer)	Engineer	Engineer Intern	Senior GIS Analyst	GIS Analyst	Senior Construction Admin	Technical Editor	Clerical	Labor Hours	Labor Cost	ODC	Sub-consultant	Total Cost
	Rate	\$ 251.80	\$ 200.74	\$ 215.06	\$ 176.55	\$ 176.55	\$ 124.47	\$ 93.01	\$ 107.78	\$ 91.95	\$ 144.21	\$ 117.08	\$ 69.71					
TASK 1: PRELIMINARY SITE INVESTIGATION AND DATA INVENTORY		7	0	6	56	80	24	136	4	50	0	4	0	367	\$ 48,197.34	\$ 2,245.00	\$ -	\$ 50,442.34
Project initiation					8									8	\$ 1,412.40	\$ -	\$ -	\$ 1,412.40
Project kickoff meeting preparation					4	4				2				10	\$ 1,596.30	\$ 10.00	\$ -	\$ 1,606.30
Project kickoff meeting and site visit		4			8	8								20	\$ 3,832.00	\$ -	\$ -	\$ 3,832.00
Existing data collection and review					10	16		40		40				106	\$ 11,988.70	\$ 200.00	\$ -	\$ 12,188.70
Preliminary model schematic development					12	20		60		8				100	\$ 11,965.80	\$ 40.00	\$ -	\$ 12,005.80
Field investigations						16		24						40	\$ 5,057.04	\$ -	\$ -	\$ 5,057.04
Survey identification and draft scope					4	4		12				4		24	\$ 2,996.84	\$ -	\$ -	\$ 2,996.84
Survey allowance					4	6	24		4					38	\$ 5,183.90	\$ 1,995.00	\$ -	\$ 7,178.90
Meetings with City (3)		3		6	6	6								21	\$ 4,164.36	\$ -	\$ -	\$ 4,164.36
TASK 2: DATA COLLECTION - CENTRAL BASIN		0	0	0	10	10	0	28	0	0	0	0	3	51	\$ 6,344.41	\$ -	\$ 26,500.00	\$ 32,844.41
Survey - sub - Clarey - topo & boundary					2	2		8					1	13	\$ 1,519.99	\$ -	\$ 12,820.00	\$ 14,339.99
Survey - sub - Clarey - culvert and bridge					2	2		8					1	13	\$ 1,519.99	\$ -	\$ 3,325.00	\$ 4,844.99
Survey - sub - Clarey - muck probe					2	2		8					1	13	\$ 1,519.99	\$ -	\$ 10,355.00	\$ 11,874.99
QC					2	2		4						8	\$ 1,078.24	\$ -	\$ -	\$ 1,078.24
Meeting to review with City					2	2								4	\$ 706.20	\$ -	\$ -	\$ 706.20
TASK 3: EXISTING CONDITIONS MODEL DEVELOPMENT		0	0	4	31	70	0	178	0	0	0	4	0	287	\$ 35,715.89	\$ -	\$ -	\$ 35,715.89
Schematic refinement					2	4		16						22	\$ 2,547.46	\$ -	\$ -	\$ 2,547.46
Hydrologic parameterization - CN					2	6		20						28	\$ 3,272.60	\$ -	\$ -	\$ 3,272.60
Hydrologic parameterization - Tc					2	4		12						18	\$ 2,175.42	\$ -	\$ -	\$ 2,175.42
Hydraulic parameterization - links					4	16		40						60	\$ 7,251.40	\$ -	\$ -	\$ 7,251.40
Hydraulic parameterization - stage area					2	4		12						18	\$ 2,175.42	\$ -	\$ -	\$ 2,175.42
Boundary /Initial conditions					1	4		8						13	\$ 1,626.83	\$ -	\$ -	\$ 1,626.83
Model setup, initial runs, and QC					4	6		20						30	\$ 3,625.70	\$ -	\$ -	\$ 3,625.70
Calibration simulations					2	8		12						22	\$ 2,881.62	\$ -	\$ -	\$ 2,881.62
Inundation Plotting					2	4		12						18	\$ 2,175.42	\$ -	\$ -	\$ 2,175.42
Documentation				2	8	12		24				4		50	\$ 6,661.68	\$ -	\$ -	\$ 6,661.68
Review meeting with City				2	2	2		2						8	\$ 1,322.34	\$ -	\$ -	\$ 1,322.34
TASK 4: MODEL SCENARIO EVALUATION - CENTRAL BASIN		4	0	4	18	36	0	104	0	20	8	4	0	198	\$ 24,535.18	\$ 100.00	\$ -	\$ 24,635.18
Alternative 1					2	6		24		4				36	\$ 4,012.44	\$ 20.00	\$ -	\$ 4,032.44
Alternative 2					2	6		24		4				36	\$ 4,012.44	\$ 20.00	\$ -	\$ 4,032.44
Alternative 3					2	6		24		4				36	\$ 4,012.44	\$ 20.00	\$ -	\$ 4,032.44
OPCCs (3)				2	2	6		16		4	8			38	\$ 4,852.16	\$ 20.00	\$ -	\$ 4,872.16
Documentation		2		2	6	8		16		4		4		42	\$ 5,729.70	\$ 20.00	\$ -	\$ 5,749.70
Review meeting with City		2			4	4								10	\$ 1,916.00	\$ -	\$ -	\$ 1,916.00

TASK 5: OUTFALL SYSTEM EVALUATION - CENTRAL BASIN			7	0	95	51	82	114	226	0	8	40	0	20	643	\$ 88,782.49	\$ 40.00	\$ -	\$ 88,822.49		
Outfall evaluation					8	4	16		40						68	\$ 8,971.88	\$ -	\$ -	\$ 8,971.88		
Outfall environmental assessment						2	4	16			8				30	\$ 3,786.42	\$ 40.00	\$ -	\$ 3,826.42		
Outfall report and costs	2				4	4	4	8	24			8		4	58	\$ 7,436.76	\$ -	\$ -	\$ 7,436.76		
Outfall meeting					2	2	2								6	\$ 1,136.32	\$ -	\$ -	\$ 1,136.32		
Pump station evaluation - pumps/hydraulics					20	4		12	8						44	\$ 7,245.12	\$ -	\$ -	\$ 7,245.12		
Pump station evaluation - electrical/SCADA/Security					15	2		12	4						33	\$ 5,444.68	\$ -	\$ -	\$ 5,444.68		
Pump station report and costs	1				16	1	2	2	6			8		4	40	\$ 6,461.93	\$ -	\$ -	\$ 6,461.93		
Pump station meeting					2	2	2								6	\$ 1,136.32	\$ -	\$ -	\$ 1,136.32		
Weir evaluation					8	8	12	16	24						68	\$ 9,475.24	\$ -	\$ -	\$ 9,475.24		
Weir report	2				4	2	4	8	16			8		4	48	\$ 6,339.58	\$ -	\$ -	\$ 6,339.58		
Weir Meeting					2	2	2								6	\$ 1,136.32	\$ -	\$ -	\$ 1,136.32		
Basin volume evaluation					8	12	16	32	80						148	\$ 18,087.72	\$ -	\$ -	\$ 18,087.72		
Basin volume report and costs	2				4	4	16	8	24			16		8	82	\$ 10,987.88	\$ -	\$ -	\$ 10,987.88		
Basin volume meeting					2	2	2								6	\$ 1,136.32	\$ -	\$ -	\$ 1,136.32		
TASK 6: DATA COLLECTION - SOUTHERN BASIN			0	0	6	28	8	0	20	0	0	0	0	4	66	\$ 9,785.20	\$ -	\$ 43,122.00	\$ 52,907.20		
Sub Hanson					2	12	2		8					2	26	\$ 3,785.32	\$ -	\$ 32,267.00	\$ 36,052.32		
Sub Clarey						12	2		8					2	26	\$ 3,785.32	\$ -	\$ 10,855.00	\$ 14,640.32		
QC					2	2	2		4						10	\$ 1,508.36	\$ -	\$ -	\$ 1,508.36		
Meeting to review with City						2	2								4	\$ 706.20	\$ -	\$ -	\$ 706.20		
TASK 7: OUTFALL SYSTEM EVALUATION - SOUTHERN BASIN			1	0	53	17	8	42	20	0	8	8	0	6	163	\$ 25,459.21	\$ 40.00	\$ 86,931.00	\$ 112,430.21		
Sub Hanson						2								2	4	\$ 492.52	\$ -	\$ 86,931.00	\$ 87,423.52		
QC					2	4	2		2						10	\$ 1,675.44	\$ -	\$ -	\$ 1,675.44		
Outfall environmental assessment						2	4	16			8				30	\$ 3,786.42	\$ 40.00	\$ -	\$ 3,826.42		
Pump station evaluation - pumps/hydraulics					20	4		12	8						44	\$ 7,245.12	\$ -	\$ -	\$ 7,245.12		
Pump station evaluation - electrical/SCADA/Security					15	2		12	4						33	\$ 5,444.68	\$ -	\$ -	\$ 5,444.68		
Pump station report and costs	1				16	1	2	2	6			8		4	40	\$ 6,461.93	\$ -	\$ -	\$ 6,461.93		
Meeting to review with City						2									2	\$ 353.10	\$ -	\$ -	\$ 353.10		
Total					19	0	168	211	294	180	712	4	86	56	12	33	1775	\$ 238,819.72	\$ 2,425.00	\$ 156,553.00	\$ 397,797.72

DATE: 03/17/21
CLIENT: City of Jacksonville Beach
PROJECT: South Basin Drainage Study

	Senior Project Manager HRS	Project Manager HRS	Design Engineer (Project Engineer) HRS	Sr Designer HRS	Engineer Intern HRS	Clerical HRS	TOTAL HRS
Study - Task 6 - Data Collection							
Data Collection and review	0	1	40	0	60	4	105
Field Review (2)	8	8	8	0	8	0	32
Meeting with COJB	4	4	2	0	8	4	22
Sub-consultant coordination	4	16	16	0	0	0	36
Quality Control - 5%	1	9	0	0	0	0	10
Supervision - 5%	1	9	0	0	0	0	10
Task 6 Total Manhours	18	47	66	0	76	8	215
Hourly Rates	\$226.37	\$205.46	\$162.73	\$146.78	\$93.24	\$88.66	
Task 6 - Labor Dollars	\$4,074.64	\$9,656.73	\$10,740.44	\$0.00	\$7,085.94	\$709.28	\$32,267.03
Study - Task 7 - Alternatives Evaluation and Reports							
A Study - Task 7A - Outfall Improvements							
Outfall Evaluation	4	8	40	0	80	0	132
Outfall Report inc Cost Estimate	4	8	20	24	40	4	100
Outfall Meeting with COJB	4	4	2	0	0	4	14
Quality Control - 5%	1	11	0	0	0	0	12
Supervision - 5%	1	11	0	0	0	0	12
Sub-total Hours	14	42	62	24	120	8	270
Hourly Rates	\$226.37	\$205.46	\$162.73	\$146.78	\$93.24	\$88.66	
Task 7A - Labor Dollars	\$3,169.17	\$8,629.42	\$10,089.51	\$3,522.60	\$11,188.32	\$709.28	\$37,308.30
C Study - Task 7C - Canal Weir Elevation Increase							
Weir Height Evaluation	1	4	16	8	0	4	33
Weir Report	1	4	8	8	0	4	25
Weir Meeting with COJB	2	2	2	0	0	0	6
Quality Control - 5%	2	2	0	0	0	0	4
Supervision - 5%	2	2	0	0	0	0	4
Sub-total Hours	8	14	26	16	0	8	72
Hourly Rates	\$226.37	\$205.46	\$162.73	\$146.78	\$93.24	\$88.66	
Task 7C - Labor Dollars	\$1,810.95	\$2,876.47	\$4,231.08	\$2,348.40	\$0.00	\$709.28	\$11,976.19
D Study - Task 7D - Canal Improvements							
South Desiltation Canal Volume/Excavation Evaluation - 3 Alts	4	16	60	16	24	0	120
Osceola Pond Evaluation	1	4	16	4	4	0	29
Canal Report inc Cost Estimates	4	8	8	8	40	4	72
Canal Meeting with COJB	2	2	2	0	0	0	6
Quality Control - 5%	2	8	0	0	0	0	10
Supervision - 5%	2	8	0	0	0	0	10
Sub-total Hours	15	46	86	28	68	4	247
Hourly Rates	\$226.37	\$205.46	\$162.73	\$146.78	\$93.24	\$88.66	
Task 7D - Labor Dollars	\$3,395.54	\$9,451.27	\$13,995.12	\$4,109.71	\$6,340.05	\$354.64	\$37,646.32
Task 7Total Manhours	37	102	174	68	188	20	589
Hourly Rates	\$226.37	\$205.46	\$162.73	\$146.78	\$93.24	\$88.66	
Task 7 Total Labor Dollars	\$8,376.65	\$20,957.16	\$28,315.72	\$9,980.71	\$17,528.37	\$1,773.20	\$86,930.82
	0.06281834	0.173174873	0.295415959	0.115449915	0.31918506	0.033955857	
Hanson Total Fee							\$119,197.85
Sub-consultants							
Clary & Assoc. (survey)	Task 1 \$3,515.00	Task 2 \$7,340.00	Task 3 \$7,340.00	Task 4	Task 5	Task 6	Total \$10,855.00

City of

Jacksonville Beach

City Hall

11 North Third Street

Jacksonville Beach

FL 32250

Phone: 904.247.6274

www.jacksonvillebeach.org

MEMORANDUM

TO: Jim Gilmore and Taylor Mejia, The Southern Group
FROM: Ashlie Gossett, Chief Financial Officer
SUBJECT: Financial Statements and Independent Auditor's Report for the Fiscal Year Ending September 30, 2020 for the Downtown and Southend Redevelopment Districts
DATE: March 3, 2021

BACKGROUND

Beginning in FY2020, Florida State Statute 163.387(8) requires a separate annual financial audit of redevelopment districts to be conducted by an independent certified public accountant in accordance with the rules for audits of local governments adopted by the Auditor General. In previous years, the redevelopment districts were included as part of the City's annual audit. Although separate financial statements are being issued, the financial information for the Community Redevelopment Agency (CRA) will continue to be presented within the City's Comprehensive Annual Financial Report because the CRA is a dependent special district of the City.

The audit report for each redevelopment district includes:

- A description of the amount and source of deposits into, and the amount and purpose of withdrawals from, the trust fund during the fiscal year.
- Financial statements identifying the assets, liabilities, income, and operating expenses of the CRA as of the end of the fiscal year.
- A finding by the auditor as to whether the CRA is in compliance with Statutes 163.387(6) and (7) regarding annual budgets and yearend appropriations.

REQUESTED ACTION

Accept the Financial Statements and Independent Auditor's Report for the Fiscal Year Ending September 30, 2020 for both the Downtown and Southend Redevelopment Districts.

ATTACHMENTS

- FY2020 Downtown Redevelopment District Financial Statements
- FY2020 Southend Redevelopment District Financial Statements
- Communication with Those Charged with Governance Downtown
- Communication with Those Charged with Governance Southend



2020

Downtown Redevelopment District (a Component
Unit of the City of Jacksonville Beach, Florida)

Financial Statements and Independent Auditor's Report

September 30, 2020

**FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR’S REPORT**

**DOWNTOWN REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)**

JACKSONVILLE, FLORIDA

SEPTEMBER 30, 2020

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INDEPENDENT AUDITOR'S REPORT

To the Community Redevelopment Agency
Downtown Redevelopment District
City of Jacksonville Beach, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of the Downtown Redevelopment District (the District), a component unit of the City of Jacksonville Beach, Florida (the City), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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To the Community Redevelopment Agency
Downtown Redevelopment District
City of Jacksonville Beach, Florida

INDEPENDENT AUDITOR'S REPORT

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the District, as of September 30, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 23, 2021, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



February 23, 2021
Tallahassee, Florida

MANAGEMENT'S DISCUSSION AND ANALYSIS

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Management's Discussion and Analysis (the MD&A) of the Downtown Redevelopment District (the District) is intended to provide an overview of the District's financial position and results of operations for the fiscal year ended September 30, 2020. The MD&A should be read in conjunction with the District's financial statements, including the accompanying notes, to enhance the understanding of the District's financial performance.

Financial Highlights

- The District's restricted fund balance at the close of the fiscal year was \$17,937,817, which represents unspent tax increment revenues appropriated to specific ongoing or future redevelopment projects.
- Fund balance increased in the current year by \$1,350,108. Tax increment financing revenues received by the District in the current year increased as a result of increased property values within the District.

Overview of the Financial Statements

This MD&A is intended to serve as an introduction to the District's basic financial statements, which have the following components: 1) government-wide financial statements, 2) fund financial statements, 3) notes to the financial statements and 4) required supplementary information. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances in a manner similar to a private-sector business.

The statement of net position presents information on all of the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the District's net position changed during each fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in the statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements listed above distinguish functions of the District that are principally supported by ad-valorem taxes and intergovernmental revenues from other functions that are intended to recover all or a significant portion of their cost through user fees and charges. The governmental activities in the District are community redevelopment and public safety.

The government-wide financial statements include only the financial activities of the District. However, the District is considered a component unit of the City of Jacksonville Beach, Florida (the City), and as such, the financial information of the District is included in the City's Comprehensive Annual Financial Report in each fiscal year.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. Governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate the comparison between governmental funds and governmental activities when required.

Key elements of the reconciliation of these two statements are that the government-wide statement of activities reports the issuance of debt as a liability, the purchases of capital assets as assets which are then charged to expense over their useful lives (depreciated) and changes in long-term liabilities as adjustments of expenses. Conversely, the governmental funds statements report the issuance of debt as another financing source of funds, the repayment of debt as an expenditure, the purchase of capital assets as an expenditure, and do not reflect changes in long-term liabilities.

The District maintains only one governmental fund. Information is presented in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the general fund. This fund is referred to as the Downtown Redevelopment Trust fund in the City's annual Comprehensive Annual Financial Report.

Notes to the Financial Statements

The notes to the financial statements provide additional information that is essential for a full understanding of the information provided in the government-wide and fund financial statements.

Government-Wide Financial Analysis

The following table summarizes the statement of net position for the fiscal years ended September 30, 2020 and 2019:

MANAGEMENT'S DISCUSSION AND ANALYSIS

SUMMARY SCHEDULE OF NET POSITION

	<u>2020</u>	<u>2019</u>
Current Assets	\$ 18,791,028	\$ 17,648,885
Capital Assets, Net	<u>6,819,056</u>	<u>6,819,056</u>
Total Assets	<u>25,610,084</u>	<u>24,467,941</u>
Current Liabilities	<u>853,211</u>	<u>1,061,176</u>
Total Liabilities	<u>853,211</u>	<u>1,061,176</u>
Net Position		
Net Investment in Capital Assets	6,819,056	6,819,056
Restricted for Redevelopment Projects	17,937,817	16,587,709
Unrestricted	<u>-</u>	<u>-</u>
Total Net Position	<u>\$ 24,756,873</u>	<u>\$ 23,406,765</u>

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. Governmental activities increased the District's net position by \$1,350,108 for the year ended September 30, 2020, key elements of the change are described below.

The table below summarizes the changes in net position:

SUMMARY OF CHANGES IN NET POSITION

	<u>2020</u>	<u>2019</u>
General Revenues:		
Tax Increment Financing	\$ 6,843,019	\$ 6,525,605
Investment and Other Income	595,579	737,760
Miscellaneous Income	<u>1,082</u>	<u>-</u>
Total Revenues	<u>7,439,680</u>	<u>7,263,365</u>
Expenses:		
Community Redevelopment	5,088,564	6,131,833
Public Safety	<u>1,001,008</u>	<u>973,169</u>
Total Expenses	<u>6,089,572</u>	<u>7,105,002</u>
Change in Net Position	1,350,108	158,363
Net Position, Beginning of Year	<u>23,406,765</u>	<u>23,248,402</u>
Net Position, End of Year	<u>\$ 24,756,873</u>	<u>\$ 23,406,765</u>

Tax increment financing revenues increased by 4.9% in the current year due to an increase in property values within the District. Community redevelopment expenses decreased by 17%, largely due to the timing of capital projects.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Governmental Funds

The focus of the District's governmental fund is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the District's financing requirement. In particular, fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

The general fund is the only operating fund of the District. As per Florida Statute 163.387(7)(d), any monies remaining in a redevelopment trust fund at the end of a fiscal year must be appropriated to specific projects pursuant to an approved community redevelopment plan. At the end of the current year, a fund balance of \$17,937,817 was both restricted and appropriated to ongoing and future redevelopment projects.

The District's general fund is required to adopt an annual budget prepared on a basis consistent with accounting principles generally accepted in the United States of America.

Budgetary Highlights

The District's governing board, the Community Redevelopment Agency (CRA), is authorized to transfer budget amounts. Revisions that alter the total expenditure must be approved by both the CRA and City Council. Legal level of control is maintained at the fund level. The difference between the original budget and the final amended amount was a net increase of \$6,355,426 for capital projects and \$163,809 for other expenditures.

Actual revenues were higher than the final budgeted revenues by \$434,898 and actual expenditures were under budget by \$2,377,062.

Economic Factors and Future Developments

The City and CRA continue to partner and plan infrastructure improvements that encourage private sector development in the designated Downtown area. The CRA will continue to work with the City of Jacksonville Beach to ensure all needs are met and planned for as the District's redevelopment plans are implemented.

Requests for Information

This financial report is designed to provide users with a general overview of the City of Jacksonville Beach Downtown Redevelopment District's finances for all those with an interest in its finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to:

Chief Financial Officer
City of Jacksonville Beach
11 North Third Street
Jacksonville Beach, Florida 32250

Additional information can also be found on the City and CRA's website at www.jacksonvillebeach.org.

FINANCIAL STATEMENTS

STATEMENT OF NET POSITION
SEPTEMBER 30, 2020
DOWNTOWN REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

Assets

Equity in Pooled Cash and Investments	\$ 18,791,028
Capital Assets	<u>6,819,056</u>

Total Assets	<u><u>25,610,084</u></u>
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Liabilities

Accounts Payable	285,133
Other Accrued Liabilities	<u>568,078</u>

Total Liabilities	<u>853,211</u>
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Net Position

Investment in Capital Assets	6,819,056
Restricted for Redevelopment Projects	<u>17,937,817</u>

Total Net Position	<u><u>\$ 24,756,873</u></u>
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See accompanying notes.

STATEMENT OF ACTIVITIES
YEAR ENDED SEPTEMBER 30, 2020
DOWNTOWN REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

		Net Revenue (Expense) and Changes in Net Position
		Total Governmental Activities
Functions	<u>Expenses</u>	
Governmental Activities:		
Community Redevelopment	\$ 514,439	\$ (514,439)
Public Safety	962,044	(962,044)
Capital Improvements Contributed to Primary Government	4,613,089	(4,613,089)
Total Governmental Activities	<u>6,089,572</u>	<u>(6,089,572)</u>
General Revenues:		
Tax Increment Financing		6,843,019
Investment and Other Income		596,661
Total General Revenues		<u>7,439,680</u>
Change in Net Position		1,350,108
Net Position, Beginning of Year		<u>23,406,765</u>
Net Position, End of Year		<u><u>\$ 24,756,873</u></u>

See accompanying notes.

**GENERAL FUND
(DOWNTOWN REDEVELOPMENT TRUST FUND)
BALANCE SHEET
SEPTEMBER 30, 2020
DOWNTOWN REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)**

Assets

Equity in Pooled Cash and Investments	\$ 18,791,028
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Liabilities and Fund Balance

Liabilities

Accounts Payable	285,133
Other Accrued Liabilities	568,078

Total Liabilities	<u>853,211</u>
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Fund Balance

Restricted for Redevelopment Projects	17,937,817
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Total Fund Balance	<u>17,937,817</u>
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Total Liabilities and Fund Balance	<u>\$ 18,791,028</u>
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**Reconciliation of the Governmental Fund Balance Sheet to the
Statement of Net Position**

Total Fund Balance - General Fund	\$ 17,937,817
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Amounts Reported for Governmental Activities in the
Statement of Net Position are Different Because:

Capital Assets Used in Governmental Activities are not Financial

Resources and, therefore, are not Reported in the General Fund

	6,819,056
Net Position of Governmental Activities	<u>\$ 24,756,873</u>

See accompanying notes.

**GENERAL FUND
(DOWNTOWN REDEVELOPMENT TRUST FUND)
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
YEAR ENDED SEPTEMBER 30, 2020
DOWNTOWN REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)**

Revenues

Tax Increment Financing	\$ 6,843,019
Investment and Other Income	596,661
Total Revenues	<u>7,439,680</u>

Expenditures

Community Redevelopment:	
Personal Services	174,226
Operating Expenses	340,213
Public Safety:	
Personal Services	842,878
Operating Expenses	119,166
Capital Outlay	4,613,089
(Total Expenditures)	<u>(6,089,572)</u>

Net Change in Fund Balance	1,350,108
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Fund Balance, Beginning of Year	<u>16,587,709</u>
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Fund Balance, End of Year	<u><u>\$ 17,937,817</u></u>
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See accompanying notes.

NOTES TO FINANCIAL STATEMENTS

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020
DOWNTOWN REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

Note 1 - Summary of Significant Accounting Policies

Financial Reporting Entity

In March 1978, the five-member Jacksonville Beach Community Redevelopment Agency (the CRA) was established by the City of Jacksonville Beach, Florida (the City), by Ordinance No. 6950 as a public body organized pursuant to Part III of Chapter 163 of the Florida Statutes. The District's stated purpose is to intervene in the decline of the economic and physical character of the redevelopment area and transformation of the existing conditions into a functional and vibrant urban center. The governing body of the District is appointed by the City Council.

A redevelopment trust fund was established in 1984 with the original redevelopment plan being established in 1987. The plan was amended in 2007 to incorporate the Downtown Vision Plan, and in 2014 to create a Downtown Community Assisted Policing Effort (CAPE), in an effort to making the downtown a safer and more inviting area. The most recent amendment to the downtown plan came via the adoption of the 2015 Downtown Action Plan, a collection of projects and programs to address community redevelopment concerns in the areas of public spaces, transportation, public safety, and overall quality of life in the downtown community redevelopment district. The redevelopment plan is set to expire in January of 2047.

The following is a summary of the significant accounting policies applicable to the District:

The accounting policies of the District conform to accounting principles generally accepted in the United States of America (GAAP) applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the standard setting body for governmental accounting and financial reporting.

Government-Wide and Fund Financial Statements

The government-wide financial statements report information on all of the governmental activities of the District. The government-wide focus is more on the sustainability of the District as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The fund financial statements focus on short-term results of operations and financing decisions at a specific fund level. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given functional category are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific functional category. Program revenues include operating and capital grants and contributions. In 2020, the District did not have any program revenues. Taxes and other items not included as program revenues are reported as general revenues.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The basic financial statements consist of the government-wide financial statements and fund financial statements. The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Tax increment financing from property taxes are recognized as revenue in the year when levied for. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020
DOWNTOWN REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Only current assets and deferred outflows of resources and current liabilities and deferred inflows of resources are generally included on their balance sheet. Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide governmental activities column, a reconciliation is sometimes necessary to explain the adjustments needed to reconcile the fund based financial statements to the governmental activities column of the government-wide presentation.

Their operating statements present sources (revenue and financing sources) and uses (expenditures and other financing uses) of available spendable resources during the period. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting, except for debt service expenditures, which are recognized when due.

Tax increment financing revenue, when levied for and interest associated with the current fiscal period, are both considered to be measurable and have been recognized as revenues of the current fiscal year, if available.

Per Florida Statutes, Section 163.387, resources deposited into a redevelopment trust fund are restricted for community redevelopment activities pursuant to the approved redevelopment plan.

The District reports the general fund (commonly referred to as the Downtown Redevelopment Trust Fund, herein after referred to as The Trust Fund) as a major governmental fund. The Trust Fund is used to account for all financial resources received by the District. The Trust Fund serves as the primary operating fund of the District. The District does not have any non-major funds.

Assets, Liabilities and Net Position

Equity in Pooled Cash and Investments: The District participates in the City's pooled cash and investment portfolio. Investment earnings are distributed monthly to the participating funds' relative percentage of investments.

Capital Assets: Capital assets include land titled to the District. The District pays for certain infrastructure improvements (roads, sidewalks, bridges, and other utility infrastructure) within the designated redevelopment area, however, these improvements are considered to be property of the City, and therefore are included as capital assets in the City's government-wide financial statements.

Capital assets titled to the District are reported in governmental activities in the government-wide financial statements. The District utilizes the City's capitalization policy and capitalizes assets with a cost in excess of \$1,000 and an estimated life greater than one year. Capital assets are recorded at historical cost or estimated historical cost, if actual historical cost is not available. Donated capital assets are recorded at acquisition value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized, but are expensed as incurred.

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020
DOWNTOWN REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

Nature and Purpose of Fund Balance: Per Florida Statutes, Section 163.387, unspent tax increment financing revenues are restricted for future redevelopment projects pursuant to the approved community redevelopment plan and are reported as restricted fund balance in the financial statements. There are no other classifications of fund balance.

Compensation Costs: The District has no employees of its own. Instead, the District reimburses the City for the portion of salaries and benefits attributable to District activities based on the estimated time spent on those activities as projected during the annual budget process. Any long-term payroll and benefit liabilities such as compensated absences, other postemployment benefits, or pension liabilities are reported on the City's financial statements.

Net Position: The government-wide statements utilized a net position presentation. Net investment in capital assets is that portion of net position that relates to the District's capital assets reduced by accumulated depreciation. Restricted net position are unspent tax increment financing revenues that are restricted for future redevelopment projects.

Use of Estimates: The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statement and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Risk Management: The District is adequately insured for general liability and directors and officers insurance through the purchase of a commercial insurance policy. The amount of settlements has not exceeded insurance coverage in any of the past three years.

Note 2 - Deposits and Investments

At year-end, the District's share of the City's pooled cash and investment balances was \$18,791,028. The City's bank deposits are held in qualified depositories pursuant to Chapter 280, Florida Statutes, *Florida Security for Public Deposits Act*. Under the Act, all qualified public depositories are required to pledge eligible collateral having a market value equal to or greater than the average daily or monthly balance of all public deposits times the depository's collateral pledging level. The collateral pledging level may range from 25% to 200% depending upon the depository's financial condition and the length of time that the depository has been established. All collateral must be deposited with an approved financial institution. The Public Depository Security Trust Funds have a procedure to allocate and recover losses in the event of default or insolvency. The District's bank balances were insured either by the federal depository insurance corporation or collateralized in the bank's participation in the *Florida Security for Public Deposits Act*.

Authorized Investments

The District does not have a separate deposit and investment policy and it follows the deposit and investment policies of the City.

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020
DOWNTOWN REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

Florida Statute 218.415 authorizes the City to invest in the state pools and in obligations of the United States Treasury and agencies. The City has adopted an investment policy for operating funds pursuant to state statutes that allows the City to contract for investment and related services, establish internal controls, and specifies the types of investments that may be purchased. Key objectives of the policy are as follows:

- Safety of principal is the foremost objective of the investment program.
- Provide sufficient liquidity to allow for quick conversion of investments to cash easily and rapidly without loss of principal to meet operating, payroll, and capital requirements.
- The investment portfolio shall be designed with the objective of attaining a market rate of return through budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.
- Investments held should be diversified to the extent practicable to control the risk of loss resulting from overconcentration of assets in a specific maturity, issuer, instrument, dealer, or bank through which financial instruments are bought and sold.

The policy also lists permitted types of investments, limitations as to amounts invested in each type, the amount invested with each issuer, the length of investment maturities, and other statutory or contractual restrictions for each type of investment. The investment in any derivative products or the use of reverse repurchase agreements is not permitted by this investment policy.

Risk Disclosure

The City's investment policy does not address its exposure to interest rate changes, custodial credit risk, or quality credit risk. The following items discuss the City's operating funds' and pension funds' exposure to various risks in primarily the fixed rate portions of their investment portfolios:

- **Interest Rate Risk**—the City's fixed rate investments are intended to be held until the funds are needed, at maturity.
- **Custodial Credit Risk**—for an investment, custodial credit risk is the risk that in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The City generally utilizes third-party custodians to help manage custodial credit risk.
- **Concentration of Credit Risk**—the investment policy for the operating funds of the City define what percentage of the total investment portfolio may be invested in each type of investment vehicle. The City's policy states that these percentages may be further restricted based on market conditions, risk, and diversification investment strategies.

More detailed information on the City's investment portfolio can be obtained from the City's Comprehensive Annual Report which can be found on the City's website at www.jacksonvillebeach.org.

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020
DOWNTOWN REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

Note 3 - Capital Assets

Capital asset activity for the year ended September 30, 2020 follows:

	<u>Beginning Balance</u>	<u>Increases/ Transfers</u>	<u>Decreases Transfers</u>	<u>Ending Balance</u>
Capital Assets Not Being Depreciated:				
Land	\$ 6,819,056	\$ -	\$ -	\$ 6,819,056

Note 4 - Tax Increment Financing Revenue

The District is primarily funded through tax-increment financing revenue. This revenue is computed by applying the operating tax for the City and the City of Jacksonville multiplied by the increased value of property in the district over the base property value minus 5%. The City and the City of Jacksonville are required to fund this amount annually without regard to tax collections or other obligations.

Note 5 - Construction Commitments

As of September 30, 2020, the District had the following commitments related to significant unfinished capital projects:

<u>Project</u>	<u>Expended as of September 30, 2020</u>	<u>Remaining Commitment</u>
A1A Water Main Replacement	\$ 261,293	\$ 168,059
ADA Dune Walkovers Design and Construction	127,210	22,893
Downtown Redevelopment District Infrastructure Improvements, Phase III, Project 2	5,910,578	4,946,349
Downtown Action Plan Implementation Phase 2	351,599	48,401
Total	<u>\$ 6,650,680</u>	<u>\$ 5,185,702</u>

Note 6 - Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors, omissions, and natural disasters. The District is covered by the City's insurance plans. The City purchases commercial insurance against losses for the following types of risk:

- Real and Personal Property Damage, Including Flood Damage
- General Liability
- Automobile Liability
- Commercial Crime
- Police Professional Liability
- Workers Compensation
- Health Insurance
- Pension Fiduciary
- Public Official

Prior to fiscal year 2020, the City was self-insured for workers compensation risks up to \$150,000 per claim. All other insurance coverages have not changed significantly from the prior year.

**REQUIRED SUPPLEMENTARY INFORMATION
(UNAUDITED)**

REQUIRED SUPPLEMENTARY INFORMATION
GENERAL FUND
(DOWNTOWN REDEVELOPMENT TRUST FUND)
SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN
FUND BALANCES - BUDGET ACTUAL (UNAUDITED)
YEAR ENDED SEPTEMBER 30, 2020
DOWNTOWN REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
Revenues				
Tax Increment Financing	\$ 6,833,952	\$ 6,833,952	\$ 6,843,019	\$ 9,067
Investment and Other Income	169,748	170,830	596,661	425,831
Total Revenues	<u>7,003,700</u>	<u>7,004,782</u>	<u>7,439,680</u>	<u>434,898</u>
Expenditures				
Community Redevelopment				
Personal Services	163,800	163,800	174,226	(10,426)
Operating Expenses	497,706	608,914	340,213	268,701
Total Community Redevelopment	<u>661,506</u>	<u>772,714</u>	<u>514,439</u>	<u>258,275</u>
Police:				
Personal Services	1,073,143	1,058,310	842,878	215,432
Operating Expenses	111,450	178,884	119,166	59,718
Total Police	<u>1,184,593</u>	<u>1,237,194</u>	<u>962,044</u>	<u>275,150</u>
Capital Outlay	<u>101,300</u>	<u>6,456,726</u>	<u>4,613,089</u>	<u>1,843,637</u>
(Total Expenditures)	<u>(1,947,399)</u>	<u>(8,466,634)</u>	<u>(6,089,572)</u>	<u>2,377,062</u>
Net Change in Fund Balance	<u>\$ 5,056,301</u>	<u>\$ (1,461,852)</u>	<u>\$ 1,350,108</u>	<u>\$ 2,811,960</u>

See notes to required supplementary information.

NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
SEPTEMBER 30, 2020
DOWNTOWN REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

Note 1 - Budgetary Procedures and Budgetary Accounting

The District adheres to the following procedures in establishing the budgetary data reflected in the accompanying financial statements:

Prior to September 30, the District Administrator submits, to the Community Redevelopment Agency, a proposed operating budget for the Trust Fund for the fiscal year commencing October 1. The operating budget includes proposed expenditures and the means of financing them.

The District budget is also included in the City's budget and is presented to the City Council for ratification prior to September 30.

District management is authorized to transfer budget amounts. Revisions that alter the total expenditures must be approved by the Community Redevelopment Agency. Legal level of budgetary control is maintained at the fund level. Budget amendments totaling \$6,519,235 were primarily related to ongoing construction projects that were previously encumbered and rolled forward from the previous year.

OTHER REPORTS

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Community Redevelopment Agency
Downtown Redevelopment District
City of Jacksonville Beach, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Downtown Redevelopment District (the District), a component unit of the City of Jacksonville Beach, Florida (the City), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated February 23, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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To the Community Redevelopment Agency
Downtown Redevelopment District
City of Jacksonville Beach, Florida

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



February 23, 2021
Tallahassee, Florida

INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES

To the Community Redevelopment Agency
Downtown Redevelopment District
City of Jacksonville Beach, Florida

We have examined the Downtown Redevelopment District's (the District) compliance with Section 218.415, Florida Statutes, as of and for the year ended September 30, 2020, as required by Section 10.556 (10)(a), *Rules of the Auditor General*. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the requirements referenced above. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material non-compliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination of the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies and pass-through entities, the District Board members, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.



February 23, 2021
Tallahassee, Florida

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INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH SECTION 163.387(6) AND (7), FLORIDA STATUTES

To the Community Redevelopment Agency
Downtown Redevelopment District
City of Jacksonville Beach, Florida

We have examined the Downtown Redevelopment District's (the District) compliance with Section 163.387(6) and (7), Florida Statutes, as of and for the year ended September 30, 2020, as required by Section 10.556 (10)(a), *Rules of the Auditor General*. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the requirements referenced above. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material non-compliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination of the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies and pass-through entities, the District Board members, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.



February 23, 2021
Tallahassee, Florida

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MANAGEMENT LETTER

To the Community Redevelopment Agency
Downtown Redevelopment District
City of Jacksonville Beach, Florida

Report on the Financial Statements

We have audited the financial statements of the Downtown Redevelopment District (the District), a component unit of the City of Jacksonville, Florida (the City), as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated February 23, 2021.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, *Rules of the Auditor General*.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountant's Reports on an examination conducted in accordance with AICPA *Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports, which are dated February 23, 2021, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. There were no findings or recommendations made in the preceding annual financial report.

Official Title and Legal Authority

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. This is disclosed in Note 1 of the financial statements.

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), *Rules of the Auditor General*, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

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To the Community Redevelopment Agency
Downtown Redevelopment District
City of Jacksonville Beach, Florida

MANAGEMENT LETTER

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), *Rules of the Auditor General*, we applied financial condition assessment procedures for the District. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and review of financial information provided by same.

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Special District Component Unit

Section 10.554(1)(i)5.c., *Rules of the Auditor General*, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

Additional Matters

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires that we communicate non-compliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, and the Board of Directors and management of the District, and is not intended to be and should not be used by anyone other than these specified parties.



February 23, 2021
Tallahassee, Florida

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COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

To the Community Redevelopment Agency
Downtown Redevelopment District
City of Jacksonville Beach, Florida

We have audited the financial statements of the governmental activities and the major fund of the Downtown Redevelopment District (the District), a component unit of the City of Jacksonville Beach, Florida (the City), for the year ended September 30, 2020. Professional standards require that we provide you with the following information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated June 17, 2020. Professional standards also require that we communicate to you the following information related to our audit:

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year.

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates may be particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We did not identify any particularly sensitive estimates in the financial statements.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We are pleased to report we encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. None of the misstatements detected by our audit and corrected by management were material to the financial statements taken as a whole.

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Community Redevelopment Agency
Downtown Redevelopment District
City of Jacksonville Beach, Florida

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 23, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Matters

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Information in Documents Containing Audited Financial Statements

We applied certain limited procedures to Management's Discussion and Analysis (MD&A) and the Required Supplementary Information (RSI) as identified in the table of contents of the financial statements (collectively, the Required Supplementary Information). Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

This information is intended solely for the use of the Community Redevelopment Agency and management of the District and is not intended to be and should not be used by anyone other than these specified parties.



February 23, 2021
Tallahassee, Florida

2020

Southend Redevelopment District (a Component
Unit of the City of Jacksonville Beach, Florida)

Financial Statements and Independent Auditor's Report

September 30, 2020

**FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR’S REPORT**

**SOUTHEND REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)**

JACKSONVILLE, FLORIDA

SEPTEMBER 30, 2020

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INDEPENDENT AUDITOR'S REPORT

To the Community Redevelopment Agency
Southend Redevelopment District
City of Jacksonville Beach, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of the Southend Redevelopment District (the District), a component unit of the City of Jacksonville Beach, Florida (the City), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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To the Community Redevelopment Agency
Southend Redevelopment District
City of Jacksonville Beach, Florida

INDEPENDENT AUDITOR'S REPORT

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the District, as of September 30, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 23, 2021, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



February 23, 2021
Tallahassee, Florida

MANAGEMENT'S DISCUSSION AND ANALYSIS

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Management's Discussion and Analysis (the MD&A) of the Southend Redevelopment District (the District), is intended to provide an overview of the District's financial position and results of operations for the fiscal year ended September 30, 2020. The MD&A should be read in conjunction with the District's financial statements, including the accompanying notes, to enhance the understanding of the District's financial performance.

Financial Highlights

- At September 30, 2020, restricted fund balance of \$11,007,604 are unspent tax increment financing revenues restricted for redevelopment projects.
- Fund balance increased in the current year by \$1,206,265. Tax increment financing revenues received by the District in the current year increased as a result of increased property values within the District.
- \$2,191,994 in tax increment revenues was returned to the taxing authorities as part of the year end fund balance appropriation.

Overview of the Financial Statements

This MD&A is intended to serve as an introduction to the District's basic financial statements, which have the following components: 1) government-wide financial statements, 2) fund financial statements, 3) notes to the financial statements and 4) required supplementary information. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances in a manner similar to a private-sector business.

The statement of net position presents information on all of the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the District's net position changed during each fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in the statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements listed above distinguish functions of the District that are principally supported by ad-valorem taxes and intergovernmental revenues from other functions that are intended to recover all or a significant portion of their cost through user fees and charges. The governmental activities in the District are community redevelopment and public safety.

MANAGEMENT'S DISCUSSION AND ANALYSIS

The government-wide financial statements include only the financial activities of the District. However, the District is considered a component unit of the City of Jacksonville Beach, Florida (the City), and as such, the financial information of the District is included in the City's Comprehensive Annual Financial Report in each fiscal year.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. Governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate the comparison between governmental funds and governmental activities when required.

Key elements of the reconciliation of these two statements are that the government-wide statement of activities reports the issuance of debt as a liability, the purchases of capital assets as assets which are then charged to expense over their useful lives (depreciated) and changes in long-term liabilities as adjustments of expenses. Conversely, the governmental funds statements report the issuance of debt as another financing source of funds, the repayment of debt as an expenditure, the purchase of capital assets as an expenditure, and do not reflect changes in long-term liabilities.

The District maintains only one governmental fund. Information is presented in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the general fund. This fund is referred to as the Southend Redevelopment Trust fund in the City's annual Comprehensive Annual Financial Report.

Notes to the Financial Statements

The notes to the financial statements provide additional information that is essential for a full understanding of the information provided in the government-wide and fund financial statements.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Government-Wide Financial Analysis

The following table summarizes the statement of net position for the fiscal years ended September 30, 2020 and 2019:

SUMMARY SCHEDULE OF NET POSITION

	<u>2020</u>	<u>2019</u>
Current Assets	\$ 13,330,861	\$ 14,392,913
Capital Assets, Net	<u>472,199</u>	<u>472,199</u>
Total Assets	<u>13,803,060</u>	<u>14,865,112</u>
Current Liabilities	<u>2,323,257</u>	<u>4,591,574</u>
Total Liabilities	<u>2,323,257</u>	<u>4,591,574</u>
Net Position		
Net Investment in Capital Assets	472,199	472,199
Restricted for Redevelopment Projects	11,007,604	9,801,339
Unrestricted	<u>-</u>	<u>-</u>
Total Net Position	<u>\$ 11,479,803</u>	<u>\$ 10,273,538</u>

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. Governmental activities increased the District's net position by \$1,206,265 for the year ended September 30, 2020, key elements of the change are described below.

The table below summarizes the changes in net position:

SUMMARY OF CHANGES IN NET POSITION

	<u>2020</u>	<u>2019</u>
General Revenues:		
Tax Increment Financing	\$ 2,435,550	\$ -
Investment and Other Income	452,481	509,018
Miscellaneous Income	<u>-</u>	<u>-</u>
Total Revenues	<u>2,888,031</u>	<u>509,018</u>
Expenses:		
Community Redevelopment	<u>1,681,766</u>	<u>511,360</u>
Total Expenses	<u>1,681,766</u>	<u>511,360</u>
Change in Net Position	1,206,265	(2,342)
Net Position, Beginning of Year	<u>10,273,538</u>	<u>10,275,880</u>
Net Position, End of Year	<u>\$ 11,479,803</u>	<u>\$ 10,273,538</u>

MANAGEMENT'S DISCUSSION AND ANALYSIS

As per Florida Statute 163.387(7)(d), any monies remaining in a redevelopment trust fund at the end of a fiscal year must be appropriated to specific projects pursuant to an approved community redevelopment plan or returned to the taxing authorities. In FY2019, 100% of tax increment revenue amount (\$4,431,388) was returned to the taxing authorities as part of the yearend fund balance appropriation. In FY2020, 47.4% (\$2,191,994) of the tax increment revenue was returned.

Community redevelopment expenses increased by \$1,170,406, largely due to the timing of capital projects.

Governmental Funds

The focus of the District's governmental fund is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the District's financing requirement. In particular, fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

The general fund is the only operating fund of the District. At the end of the current year, a fund balance of \$11,007,604 was both restricted and appropriated to ongoing and future redevelopment projects.

The District's general fund is required to adopt an annual budget prepared on a basis consistent with accounting principles generally accepted in the United States of America.

Budgetary Highlights

The District's governing board, the Community Redevelopment Agency (CRA), is authorized to transfer budget amounts. Revisions that alter the total expenditure must be approved by both the CRA and City Council. Legal level of control is maintained at the fund level. The difference between the original budget and the final amended amount was a net increase of \$1,712,302 for capital projects and \$13,538 for other expenditures.

Actual revenues were higher than the final budgeted revenues by \$384,495 and actual expenditures were under budget by \$333,409.

Economic Factors and Future Developments

The District has been a redevelopment success. Taxable property values have grown from \$6.5 million in the 1986 base year to \$407 million in most recent year. The development pattern for the Southend area has effectively been built out and the majority of the Redevelopment Plan capital projects in District have been completed. In both 2019 and 2020, the District has returned tax increment revenues to the taxing authorities because revenues exceed the fund balance amount appropriated to projects. As such, the City is now working to formalize a reduction in the tax increment collection rate from 95% to 50%, the minimum allowable by State Statute. It is expected that this funding will be sufficient to support the District through to its expiration in June 2047.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Requests for Information

This financial report is designed to provide users with a general overview of the City of Jacksonville Beach Southend Redevelopment District's finances for all those with an interest in its finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to:

Chief Financial Officer
City of Jacksonville Beach
11 North Third Street
Jacksonville Beach, Florida 32250

Additional information can also be found on the City and CRA's website at www.jacksonvillebeach.org.

FINANCIAL STATEMENTS

STATEMENT OF NET POSITION
SEPTEMBER 30, 2020
SOUTHEND REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

Assets

Equity in Pooled Cash and Investments	\$ 13,329,429
Assessments Receivable	1,432
Capital Assets, Net	<u>472,199</u>

Total Assets	<u>13,803,060</u>
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Liabilities

Accounts Payable	57,328
Other Accrued Liabilities	73,935
Due to Other Governments	<u>2,191,994</u>

Total Liabilities	<u>2,323,257</u>
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Net Position

Investment in Capital Assets	472,199
Restricted for Redevelopment Projects	<u>11,007,604</u>

Total Net Position	<u>\$ 11,479,803</u>
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See accompanying notes.

STATEMENT OF ACTIVITIES
YEAR ENDED SEPTEMBER 30, 2020
SOUTHEND REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

		Net Revenue (Expense) and Changes in Net Position
		Total Governmental Activities
Functions	<u>Expenses</u>	
Governmental Activities:		
General Government	\$ 181,292	\$ (181,292)
Capital Improvements Contributed to Primary Government	1,500,474	(1,500,474)
Total Governmental Activities	<u>1,681,766</u>	<u>(1,681,766)</u>
General Revenues:		
Tax Increment Financing		2,435,550
Investment and Other Income		452,481
Total General Revenues		<u>2,888,031</u>
Change in Net Position		1,206,265
Net Position, Beginning of Year		<u>10,273,538</u>
Net Position, End of Year		<u><u>\$ 11,479,803</u></u>

See accompanying notes.

**GENERAL FUND
(SOUTHEND REDEVELOPMENT TRUST FUND)
BALANCE SHEET
SEPTEMBER 30, 2020
SOUTHEND REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)**

Assets

Equity in Pooled Cash and Investments	\$ 13,329,429
Assessments Receivable	1,432
Total Assets	<u><u>13,330,861</u></u>

Liabilities and Fund Balance

Liabilities

Accounts Payable	57,328
Other Accrued Liabilities	73,935
Due to Other Governmental Units	2,191,994
Total Liabilities	<u><u>2,323,257</u></u>

Deferred Inflows of Resources

Unavailable Revenues	<u>1,432</u>
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Fund Balance

Restricted for Redevelopment Projects	<u>11,006,172</u>
Total Fund Balance	<u><u>11,006,172</u></u>

Total Liabilities and Fund Balance	<u><u>\$ 13,330,861</u></u>
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**Reconciliation of the Governmental Fund Balance Sheet to the
Statement of Net Position**

Total Fund Balance - General Fund	\$ 11,006,172
Amounts Reported for Governmental Activities in the Statement of Net Position are Different Because:	
Capital Assets Used in Governmental Activities are not Financial Resources and, therefore, are not Reported in the General Fund	<u>472,199</u>
Net Position of Governmental Activities	<u><u>\$ 11,478,371</u></u>

See accompanying notes.

GENERAL FUND
(SOUTHEND REDEVELOPMENT TRUST FUND)
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
YEAR ENDED SEPTEMBER 30, 2020
SOUTHEND REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

Revenues

Tax Increment Financing	\$ 2,435,550
Investment and Other Income	452,481
Total Revenues	<u>2,888,031</u>

Expenditures

General Government:	
Personal Services	71,741
Operating Expenses	109,551
Capital Outlay	1,500,474
(Total Expenditures)	<u>(1,681,766)</u>

Net Change in Fund Balance	1,206,265
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Fund Balance, Beginning of Year	<u>9,799,907</u>
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Fund Balance, End of Year	<u><u>\$ 11,006,172</u></u>
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See accompanying notes.

NOTES TO FINANCIAL STATEMENTS

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020
SOUTHEND REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

Note 1 - Summary of Significant Accounting Policies

Financial Reporting Entity

In March 1978, the five-member Jacksonville Beach Community Redevelopment Agency (the CRA) was established by the City of Jacksonville Beach, Florida (the City), by Ordinance No. 6950 as a public body organized pursuant to Part III of Chapter 163 of the Florida Statutes. The District's stated purpose is to intervene in the decline of the economic and physical character of the redevelopment area and transformation of the existing conditions into a functional and vibrant urban center. The governing body of the District is appointed by the City Council.

In November 1985, the District was designated for redevelopment. A plan for the redevelopment of the area was adopted and a tax increment trust fund was established in 1987. The redevelopment plan is set to expire in June of 2047.

The following is a summary of the significant accounting policies applicable to the District:

The accounting policies of the District conform to accounting principles generally accepted in the United States of America (GAAP) applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the standard setting body for governmental accounting and financial reporting.

Government-Wide and Fund Financial Statements

The government-wide financial statements report information on all of the governmental activities of the District. The government-wide focus is more on the sustainability of the District as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The fund financial statements focus on short-term results of operations and financing decisions at a specific fund level. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given functional category are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific functional category. Program revenues include operating and capital grants and contributions. In 2020, the District did not have any program revenues. Taxes and other items not included as program revenues are reported as general revenues.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The basic financial statements consist of the government-wide financial statements and fund financial statements. The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Tax increment financing from property taxes are recognized as revenue in the year when levied for. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Only current assets and deferred outflows of resources and current liabilities and deferred inflows of resources are generally included on their balance

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020
SOUTHEND REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

sheet. Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide governmental activities column, a reconciliation is sometimes necessary to explain the adjustments needed to reconcile the fund based financial statements to the governmental activities column of the government-wide presentation.

Their operating statements present sources (revenue and financing sources) and uses (expenditures and other financing uses) of available spendable resources during the period. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting, except for debt service expenditures, which are recognized when due.

Tax increment financing revenue, when levied for and interest associated with the current fiscal period, are both considered to be measurable and have been recognized as revenues of the current fiscal year, if available.

Per Florida Statutes, Section 163.387, resources deposited into a redevelopment trust fund are restricted for community redevelopment activities pursuant to the approved redevelopment plan. There are no unrestricted resources.

The District reports the general fund (commonly referred to as the Southend Redevelopment Trust Fund, herein after referred to as the Trust Fund) as a major governmental fund. The Trust Fund is used to account for all financial resources received by the District. The Trust Fund serves as the primary operating fund of the District. The District does not have any non-major funds.

Assets, Liabilities and Net Position

Equity in Pooled Cash and Investments: The District participates in the City's pooled cash and investment portfolio. Investment earnings are distributed monthly to the participating funds' relative percentage of investments.

Capital Assets: Capital assets include land titled to the District. The District pays for certain infrastructure improvements (roads, sidewalks, bridges, and other similar items) within the designated redevelopment area, however, these improvements are considered to be property of the City, and therefore are included as capital assets in the City's government-wide financial statements.

Capital assets titled to the District are reported in governmental activities in the government-wide financial statements. The District utilizes the City's capitalization policy and capitalizes assets with a cost in excess of \$1,000 and an estimated life greater than one year. Capital assets are recorded at historical cost or estimated historical cost, if actual historical cost is not available. Donated capital assets are recorded at acquisition value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized, but are expensed as incurred.

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020
SOUTHEND REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

Nature and Purpose of Fund Balance: Per Florida Statutes, Section 163.387, unspent tax increment financing revenues are restricted for future redevelopment projects pursuant to the approved community redevelopment plan and are reported as restricted fund balance in the financial statements. There are no other classifications of fund balance.

Compensation Costs: The District has no employees of its own. Instead, the District reimburses the City for the portion of salaries and benefits attributable to District activities based on the estimated time spent on those activities as projected during the annual budget process. Any long-term payroll and benefit liabilities such as compensated absences, other postemployment benefits, or pension liabilities are reported on the City's financial statements.

Net Position: The government-wide statements utilized a net position presentation. Net investment in capital assets is that portion of net position that relates to the District's capital assets reduced by accumulated depreciation. Restricted net position are unspent tax increment financing revenues that are restricted for future redevelopment projects.

Use of Estimates: The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statement and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Risk Management: The District is adequately insured for general liability and directors and officers insurance through the purchase of a commercial insurance policy. The amount of settlements has not exceeded insurance coverage in any of the past three years.

Note 2 - Deposits and Investments

At year-end, the District's share of the City's pooled cash and investment balances was \$13,329,429. The City's bank deposits are held in qualified depositories pursuant to Chapter 280, Florida Statutes, *Florida Security for Public Deposits Act*. Under the Act, all qualified public depositories are required to pledge eligible collateral having a market value equal to or greater than the average daily or monthly balance of all public deposits times the depository's collateral pledging level. The collateral pledging level may range from 25% to 200% depending upon the depository's financial condition and the length of time that the depository has been established. All collateral must be deposited with an approved financial institution. The Public Depository Security Trust Funds have a procedure to allocate and recover losses in the event of default or insolvency. The District's bank balances were insured either by the federal depository insurance corporation or collateralized in the bank's participation in the *Florida Security for Public Deposits Act*.

Authorized Investments

The District does not have a separate deposit and investment policy and it follows the deposit and investment policies of the City.

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020
SOUTHEND REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

Florida Statute 218.415 authorizes the City to invest in the state pools and in obligations of the United States Treasury and agencies. The City has adopted an investment policy for operating funds pursuant to state statutes that allows the City to contract for investment and related services, establish internal controls, and specifies the types of investments that may be purchased. Key objectives of the policy are as follows:

- Safety of principal is the foremost objective of the investment program.
- Provide sufficient liquidity to allow for quick conversion of investments to cash easily and rapidly without loss of principal to meet operating, payroll, and capital requirements.
- The investment portfolio shall be designed with the objective of attaining a market rate of return through budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.
- Investments held should be diversified to the extent practicable to control the risk of loss resulting from overconcentration of assets in a specific maturity, issuer, instrument, dealer, or bank through which financial instruments are bought and sold.

The policy also lists permitted types of investments, limitations as to amounts invested in each type, the amount invested with each issuer, the length of investment maturities, and other statutory or contractual restrictions for each type of investment. The investment in any derivative products or the use of reverse repurchase agreements is not permitted by this investment policy.

Risk Disclosure

The City's investment policy does not address its exposure to interest rate changes, custodial credit risk, or quality credit risk. The following items discuss the City's operating funds' and pension funds' exposure to various risks in primarily the fixed rate portions of their investment portfolios:

- **Interest Rate Risk**—the City's fixed rate investments are intended to be held until the funds are needed, at maturity.
- **Custodial Credit Risk**—for an investment, custodial credit risk is the risk that in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The City generally utilizes third-party custodians to help manage custodial credit risk.
- **Concentration of Credit Risk**—the investment policy for the operating funds of the City define what percentage of the total investment portfolio may be invested in each type of investment vehicle. The City's policy states that these percentages may be further restricted based on market conditions, risk, and diversification investment strategies.

More detailed information on the City's investment portfolio can be obtained from the City's Comprehensive Annual Report which can be found on the City's website at www.jacksonvillebeach.org.

NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020
SOUTHEND REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

Note 3 - Capital Assets

Capital asset activity for the year ended September 30, 2020 follows:

	<u>Beginning Balance</u>	<u>Increases/ Transfers</u>	<u>Decreases Transfers</u>	<u>Ending Balance</u>
Capital Assets Not Being Depreciated:				
Land	\$ 472,199	\$ -	\$ -	\$ 472,199

Note 4 - Tax Increment Financing Revenue

The District is primarily funded through tax-increment financing revenue. This revenue is computed by applying the operating tax for the City and the City of Jacksonville multiplied by the increased value of property in the district over the base property value minus 5%. The City and the City of Jacksonville are required to fund this amount annually without regard to tax collections or other obligations.

In accordance with Section, 163.387(7), Florida Statutes, at the end of each fiscal year, any funds remaining in the Tax Increment Trust Fund must be either appropriated to specific projects, used to reduce debt, or returned to the taxing authorities. The District projected to end the fiscal year with a fund balance of \$13,272,827. Of that total, \$11,080,833 was appropriated to projects already underway or which were expected to start in the near term. Because there is no outstanding debt in the District, the remaining \$2,191,994, is being returned to taxing authorities; the City of Jacksonville Beach \$(720,931) and the City of Jacksonville (\$1,471,063). These amounts are included in Due to Other Governments on the District's Balance Sheet and Statement of Net Position.

Note 5 - Construction Commitments

As of September 30, 2020, the District had the following commitments related to significant unfinished capital projects:

<u>Project</u>	<u>Expended as of September 30, 2020</u>	<u>Remaining Commitment</u>
Ocean Terrace Drainage Improvements	\$ 156,090	\$ 72,833
SW Channel Improvements – JTB to Marsh Landing	1,467,660	70,466
Total	<u>\$ 1,623,750</u>	<u>\$ 143,299</u>

Note 6 - Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors, omissions, and natural disasters. The District is covered by the City's insurance plans. The City purchases commercial insurance against losses for the following types of risk:

- Real and Personal Property Damage,
Including Flood Damage
- General Liability
- Automobile Liability
- Commercial Crime
- Police Professional Liability
- Workers Compensation
- Health Insurance
- Pension Fiduciary
- Public Official

Prior to fiscal year 2020, the City was self-insured for workers compensation risks up to \$150,000 per claim. All other insurance coverages have not changed significantly from the prior year.

**REQUIRED SUPPLEMENTARY INFORMATION
(UNAUDITED)**

REQUIRED SUPPLEMENTARY INFORMATION
GENERAL FUND
(SOUTHEND REDEVELOPMENT TRUST FUND)
SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN
FUND BALANCES - BUDGET ACTUAL (UNAUDITED)
YEAR ENDED SEPTEMBER 30, 2020
SOUTHEND REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
Revenues				
Tax Increment Financing	\$ 2,426,176	\$ 2,426,176	\$ 2,435,550	\$ 9,374
Investment and Other Income	77,361	77,361	452,481	375,120
Total Revenues	<u>2,503,537</u>	<u>2,503,537</u>	<u>2,888,031</u>	<u>384,494</u>
Expenditures				
General Government:				
Personal Services	80,497	80,497	71,741	8,756
Operating Expenses	208,839	222,377	109,551	112,826
Capital Outlay	-	1,712,302	1,500,474	211,828
(Total Expenditures)	<u>(289,336)</u>	<u>(2,015,176)</u>	<u>(1,681,766)</u>	<u>333,410</u>
Net Change in Fund Balance	<u>\$ 2,214,201</u>	<u>\$ 488,361</u>	<u>\$ 1,206,265</u>	<u>\$ 717,904</u>

See notes to required supplementary information.

NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
SEPTEMBER 30, 2020
SOUTHEND REDEVELOPMENT DISTRICT
(A COMPONENT UNIT OF THE CITY OF JACKSONVILLE BEACH, FLORIDA)

Note 1 - Budgetary Procedures and Budgetary Accounting

The District adheres to the following procedures in establishing the budgetary data reflected in the accompanying financial statements:

Prior to September 30, the District Administrator submits, to the Community Redevelopment Agency, a proposed operating budget for the Trust Fund for the fiscal year commencing October 1. The operating budget includes proposed expenditures and the means of financing them.

The District budget is also included in the City's budget and is presented to the City Council for ratification prior to September 30.

District management is authorized to transfer budget amounts. Revisions that alter the total expenditures must be approved by the Community Redevelopment Agency. Legal level of budgetary control is maintained at the fund level. Budget amendments totaling \$1,725,840 were primarily related to ongoing construction projects that were previously encumbered and rolled forward from the previous year.

OTHER REPORTS

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Community Redevelopment Agency
Southend Redevelopment District
City of Jacksonville Beach, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Southend Redevelopment District (the District), a component unit of the City of Jacksonville Beach, Florida (the City), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated February 23, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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To the Community Redevelopment Agency
Southend Redevelopment District
City of Jacksonville Beach, Florida

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



February 23, 2021
Tallahassee, Florida

INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES

To the Community Redevelopment Agency
Southend Redevelopment District
City of Jacksonville Beach, Florida

We have examined the Southend Redevelopment District's (the District) compliance with Section 218.415, Florida Statutes, as of and for the year ended September 30, 2020, as required by Section 10.556 (10)(a), *Rules of the Auditor General*. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the requirements referenced above. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material non-compliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination of the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies and pass-through entities, the District Board members, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.



February 23, 2021
Tallahassee, Florida

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INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH SECTION 163.387(6) and (7), FLORIDA STATUTES

To the Community Redevelopment Agency
Southend Redevelopment District
City of Jacksonville Beach, Florida

We have examined the Southend Redevelopment District's (the District) compliance with Section 163.387(6) and (7), Florida Statutes, as of and for the year ended September 30, 2020, as required by Section 10.556 (10)(a), *Rules of the Auditor General*. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the requirements referenced above. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material non-compliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination of the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies and pass-through entities, the District Board members, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.



February 23, 2021
Tallahassee, Florida

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MANAGEMENT LETTER

To the Community Redevelopment Agency
Southend Redevelopment District
City of Jacksonville Beach, Florida

Report on the Financial Statements

We have audited the financial statements of the Southend Redevelopment District (the District), a component unit of the City of Jacksonville, Florida (the City), as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated February 23, 2021.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, *Rules of the Auditor General*.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountant's Reports on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports, which are dated February 23, 2021, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. There were no findings or recommendations made in the preceding annual financial report.

Official Title and Legal Authority

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. This is disclosed in Note 1 of the financial statements.

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), *Rules of the Auditor General*, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

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To the Community Redevelopment Agency
Southend Redevelopment District
City of Jacksonville Beach, Florida

MANAGEMENT LETTER

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), *Rules of the Auditor General*, we applied financial condition assessment procedures for the District. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and review of financial information provided by same.

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Special District Component Unit

Section 10.554(1)(i)5.c., *Rules of the Auditor General*, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

Additional Matters

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires that we communicate non-compliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, and the Board of Directors and management of the District, and is not intended to be and should not be used by anyone other than these specified parties.



February 23, 2021
Tallahassee, Florida

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COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

To the Community Redevelopment Agency
Southend Redevelopment District
City of Jacksonville Beach, Florida

We have audited the financial statements of the governmental activities and the major fund of the Southend Redevelopment District (the District), a component unit of the City of Jacksonville Beach, Florida (the City), for the year ended September 30, 2020. Professional standards require that we provide you with the following information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated June 17, 2020. Professional standards also require that we communicate to you the following information related to our audit:

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year.

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates may be particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We did not identify any particularly sensitive estimates in the financial statements.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We are pleased to report we encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. None of the misstatements detected by our audit and corrected by management were material to the financial statements taken as a whole.

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Community Redevelopment Agency
Southend Redevelopment District
City of Jacksonville Beach, Florida

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 23, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Matters

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Information in Documents Containing Audited Financial Statements

We applied certain limited procedures to Management's Discussion and Analysis (MD&A) and the Required Supplementary Information (RSI) as identified in the table of contents of the financial statements, collectively, the Required Supplementary Information. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on the introductory and statistical sections, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

This information is intended solely for the use of the Community Redevelopment Agency and management of the District and is not intended to be and should not be used by anyone other than these specified parties.



February 23, 2021
Tallahassee, Florida