



# City of Jacksonville Beach

11 North Third Street  
Jacksonville Beach, Florida

## Special Meeting Agenda

### Community Redevelopment Agency

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Wednesday, February 17, 2021

6:00 PM

Council Chambers

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#### **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

#### **DOWNTOWN CAPE**

#### **OLD BUSINESS**

#### **NEW BUSINESS**

- a. **Appropriation Request to Implement the Bike Parking and Site Furnishings Project** – Kayle Moore, Public Works

#### **ITEMS FOR DISCUSSION**

- a. **Southend TIFF Reduction** – Art Graham, Chair
- b. **Downtown CIP Amendments** - Jim Gilmore, The Southern Group
- c. **Southend CIP Amendments** -- Jim Gilmore, The Southern Group
- d. **CRA Program Manager Update** - Jim Gilmore, 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](mailto:CityClerk@jaxbchfl.net). Information concerning the hearing process is available online at [www.jacksonvillebeach.org/publichearinginfo](http://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](mailto: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

**CRA RESOLUTION NO. 2021-01**

**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 Community Redevelopment Agency (CRA) approved Resolution No. 2018-12 on August 27, 2018, approving the funding for Dix-Hite Partners, Inc. (Dix-Hite) for the development of specific project tasks for various components identified in the Downtown Action Plan, and

**WHEREAS**, the Community Redevelopment Agency approved for implementation the Dix-Hite Bike Parking and Site Furnishing Plans, and

**WHEREAS**, in order to proceed it is necessary to approve a task assignment with Dix-Hite for final design and bidding services to implement the Bike Parking and Site Furnishing plan, and

**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 \$28,000 base fee plus \$2,800 contingency (10%) for a total of \$30,800 for the final design and bidding services to implement the Bike Parking and Site Furnishing Plans included in the Downtown Action Plan.

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

**DULY ADOPTED IN OPEN MEETING THIS 17th Day of February, 2021.**

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Art Graham, CHAIRMAN

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James Gilmore,  
ACTING AGENCY ADMINISTRATOR

**MEMORANDUM**

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](http://www.jacksonvillebeach.org)

**TO:** Jim Gilmore and Taylor Mejia, The Southern Group  
**FROM:** Kayle Moore, PW Project Engineer  
**SUBJECT:** Appropriation of Downtown Tax Increment Trust Funds for Final Design and Bid Services of the Downtown Bike Parking and Site Furnishings Improvments

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**ACTION REQUESTED:**

Appropriate Downtown Tax Increment Trust Funds for Final Design and Bid Services for the Bike Parking and Site Furnishing Improvements

**BACKGROUND:**

In 2019, Dix-Hite + Partners, Inc. (Dix-Hite), at the direction of the Community Redevelopment Agency (CRA), developed plans for new Bike Parking and Site Furnishings (including tiered seat walls in Latham Plaza) within the Downtown Community Redevelopment Area. These plans were previously approved for implementation by the Community Redevelopment Agency (CRA). We wish to have Dix-Hite proceed with the final design, consolidation of plans, bidding and implementation of this project.

We are requesting the appropriation of funds to proceed with the execution of a task assignment with Dix-Hite for final design and bidding services to implement the Bike Parking Plans and Site Furnishing Plans. A scope and fee for Dix-Hite to provide Construction Administration Services will be presented to CRA members prior to construction.

The total cost for the final design and bidding services for this project as detailed in the attached proposal is \$30,800.00, which includes a 10% contingency.

**RECOMMENDATON:**

Appropriate Downtown Redevelopment Tax Increment Trust funds in the amount of \$30,800.00 for final design and bidding services to implement the Bike Parking Plans and Site Furnishing Plans, as described in the attached Scope of Services from Dix-Hite.

**ATTACHMENTS**

Dix-Hite Proposal for Jacksonville Beach Implementation Plan - Bidding (dated 1/20/2021)





January 20, 2021

Kayle Moore, P.E.  
Project Engineer  
City of Jacksonville Beach  
1460 Shetter Avenue  
Jacksonville Beach, Florida 32250

**Re: Jacksonville Beach Implementation Plan - Bidding  
50342**

Dear Kayle:

Per the markup you provided on January 11 and our follow up call, please find attached our revised proposal.

It is my pleasure to submit this proposed Scope of Work to provide bidding support services for the City of Jacksonville Beach. We are excited about the opportunity to work with your team and look forward to continuing our collaboration with the City.

Our understanding is that the City would like us to consolidate/prepare the Bike Parking Plans and Site Furnishing Plans (including tiered seat walls in Latham Plaza) into a single set of bid documents. These documents were approved as part of the October 4, 2019 submittal and will be utilized moving forward.

Please find below our scope of design services which Dix.Hite will provide to the City for the above referenced project.

**Dix.Hite + Partners Design Process:**

We apply a transparent and scalable process we call the “6D approach,” which brings the entire design team together at the outset of the project to identify the “dream,” or vision, for the project. With a seat at the table at the launch of the design process, our landscape architects and designers can help verify and vet the vision and identify and mitigate potential challenges.

We anticipate this work will be the third amendment to our original contract agreement dated May 2, 2016.

Regards,

Kody Smith, PLA  
Principal

Attachments

**SCOPE OF SERVICES**  
**Jacksonville Beach Implementation Plan - Bidding**  
**50342**  
**January 20, 2021**

**PART I – DESIGN**

- I.1 **Project Description** – City of Jacksonville Beach (Client) desires to engage Dix.Hite + Partners, Inc. (Consultant) to provide bidding documents and bidding services in support of Client’s development of the Implementation Plan (Project) in downtown Jacksonville Beach, FL. As an integral member of the Client’s Project team Consultant will provide bid support services to the Client, who in turn will provide required project/site information (plans, studies, investigations), respond to requests from Consultant, and who will review and provide comments/feedback as appropriate on deliverables submitted by Consultant.
- I.2 **Project Program/Elements**
- Bicycle Parking Area Plan (Excludes areas associated Pier Entry Construction Documents)
  - Site Furnishings Plan (including tiered walls in Latham Plaza)
  - Mockup Installation of ~50’ LF of the guardrail associated with the Boardwalk/Promenade
- I.3 **Consultant’s Services**
- Hardscape design
  - Landscape design
- I.4 **Assigned Personnel** – The following personnel from Consultant will be assigned to this project and will have the responsibilities described:
- |            |                     |
|------------|---------------------|
| Kody Smith | Principal in Charge |
| Greg Bryla | Lead Designer       |
- I.5 **Project Coordination** – In addition to the specific services detailed below (the “Services”), Consultant shall coordinate our work with the Client’s representative and the Client’s project team, monitor the project schedule as it relates to the scope contained herein, and provide timely invoicing and reporting of project progress.
- I.6 **Site Investigation** – Consultant will confirm data about the site to understand surrounding context, including significant site features and the local character of the community that may influence opportunities and constraints relative to design concepts.
- I.7 **Client Kick-off Meeting** – Consultant will meet with the Client to kick-off the Project and to develop a shared understanding of Project requirements and Client expectations. The agenda for the meeting may include:
- Client objectives
  - Project challenges
  - Bid Criteria
  - Team member responsibilities
  - Schedule
- I.8 **Site Plan Refinements** – Consultant will prepare mark-ups of the site plan to identify opportunities for minor refinements to layout of buildings, amenity spaces, walks, drives, parking, stormwater facilities/structures and site utilities. Site utilities generally includes electrical transformers, AC condensing units, pool pumping equipment and water meters.
- I.9 **Client Review** – The Client will review the refined site plan and provide a consolidated set of written review comments to Consultant. Consultant shall meet with the Client to discuss the review comments to ensure understanding of the requested changes. Consultant will proceed with the design phase of the work, incorporating the Client’s review comments into the plans in the next phase. Additional revisions or refinements requested by the Client shall be provided as an Additional Service.

- I.10 **Draft Construction Documents** – Based on the approved Design documents prepared to date (under previous phase), Consultant shall prepare, combine and refine documents to guide bidding and construction of the Project Elements designed by Consultant. Consultants documents shall include:
- **Hardscape Plans:**
    - Pedestrian Hardscape construction plans at a scale of approximately 1" = 20' to show the layout and type of hardscape materials, site furniture selections, and site vertical elements. Structural engineering documents will be included from the previous phase of work.
    - Fine grading for pedestrian areas, such that stormwater from these areas will be routed into the existing stormwater attenuation system. Consultant's grading plan for the pedestrian areas shall comply with FHA and ADA requirements regarding pedestrian access.
  - **Landscape Plans:**
    - Landscape construction plans showing the layout and name of plant materials including planters, trees, shrubs, and lawn areas.
    - Plant material schedule describing plants by name, size, and location.
  - **Construction details**, including details, elevations and sections provided as necessary to communicate the design intent and construction materials. These details were provided as part of the previous phase of work.
  - **Technical specifications** that define materials and methods appropriate for construction, shown as notes on the drawings
- I.11 **Client Review** - Consultant will attend one (1) meeting the Client to review the progress of the Construction Documents. The Client shall provide written review comments/drawing markups that will be incorporated into the plans in each subsequent stage. Minor revisions will be incorporated into the documents based on review comments. Major changes that represent a significant departure from the original design program, budget, and approved concept shall be considered an Additional Service. The Construction Documents will be suitable for the Owner's use in bidding of the work detailed in this Scope of Services.
- I.12 **Final Construction Documents** - Consultant shall prepare the final set of Landscape and Hardscape Construction Documents, incorporating review comments from the Client review meeting. The documents will be suitable for bidding and construction of the elements of the project as detailed in this Scope of Services.
- I.13 **Bidding** – Consultant will provide the following services in support of the Client's work to solicit bids from qualified contractors. Services provided by the Consultant in support of the bid process include:
- Client will prepare the front-end specification/information for the bid form document/RFP. Consultant will prepare the bid proposal form and the Measurement and Payment section (Section 1025).
  - Address technical questions from the pre-bid conference relating to the bids and any further questions during the bidding period.
  - Provide assistance as needed to clarify comments and/or questions related to the construction plans.
  - Client will prepare addenda using Consultant's responses. Consultant will provide revised documents and/or specifications if needed.
  - Attend bid opening if required and will review bids and check bidder references to provide a recommendation of award.
  - Certify bid tabulation

Client shall be responsible for preparing the Bid Documents, advertising, and providing bidders a copy of the Bid Documents.

### ***Part I – Design: Meetings and Deliverables***

*Meetings – The following meetings are included as part of the bidding process (all meetings are assumed to be via videoconference unless noted otherwise):*

- *Kick-off meeting (1 meeting)*
- *Site Analysis Visit (1 visit)*



- *Site Plan review meeting (1 meeting)*
- *Project Coordination meetings (2 meetings)*
- *Review of Draft Construction Documents (1 meeting)*
- *Pre-bid meeting (1 meeting)*
- *Bid review meeting (1 meeting)*

*Deliverables – As a result of these tasks, Consultant shall produce the following (all deliverables in .pdf format):*

- *Site Plan refinements/markup*
- *One (1) copy of Draft Construction Documents (.pdf format)*
- *One (1) copy of Final Construction Documents (.pdf format)*
- *Bid/selection criteria*
- *RFI responses*
- *Tabulation of bid responses*
- *Construction Document addenda during bidding*

## **ASSUMPTIONS/EXCLUSIONS**

- If, as part of the Scope of Services, Consultant provides an estimate of construction cost, then Client, acknowledging that actual costs are subject to the unpredictability of competitive bidding and market conditions and that Consultant has no control over the costs of labor and materials, agrees that any estimate is made only on the basis of the judgment and experience of those making the estimate and published indices of construction costs and that Consultant is not responsible for actual costs exceeding Consultant's estimate.
- Grading will be provided as a performance basis to drain towards existing sidewalks, inlets or streets.
- All required permits will be obtained by the contractor. Consultant's plans will be used for bidding and construction purposes only.
- It is assumed that the bike parking/site furnishing products approved as part of the schematic design will be utilized for the use of bidding and construction. Alternative/"Or Equal" products will not be provided/evaluated by the Consultant.
- Irrigation system design is not part of Consultant's services; it is assumed irrigation design will be design/build by the Contractor
- Provision of utilities to the site/project elements, electrical diagrams/plans, plumbing plans, and other utility routing plans are not included in Consultant's scope.
- The Consultant is not responsible for paying fees associated with permits, or for assembling and submitting permit package(s).

## **ADDITIONAL SERVICES**

Consultant will provide Additional Services as mutually agreed between Consultant and the Client. An equitable adjustment to Consultant's compensation and time for performance will be made through an amendment to the Agreement for any Additional Services. Additional Services may include, but are not limited to:

- Meetings and Presentations not specifically outlined in the Scope of Services
- Services associated with Construction Observation
- Attendance at regular Client meetings or conference calls
- Additional work required due to inaccurate information provided by the Client or the design team.
- Revisions to previously approved plans
- Revisions to base/plans that result from changes by others (Client, Contractor, Architect, Engineers, Permitting Authorities)
- Significant changes to the Consultant's documents during or after bidding due to unknown site conditions, value engineering or other cost-saving measures submitted by bidders, inaccurate information provided by the Client, substantial deviations in materials, design or methods previously approved by the Client, regulatory agency requirements after permit approvals and/or construction budget changes.
- Value Engineering in response to Budget changes or Contractor bids

- Preparing as built or record drawings, including revising Construction Documents to show actual construction
- Property Services, including but not limited to determining zoning, applying for rezoning, variances, and/or subdivision of property
- Work required to accommodate any concealed or unknown conditions that are encountered at the Project Site that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities

**PROJECT SCHEDULE**

Consultant is prepared to begin work on the Project immediately upon receipt of the executed Agreement. Consultant, in consultation with the Client, shall perform its work in such a manner as to comply with a mutually agreed schedule.

	<b>Estimated Start Date</b>	<b>Duration</b>	<b>Milestone</b>
▪ Site Plan Refinement	Mid March 2021	2 Weeks	from Notice to Proceed
▪ Construction Documents	April 2021	2 Months	from approval of Site Plan
▪ Bidding	June 2021	2 Months	from completion of CDs

**COMPENSATION**

Consultant will provide the Scope of Services for the fees outlined below.

Part I - Design \$28,000 Hourly, Not to Exceed

**Direct expenses** are included in the fees listed above. Direct expense may include, but are not limited to, costs associated with travel, printing and reprographics.

Subconsultants' fee(s) are included in Consultant's fee listed above.

**HOURLY LABOR RATES**

Principal III	\$220
Principal II	\$200
Principal I	\$185
Landscape Architect III	\$170
Landscape Architect II	\$150
Landscape Architect I	\$130
Designer III	\$120
Designer II	\$110
Designer I	\$100
Technical	\$75
Administration	\$70

**OTHER LABOR RATES**

Rates for expert testimony, litigation support, personal service contracts, and depositions/court appearances are subject to an additional premium. If additional services are authorized during the performance of a contract, compensation will be based on the Schedule of Fees in effect at the time the services are authorized.

**ANNUAL BILLING RATE ADJUSTMENTS**

Billing rates are adjusted each year to reflect updated labor cost categories. Labor cost of work authorized in subsequent calendar years will be based on current billing rates for those years.

December 15, 2020

Kody Smith, PLA  
Principal  
Dix-Hite  
150 West Jessup Ave.,  
Longwood, FL 32750

RE: City of Jacksonville Beach  
Implementation Plan Professional Services During Construction  
Jones Edmunds Opportunity No.:

Dear Mr. Smith:

Jones Edmunds & Associates, Inc. is pleased to provide Dix-Hite with this proposal for providing bidding and construction phase services to support you and the City during the Construction Phase of the Downtown Development Plan Construction Project.

## PROJECT UNDERSTANDING

The City of Jacksonville Beach desires to engage Dix-Hite + Partners, Inc. (Dix Hite) to limited bid phase services in support of the City's development Implementation Plan (Project) in downtown Jacksonville Beach, FL. The project includes upgrades to Bicycle Parking Areas and construction of the improvements included in a Site Furnishings Plan. It is our understanding that the Project is ready to go to bid and we will be providing bid and construction phase services during the Construction Contract.

## SCOPE OF SERVICES

This Scope of Services is to provide bidding-phase services during the construction of the downtown development implementation plan proposed upgrades. Jones Edmunds will assist Dix-Hite and the City during the bidding and award process for the Construction Contract for the project as follows:

- Review the bidders' cost proposals, prepare a proposal tabulation, and develop bid evaluation letter.

## SCHEDULE

Jones Edmunds will begin work on this project upon receipt of purchase order and Notice to Proceed (NTP) from the County. The schedule for this project will be based on a mutual

agreement between the County and Jones Edmunds. Preliminarily, the project tasks are estimated to be completed as follows:

<u>Task</u>	<u>Calendar Days from NTP (Approximate)</u>
▪ NTP	0
▪ Bidding/Award/Start Construction	30

## COMPENSATION

Jones Edmunds proposes to perform the Scope of Services as described herein for the lump sum fee of \$1,200.

## PROPOSAL CLARIFICATIONS

The following exclusions and conditions apply to the Scope of Work, Fee Estimate, and Schedule.

1. Surveying, geotechnical, and materials testing costs are not included.
2. All permits required during construction will be the responsibility of the Contractor.

Jones Edmunds appreciates this opportunity to offer our professional engineering services to the City and Dix-Hite. Please do not hesitate to contact us if you have any questions regarding the proposed Scope of Services.

Sincerely,



Alan Foley, PE  
Senior Project Manager  
[afoley@jonesedmunds.com](mailto:afoley@jonesedmunds.com)  
730 NE Waldo Road  
Gainesville, FL 32641



Brian Icerman, PE  
Managing Director / Vice President  
[thays@jonesedmunds.com](mailto:thays@jonesedmunds.com)