

SCOPE OF WORK

JEA's Water/Wastewater (W/WW) five-year Capital Improvement Plan (CIP) is currently forecasted at \$1.04 billion with a fiscal year average of \$210 million. The CIP includes various types of utility infrastructure projects such as water reclamation facilities, water treatment plants, pump stations, rehabilitation projects and water, sewer and reclaim pipeline projects. JEA seeks to engage the services of one (1) Consultant that can effectively and efficiently provide temporary Project Support Services on an as-needed basis to the W/WW Project Engineering and Construction group in the execution of the five-year CIP.

As employer of the temporary personnel, the successful Proposer will perform the functions of a staffing firm, including recruiting, hiring, assigning, compensating, orienting, reassigning, counseling, disciplining, and discharging the temporary personnel ("services").

The successful Proposer will provide services on an as-needed basis to supplement JEA staff. Work will be assigned to the successful Proposer as project needs are identified. The agreement will not be construed as an exclusive agreement between the successful Proposer and JEA. Other Consultants may be engaged and utilized for the same or like purposes.

JEA intends to contract with one (1) Consultant to provide qualified project support personnel. The personnel will be requested on an as-needed basis to supplement JEA during peak planning, design and construction periods, and for back-filling of permanent JEA staff during vacancies or leaves. It is estimated that staffing levels under this contract would be between five (5) and fifteen (15) personnel at any given time. The total number of staff, and annual utilization of the staff, will vary depending on duration of individual assignments, seasonality and other factors influencing the delivery of capital projects such as project prioritization, funding, etc. The successful Proposer will be asked to provide the following staffing roles at a minimum:

1. Project Managers
2. Project Estimators
3. Project Schedulers
4. Project Control Cost Specialists
5. Safety and Health Specialists
6. Hydraulic Modeler

These positions require extensive knowledge of the principles, standards and techniques of project management used in the utility infrastructure industry such as water/sewer plants, pump stations and pipeline capital projects.

Project Managers will manage contractors, engineers, vendors, and various staff and field organizations and makes decisions concerning the execution of the work to assure the successful completion of complex capital projects.

Estimators, Schedulers and Cost Specialists will work within the Project Controls organization at JEA to support the delivery of capital projects. The work involves a variety of situations requiring analytical, interpretive, evaluative and/or constructive thinking.

JEA has six (6) contract employees currently performing project support services through another contract. These contract employees will be made available to the winning Proposer to potentially fill positions required under this contract. Resumes included in the Proposer's Proposal will not include any of these contract employees. Below is a listing of the positions currently being filled by these contract employees:

1. Project Schedulers – two (2) positions
2. Project Cost Specialists – three (3) positions
3. Project Estimator – one (1) position

REQUIRED SERVICES

The successful Respondent (s) will work closely with designated JEA personnel to accomplish the tasks listed below:

1. Provide overall managerial, administrative and personnel management services necessary to the performance of the Contract, including the recruitment and selection of sufficient personnel in each of the job categories to maintain a pool of qualified workers that will be made available to JEA upon request.
2. Be responsible for the discipline, hiring, and firing of such personnel.
3. Perform sufficient proficiency testing and background reference verification to assure the qualifications of the workers to be provided under the Contract:
 - a. All personnel proposed by the successful Respondent(s) must have the basic skills required to work in engineering/construction and related technical support.
 - b. Required skills and abilities include but are not limited to: proficiency in written and verbal communication, facility in decision-making, fundamental knowledge of project management practices, fundamental knowledge of engineering and construction practices on utility infrastructure projects, fundamental knowledge of project controls best practices, general problem solving, and ability to establish effective working relationships with diverse teams.
4. Supply JEA with qualified personnel (temporary employees or temporary personnel) as outlined in this RFP. "Qualified candidates" are those having verifiable project management, engineering, project controls, and/or technical support experience, and having the minimum qualifications and experience indicated in the classification descriptions as outlined in Appendix C.
5. Submit documentation of a criminal background check, and reference checks and driving record information if requested, for all temporary personnel that will be assigned under the Contract.
6. Assume all legal responsibilities as the employer of temporary workers as provided under the Contract, including, but not limited to:
 - a. Payment of salaries, wages, fringe benefits, and any other benefits to which the individual may be entitled;
 - b. Withholding of taxes pursuant to local, state, and federal law;
 - c. Payment of any taxes that may be due based upon employee or payroll parameters;
 - d. Provision of Workers' Compensation coverage pursuant to Florida law;
 - e. Payment of unemployment taxes and benefits; and
 - f. Provision of any health or medical insurance to which the individuals may be entitled.
7. The successful Respondent(s) must be available at all times to JEA supervisors of temporary personnel during the work hours of their personnel. In addition, the successful Respondent(s) must be available to their personnel during their work hours.
8. The successful Respondent(s)'s temporary personnel must adhere to the JEA personal protective equipment (PPE) requirements for construction projects. Additional site-specific safety requirements may be required and it will be the responsibility of the successful Respondent's temporary personnel to comply with these specific requirements.

PERSONNEL AND REQUIRED CLASSIFICATIONS

The successful Respondent will supply JEA with qualified engineering and construction project management, project controls and/or other support personnel identified in this RFP. JEA may cancel a Contract without filling the position for any reason. All temporary personnel will report directly to a JEA Manager/Supervisor as identified.

Examples of classifications and specific qualifications are outlined in Appendix C; other classifications may be included in the final Contract. "Qualified candidates" will be those having verifiable qualifications and experience required as outlined in Appendix C.

All temporary personnel supplied under this Contract shall be subject to written performance evaluations during their initial 90 days of employment ("probationary period") and annually after that. JEA Managers/Supervisors will provide feedback on the performance of temporary personnel, but conducting the performance evaluation, tracking evaluations, and following up on recommendations from evaluations shall be the sole responsibility of the successful Respondent.

1. TRAINING

The successful Respondent is responsible for supplying all Contract personnel basic training as required for the position, as outlined below and in Appendix C - Job Specifications. The successful Respondent will be responsible for keeping personnel supplied to JEA current with their training requirements.

- a. For all positions:
 - i. The successful Respondent shall provide all personnel basic training to familiarize them with the terms, roles and responsibilities of parties to the Contract, and timesheet processes.
- b. For certain positions, as required by the classification or type of work, the successful Respondent is responsible for keeping personnel current on:
 - i. Safety training certificates.
 - ii. Basic training on use of computers and standard applications.
 - iii. Any special licenses, certifications or specialized software training as required by the classification.
- c. All training documentation will be made available to JEA upon request.
- d. Project Managers shall have the following training prior to working for JEA:
 - i. 10-hr OSHA Compliance for Construction Safety (within the past 3 years)
 - ii. Confined Space Entry Hazard Recognition and Evaluation (within the past 3 years)
 - iii. Excavation/Trench Hazard Recognition and Evaluation (within the past 3 years)
 - iv. First Aid/CPR (current certification required)
 - v. Software - Microsoft Word, Excel, Outlook and Project
- e. Project Support/Controls personnel shall have the following training or proficiency prior to working for JEA:
 - i. Software - Microsoft Word, Excel, and Outlook
 - ii. Specific training as applicable for the position and specified in the Appendix C, (e.g., Primavera P6)
 - iii. Construction Site Safety

2. EQUIPMENT

- a. JEA will provide the successful Respondents assigned temporary personnel with a computer, desk phone, email/printer access, access to the JEA network and basic office supplies.
- b. The successful Respondent must provide all of their assigned temporary personnel with any other additional equipment as required for the position such as protective boots, hard hats and other protective clothing as required for field visits, and any additional equipment as required.
- c. For the Safety and Health Specialist the Respondent must provide a vehicle as travel to construction job sites will be required on a daily basis. The vehicle provided by the successful Respondent can be an automobile, truck or van in good serviceable condition, with the carrying capacity for the equipment and tools necessary for the work. The successful Proposer will furnish vehicles with auto liability coverage, mileage and fuel for their employees. JEA encourages vehicles to be equipped with basic survival supplies in case of an emergency. Vehicles must be identifiable as belonging to the Proposer.
- d. JEA will provide licenses for Primavera P6.

3. REQUIRED WORKFLOW AND REPORTING:

- a. JEA determines there is a need for temporary services.
- b. JEA notifies the successful Proposer.
- c. The successful Proposer will respond within one business day of their ability and intent to provide potential candidates for the position. A positive response does not necessarily indicate that particular candidates have been identified.
- d. The successful Proposer will provide resumes of qualified candidate temporary personnel for JEA to review within two weeks of initial response, or on a timeframe agreed to at the time of the request (JEA may require less time, or JEA and the successful Proposer may mutually agree to more time).
- e. JEA may interview some or all of the proposed candidates. JEA is not obligated to interview or hire any of the proposed candidates.
- f. JEA and the successful Proposer will agree on a selected candidate, start date, and other terms.

- g. The successful Proposer notifies candidates and confirms requested start date and reporting location. The successful Proposer confirms candidate has all required equipment and has completed training as required for the position.
- h. Candidate reports to the appropriate location on start date. A checklist of any required training not yet completed will be provided to the JEA supervisor on the first day.
- i. JEA requires the successful Proposer to remove unsatisfactory personnel immediately upon notification. If a candidate does not perform effectively or fails to meet the minimum qualifications, JEA will inform the successful Proposer of the situation and may require the successful Proposer to provide a qualified replacement. Qualified replacement temporary employees must be provided to JEA within one (1) week of such written request or on a timeline mutually agreed to.

4. DELIVERABLES AND SCHEDULE

Deliverables shall be considered tangible resulting work products which are to be delivered to the JEA such as project reports, schedules, cost reports, draft documents, data, interim findings, drawings, schematics, training, meeting presentations and final drawings.

Deliverables and schedule for contract administration shall include:

- a. A monthly report, submitted by the 15th of each month, outlining the employees used for the month by project. The report must include the following:
 - i. Project Name and Number (supplied by JEA)
 - ii. Temporary employee's name
 - iii. Temporary employee's classification
 - iv. Total Hours Worked (divided out by regular hours and overtime hours per temporary employee and per project number)
 - v. Total Monthly Charges
- b. A consolidated report for the period July 1st – June 30th, submitted by August 1st of each year, outlining the temporary employees used for the year by project. The report must include the following:
 - i. Project Name and Number
 - ii. Temporary employees' names and subcontracting employer (if applicable)
 - iii. Temporary employees' classifications
 - iv. Total Hours Worked (divided out by regular hours and overtime hours per temporary employee and per project number)
 - v. Total Yearly Charges (divided out by approved subcontracting employers, where applicable)

Any other reports or documentation as requested by JEA relevant to the scope of the Contract, format and deadline to be negotiated for each report.

All deliverables and work products from the resulting Contract will become the property of JEA. All deliverables and work products created by successful Proposer or its assigned temporary workers during the performance of the Contract resulting from this RFP shall be work-for-hire. JEA shall own, and have the right to any intellectual property interest in all works, including but not limited to documents, drawings, designs, computer programs, and photographs, produced by any temporary worker provided by the successful Proposer under the Contract.

5. WORK PERFORMED BY JEA

- a. JEA will assign a Manager/Supervisor to oversee the work of the temporary personnel and provide support as needed. JEA staff will make available sufficient hours of staff personnel as is required to meet with successful Proposer staff and provide such information as required. Specific duties JEA may provide include:
 - i. Provide temporary personnel with office space, computers and basic office supplies and equipment.
 - ii. Provide technical and policy support.

- iii. Provide training for in-house software and processes, beyond basic orientations provide by the successful Proposer as required above.
- iv. Provide temporary personnel with JEA-issued Identification Cards, allowing limited access to JEA facilities.
- v. Provide oversight of staff while working on JEA projects.
- vi. Monitor all work performed by temporary personnel assigned to a project.
- vii. Provide administration of Proposer contract.

6. PLACE OF PERFORMANCE

- a. Work performed by temporary personnel will be performed in facilities and on property or projects owned by JEA.

7. PUBLIC SAFETY

- a. The successful Proposer will supply temporary workers to work in JEA facilities, property or projects. It is likely that JEA facilities will have physical security mechanisms or access control devices (keycards and door locks or similar systems). Public safety may require limiting successful Proposer temporary personnel and public access to public work sites, public facilities, and public offices, sometimes with little or no advance notice. The temporary workers and any of the successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. JEA project managers have discretion to require temporary workers, the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.