

Task Order Request Form

P-Form 2021.09 Revised
08/17/2021

Civil Engineering

2022-26

Name of CSA (Continuing Service Agreement)

TASK ORDER NUMBER

Date: 03/30/22 City Bid Number: RFQ-16-01-COC-A AMOUNT: \$ 66,868.00

Vendor Name: Mead & Hunt /10228 Quote/Proposal Number: _____

Dept. Number/Division Name: 3570 SW/ 3510 Streets

Project Name: Fiske Blvd/ Broadmoor Acres Drainage Imp. Project Number: PW175I

Please use this section only if you are revising the original task order, which will generate a change order.

AMENDMENT

Amendment to Original Task Order No. : _____ Requested Amendment Amount: _____

Original Task Order Amount: _____ Total Revised Amount including all Amendments: _____

Total number of Amendments including this one: _____

Scope of Services; Justification for Amendment

Bidding Assistance and Engineer of Record Services: Assisting Tierra and the City of Cocoa with the Fiske Blvd. and Broadmoor Acres Drainage Improvement Project:

Phase II: Bidding Assistance @ \$14,525 (Lump Sum Basis)

Phase II: EOR Services During Construction @ \$52,353 (Time & Expense)

TOTAL \$66,868.00 - Amount is being cost shared between Streets and Stormwater

Design is Construction Related: ☒ YES ☐ NO ☐ N/A Good Faith Estimate of Construction Value: ☐ YES ☐ NO ☐ N/A
Documentation for Good Faith Estimate Attached and Valid: ☐ YES ☐ NO ☐ N/A
Reference if applicable: Florida Statutes 287.055, Consultants Competitive Negotiation Act (CCNA)

JoAnna Zurinsky Digitally signed by JoAnna Zurinsky
Date: 2022.04.04 11:40:05 -04'00'

Requestor

Bryant Smith Digitally signed by Bryant Smith
Date: 2022.04.06 12:33:22 -04'00'

Department Director

***** DO NOT WRITE BELOW THIS LINE - AUTHORIZED PERSONNEL ONLY *****

Task Order : ☒ Approved
☐ Disapproved

Refer to this Task # on all documentation: 2022-26

Council Approval Required: ☒ YES ☐ NO

Reason

Disapproved:

Brian Dale Digitally signed by Brian Dale
Date: 2022.04.13 12:04:13 -04'00'

Purchasing & Contracts Division Manager

City Manager (Purchases not to exceed \$50K)

Michael Blake 4/26/22
Mayor (Purchases that exceed \$50K)

- 1) Requestor: Completes form and forwards all supporting documentation to Department Director.
- 2) Dept. Director reviews and approves, forwards Task Order and all supporting documentation to purchasing@cocoafl.org. (Subject Line to read: TO-VENDOR NAME Task # (if previously requested) PRICE-DEPT-DIV.)
- 3) Purchasing assigns Task Order Number and emails link that contains Task Order and all supporting documentation to the Purchasing Manager.
- 4) Purchasing Manager reviews and approves, uploads approved Task Order Form.
- 5) Task Order and all supporting documentation is forwarded to the City Manager for review and approval for Purchases not exceeding \$50K. Approved Task Order by City Manager will be returned back to purchasing@cocoafl.org. If over \$50K, Task Order and all documentation is forwarded back to Requestor who must then initiate an agenda item for City Council Approval. Once approved by City Council the City Clerk will have the Mayor sign both the Task Order Form and the Proposal if applicable and forward copies to purchasing@cocoafl.org.
- 6) Purchasing logs, the Task Order in the database and forwards fully executed Task Order and all supporting documentation back to Requestor.



March 31, 2022

Bryant Smith III, P.E. C.F.M.
Public Works Director/City Engineer
City of Cocoa
155 North Wilson Street
Cocoa, FL 32922

Email: bsmith@cocoafl.org
Hard Copy Mailed Only on Request

RE: FISKE BOULEVARD AND BROADMOOR ACRES – BIDDING ASSISTANCE AND EOR SERVICES

Dear Mr. Smith,

Mead & Hunt is pleased to provide this revised bidding assistance and Engineer of Record (EOR) services during construction proposal for this project. The attached task order addresses the work activities we understand to be required. The task order is in conformance with our professional services agreement and related current rate schedule.

We look forward to the opportunity to serve the City of Cocoa on this and future projects. If you have any questions or comments, please contact our office.

Sincerely,
MEAD & HUNT, INC.

David A. King, PE
Vice President/Business Unit Leader

Noah Adamoski
Construction Services Supervisor

DAK/NA:bf

Enclosures: Task Order
Estimated Man Hour Schedule

FISKE BOULEVARD AND BROADMOOR ACRES – BIDDING ASSISTANCE AND EOR SERVICES
TASK ORDER# _____

GENERAL

This Task Order is in conformance with the Agreement for General Civil Engineering Services ("Agreement"), RFQ-16-01-COC(A) dated January 27, 2016, between the City of Cocoa ("CITY") and Mead & Hunt, Inc. ("MEAD & HUNT") and is referred to herein as the contract.

BACKGROUND

The CITY has planned for roadway and stormwater improvements on Fiske Boulevard (Peachtree Street to West Highland Boulevard) and Broadmoor Acres subdivision along with associated water/sewer improvements. The CITY had contracted with MEAD & HUNT to complete the design and permitting of the improvements. The CITY has selected Tierra Inc. (TIERRA) to provide Construction Engineering and Inspection (CEI) services. The CITY desires to proceed with bidding and construction of the improvements and utilize MEAD & HUNT's services for bidding assistance and Engineer of Record (EOR) services during construction.

SCOPE OF SERVICES

After receipt of authorization to proceed, MEAD & HUNT will provide the following services:

PHASE 1 – BIDDING ASSISTANCE

For the basis of this scope, it is assumed that the CITY will be responsible for leading the bidding effort and TIERRA will provide the majority of consultant support to the CITY during bidding. MEAD & HUNT will update the previously prepared construction drawings and technical specifications, including:

- Minor revisions to plans to address questions/comments brought up during CEI selection
- Update/replace City standard details and specifications
- Verify quantities of unit price bid work items; adjust totals as needed

MEAD & HUNT will provide the CITY and TIERRA electronic version of drawings and technical specifications for review. Upon receipt of comments from CITY and TIERRA, MEAD & HUNT will finalize the construction drawings and technical specifications for CITY's use in assembling bidding documents. MEAD & HUNT will address up to twenty (20) design intent questions from bidder's questions for CITY's use in preparation and distribution of addenda.

PHASE 2 – EOR SERVICES DURING CONSTRUCTION

For the basis of this scope the following assumptions are made:

- TIERRA will provide the CEI services and take lead on construction contract administration.
- Construction contract duration will be 240 calendar days with an estimated additional 60-day material procurement period prior to the 240 days.

MEAD & HUNT will incorporate applicable bid-phase modifications to the construction drawings and technical specifications and provide those to the CITY (in electronic format) for inclusion in the

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contract/conformed documents for construction. MEAD & HUNT will attend a preconstruction meeting at CITY facilities led by TIERRA. MEAD & HUNT will prepare and submit on the CITY's behalf required permitting agency notifications for construction start. MEAD & HUNT will review up to twenty (20) construction submittals/resubmittals for compliance with the design intent and contract requirements. TIERRA will be responsible for review of construction submittals in regard to construction contract administration and CITY/FDOT standard materials and will maintain a log of all submittals. MEAD & HUNT will review and respond to TIERRA for up to twenty (20) contractor RFI's related to design intent. TIERRA will be responsible for maintaining RFI log and responses to contractor. MEAD & HUNT's responses to RFIs may include suggested field orders, work directives, and/or Requests for Proposals (RFP's) for which TIERRA will be responsible for. MEAD & HUNT will attend up to ten (10) in-person and twenty-four (24) virtual construction progress meetings. TIERRA will be responsible for meeting invites, agenda, and summaries/minutes. MEAD & HUNT will conduct up to ten (10) site visits during construction, separate from in-person progress meetings, to evaluate RFIs, to verify work completion for permitting certifications and other needs.

MEAD & HUNT will assist TIERRA and CITY to determine substantial and final completions and attend substantial and final walkthroughs. MEAD & HUNT will review contractor final as-builts and prepare final record drawings utilizing contractor as-builts and TIERRA inspector sketches, photographs, and other documentation. Record drawings to be provided electronically to CITY. MEAD & HUNT will prepare and provide certifications of completion to FDEP and SJRWMD, assuming one certification to each agency (i.e. – no multiple, partial certifications).

EXCLUSIONS

This scope of services excludes all items not specifically described herein, including but not limited to:

- Attendance of prebid meeting
- Review of bids/bidder qualifications
- CEI services (by TIERRA)
- FEMA grant administration (by CITY and/or TIERRA)
- Utility coordination (by TIERRA)
- Sampling, testing and laboratory Services (by TIERRA and/or contractor)
- Public information services (by TIERRA)
- Value Engineering
- Redesign per Client or Contractor

SCHEDULE

Mead & Hunt estimates the work included in this task order will be completed in accordance with the following schedule:

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Phase/Task	Duration	Starting upon	Basis of duration
Phase 1 – Bidding Assistance			
Update previous drawings/specifications	30 days	Receipt of notice to proceed	
CITY/TIERRA review	15 days	Submittal of updated drawings/specifications	
Final drawings/specifications	15 days	Receipt of CITY/TIERRA comments	
Address bidder questions	30 days	CITY advertisement for bids	Assumed CITY advertisement duration
Phase 2 – EOR Services During Construction	300 days	CITY award to Contractor	Construction contract duration + material procurement period

COMPENSATION

The not-to-exceed cost for this Scope of Services is **\$66,868** based on the following and the attached manhour breakdown:

Phase/Task	Fee/Cost	Basis
Phase 2 – Bidding Assistance	\$14,525	Lump Sum
Phase 2 – EOR Services During Construction	\$52,343	Time & Expense
TOTAL	\$66,868	

AUTHORIZATION

The scope of services and compensation stated in this proposal are valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by MEAD & HUNT.

Mr. Bryant Smith

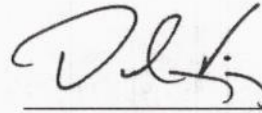
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Accepted by: City of Cocoa

Approved by: Mead & Hunt, Inc.

By: 

By: 

Name: Michael C. Blake

Name: David A. King, PE

Title: Mayor

Title: Vice President/Business Unit Leader

*The above person is authorized to sign for Client
and bind the Client to the terms hereof.*

Date: 4/26/2022

Date: March 31, 2022

IF THE CONTRACTOR (MEAD & HUNT, INC.) HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S (MEAD & HUNT, INC.'s) DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT (PROPOSAL), CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY HALL, CITY OF COCOA, 65 STONE STREET, COCOA, FL 32922, City Clerk, Carie Shealy, (321) 433-8484, cshealy@cocoafl.org.

THE CITY ACKNOWLEDGES AND AGREES THAT THIS TASK ORDER IS SUBJECT TO SECTION 558.0035, FLORIDA STATUTES WHICH PROVIDES THAT INDIVIDUAL DESIGN PROFESSIONALS EMPLOYED BY THE ENGINEER OR AN AGENT OF THE ENGINEER MAY NOT BE INDIVIDUALLY LIABLE FOR ECONOMIC DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF PROFESSIONAL SERVICES PERFORMED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE AGREEMENT AND THIS TASK ORDER ISSUED THEREUNDER PROVIDED CERTAIN STATUTORY CONDITIONS ARE SATISFIED.

CITY OF COCOA
FISKE BLVD & BROADMOOR ACRES BIDDING ASSISTANCE AND EOR SERVICES DURING CONSTRUCTION
MEAD HUNT ESTIMATED MANHOUR SCHEDULE

Phase	Role (M&H Billing Classification)	EOR (Senior Project Manager)	Project Engineer (Engineer III)	Construction Services Lead (Engineering Technician IV)	CAD (Engineering Technician III)	Administrative Assistant	Hourly Rate	
							Task	Total
1-Bidding Assistance	Update construction plans and specifications	4	8	0	32	8		\$ 6,828
	Finalize construction plans and specifications	1	2	0	8	2		\$ 1,707
	Address up to 20 bidder questions	10	20	0	0	10		\$ 5,990
	Phase 1 Subtotals	15	30	0	40	20		\$ 14,525
	Conformed drawings and specifications	1	4	0	8	8		\$ 2,565
2-EOR Services During Construction	Preconstruction meeting	4	0	4	0	0		\$ 1,376
	Permitting agency notifications	1	3	0	0	1		\$ 752
	20 Construction submittals	10	20	20	0	5		\$ 8,390
	20 RFIs	20	10	20	0	5		\$ 8,870
	10 In-person progress meetings	20	0	20	0	0		\$ 6,880
	24 Virtual progress meetings	18	0	18	0	0		\$ 6,192
	10 Site visits	20	0	20	0	0		\$ 6,880
	Substantial completion effort	4	0	4	0	0		\$ 1,376
	Final completion effort	4	0	4	0	0		\$ 1,376
	Record drawings	2	4	0	40	0		\$ 6,094
	Permitting completion certifications	1	6	0	3	1		\$ 1,592
	Phase 2 Subtotals	105	47	110	51	20		\$ 52,343
							Total	\$ 66,868