

City of Cocoa

Task Order 2020-02

FY20 Cross Connection Control Program Assistance

Services proposed by JACOBS in this Task Order will be performed in accordance with the RFQ #20-03-COC awarded by the City of Cocoa on November 13, 2019.

Scope of Services

The City of Cocoa has FY20 funding dedicated to the City's Cross Connection Control (CCC) Program. The City's CCC Program implements the Florida Department of Environmental Protection (FDEP) requirements to survey, test, and maintain CCC devices within the City's distribution system. These requirements are intended to prevent water from unapproved sources from entering the City's potable water supply.

In June 2014, the City awarded a contract for field services to implement their CCC Program. The City has requested a continuation of support from JACOBS to assist with Contractor oversight, quality control, public relations, and data management for the CCC Program. This assistance is a continuation of the support provided in FY19.

Following is a detailed description of each task including key assumptions made in the development of the scope and level of effort.

Task 1 – Project Management Assistance

JACOBS will provide project management assistance in the form of coordinating and monitoring monthly CCC Program progress meetings, responding to Contractor questions, monitoring Contractor activities, and assisting in FY21 planning. This task will also include invoicing, status updates, and administrative assistance.

This task is expected to require approximately five hours per week on Task 1.

Task 2 – Contractor Coordination and Documentation

JACOBS will meet with Water Field Operations (WFO) personnel and the CCC Program Contractor to update progress in surveying, testing, repairing, and replacing commercial and residential devices. JACOBS will provide coordination, agendas, and documentation of all meetings. One meeting each month is anticipated.

This task also includes assistance in documenting customer interactions with CCC Contractor staff. JACOBS will assist Utilities Staff with public notifications and updates. In addition, JACOBS will provide coordination with the Contractor concerning daily field activities, unusual field discoveries, equipment needs, and miscellaneous assistance.

This task is expected to require approximately two hours per week of engineering services.

Task 3 – Data Management and Quality Control

JACOBS will review Contractor submitted data in order to verify accuracy and thoroughness of data and to ensure proper formatting of data for uploading to the City's GIS database. Contractor invoices will be reviewed against the Contractor approved data for verification of accepted quantities. JACOBS will coordinate with the Contractor to correct any deficiencies or discrepancies in data or invoicing prior to submittal to the City.

JACOBS will document and coordinate field activities required by WFO Staff to address anomalies and provide field review of CCC Contractor's data. In addition, JACOBS will document any inconsistencies found in the City's CCC database, as determined in the field, and coordinate with City Staff on possible solutions and the documentation of any data update processes. JACOBS Staff will provide a monthly report summarizing CCC Program activities and statistics.

JACOBS will provide assistance to City Staff in implementation of infraMAP NOW (web-based field services software) and assist with data transfer from the existing software system, report writing, Contractor training, data updates, and database management.

This task is expected to require approximately eight hours per week of engineering services.

Task 4 – Strategic Planning

JACOBS will assist City Staff with the planning and implementation of the long term strategic plan for the CCC Program. JACOBS will assist the City in determining projects, process improvements, and resources required for the implementation of a comprehensive CCC Program. JACOBS will provide coordination and documentation of all planning activities and vendor interactions.

This task is expected to require two hours per week of engineering services.

Safety

JACOBS will manage the health, safety and environmental activities of JACOBS staff to achieve compliance with applicable health and safety laws and regulations.

JACOBS will notify affected personnel of any site conditions posing an imminent danger to them which JACOBS observes.

JACOBS and JACOBS' personnel have no authority to exercise any control over any contractor or other entity or their employees in connection with their work or any health or safety precautions and have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the contractor(s) or other entity or any other persons at the site except JACOBS' own personnel.

Assumption

Jacobs will reasonably rely upon the accuracy, and completeness of the information/data provided by the City or other third parties.

Schedule

This task will begin in January 1, 2020 or upon City Council approval, whichever is later, and continue through September 30, 2020.

Compensation

JACOBS proposes to perform the work described herein on a Time and Material basis, with budgets between tasks being interchangeable. The estimated engineering fee including labor and expenses associated with the scope of work is not to exceed \$124,902 as presented in the Exhibit A, below.

Exhibit A

Task Descriptions	Labor Hours	Labor Costs
Task 1 – Project Management Assistance	211.50	\$26,415.00
Task 2 – Contractor Coordination and Documentation	92.25	\$11,412.00
Task 3 – Data Management and Quality Control	306.00	\$44,592.00
Task 4 – Strategic Planning	67.50	\$9,757.50
Labor Total:	677.25	\$92,176.50
Expense Total:		\$1,500.50
Grand Total:		\$93,677.00

Attachments

Attachment A – Jacobs Engineering Group Rate Schedule

Acceptance

This Task Order shall become part of the Agreement upon execution by both parties.

Approved for City of Cocoa

Accepted for JACOBS Engineering Group

By _____

By  _____

Title _____

Title Francois Didier Menard
Vice President

Date _____

Date January 27, 2020

Attachment A

EXHIBIT "A"

Jacobs Engineering Group Rate Schedule

Classification	Description	Rate
Engineer 9	Principal	\$235
Engineer 8	Senior Reviewer/Consultant	\$235
Engineer 7	Senior Project Manager	\$235
Engineer 6	Senior Professional Engineer/Scientist/Consultant	\$218
Engineer 5	Mid-Level Professional Engineer/Scientist/Consultant/Project Manager	\$199
Engineer 4	Professional Engineer/Scientist/Consultant/Project Manager	\$169
Engineer 3	Junior Professional Engineer/Scientist/Consultant	\$142
Engineer 2	Project Engineer/Scientist/Consultant	\$120
Engineer 1	Junior Project Engineer/Scientist/Consultant	\$110
Engineer 0	Engineering Intern	\$95
Technician 5	Senior Construction Manager/Senior Designer	\$169
Technician 4	Construction Manager/Senior Technician	\$142
Technician 3	Senior Construction Inspector	\$120
Technician 2	Construction Inspector/Technician	\$110
Technician 1	Junior Construction Inspector/Junior Technician	\$85
Technician Aide	Technical Aide	\$80
Office	Office/Project Administration	\$85

Notes:

1. Billing rates for the City of Cocoa are designated for the length of this Agreement from January 2020 through January 2023.
2. These rates do not include other direct expense cost. Reimbursable other direct expenses shall be billed in accordance with the terms of the contract.
3. Billing rate schedule is for time basis work order and the City will be billed based on actual hours by category designated for an individual employee.
4. Jacobs reserves the right to request rate modifications for any future extensions to this agreement. Rate modifications must be established and agreed upon by both parties.
5. All copies, reproduction, subconsultant work, materials or equipment purchased or other direct costs shall be pass-thru cost without any mark-up.
6. Travel is reimbursable at the IRS rate for employees and specialists outside the Orlando office only.