

Task Order Request Form

P-Form 2021.09 Revised
07/14/2023

Consulting Services for Water Supply, Treatment, Transmission & Distribution

2024-34

Name of CSA (Continuing Service Agreement)

TASK ORDER NUMBER

Date: 08/10/23 City Bid Number: RFQ-20-03-COC AMOUNT: \$ 223,524.00

Vendor Name: Jacobs Engineering Group Quote/Proposal Number: 2024-34

Dept. Number/Division Name: 4025 / WFO

Project Name: WFO Support / CCC Support Project Number: WS13BC

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

Since 2010, the City of Cocoa Utilities Department has successfully implemented the following programs: Valve and Hydrant Assessment Program, Valve Replacement Program, Cross Connection Control (CCC) Program, Pipe Assessment/Repair Program and Water Quality Coordination and Support Services. These programs provide data critical to the successful implementation of a proactive asset management team within Water Field Operations (WFO). Task 1 will provide WFO & CCC Project Management and Asset Management Assistance. Task 2 will provide City personnel with CCC Contractor Coordination and Documentation, Data Management and Quality Control, Strategic Planning, and Safety. This task order will cover services in FY2024.

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)

Melinda Keesee Digitally signed by Melinda Keesee
Date: 2023.08.10 08:32:46 -04'00'

Requestor

John "Jack" Walsh Digitally signed by John "Jack" Walsh
Date: 2023.08.10 11:02:57 -04'00'

Department Director

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

Task Order : Approved Refer to this Task # on all documentation: 2024-34
 Disapproved Council Approval Required: YES NO

Reason Disapproved:

Brian Dale Digitally signed by Brian Dale
Date: 2023.08.10 17:26:23 -04'00'

Purchasing & Contracts Division Manager

Stockton Whitten Digitally signed by Stockton Whitten
Date: 2023.08.15 17:03:42 -04'00'

City Manager (Purchases not to exceed \$75K)

Mayor (Purchases that exceed \$75K)

- 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 \$75K. Approved Task Order by City Manager will be returned back to purchasing@cocoafl.org. If over \$75K, 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.