

City of Cocoa Task Order 2020-03

FY 2020 Engineering Services for the Water System – Program Management Services for Cocoa Utilities Bond Funded CIP Projects

Objective

The purpose of this task order is to provide program management services, including program management/administration, design management and construction project support services in support of bond funded Cocoa Utilities Capital Improvement Plan (CIP) program projects listed in Attachment A which are funded by the City's Fiscal Year 2020 (FY 2020) budget. This task order is intended to include the estimated level of effort to provide the above described services on a time and materials basis compensation method for the period from January 1, 2020 through September 30, 2020. Services proposed by JACOBS Engineering Group (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

Task 1 – Program Management & Administration

Task 1.1 Program Management and Administration

1.1.1 Program Management and Oversight

Day-to-day activities, processes and procedures of JACOBS' Program Management Team (PMT) staff will be the responsibility of JACOBS' Program Manager, who will receive input from the Cocoa Utilities Director and Deputy Director. The following tasks, services, meetings and deliverables will be provided under this task:

- Program Coordination Meeting - The PMT will prepare for and attend a monthly coordination meeting with Cocoa Utilities to review program progress and discuss issues impacting program delivery.
- Finance and Purchasing Coordination Meeting – The PMT will coordinate a monthly meeting with Cocoa Utilities, City Finance, and City Purchasing Departments to address the status of pending CIP contract actions as well as any contracting issues impacting program delivery.
- Monthly Progress Report (MPR) – The PMT will produce a general CIP progress report each month suitable for an audience both internal and external to Cocoa Utilities to address Program progress and key issues.
- Program Review/Update Meetings – The PMT will coordinate with Cocoa Utilities to develop and schedule program update meetings as needed to periodically review and/or update City staff stakeholders on CIP delivery status and progress. The PMT

will provide briefing material and presentations (up to 4 anticipated) as needed.

1.1.2 FY2020 Validation and FY2021-2025 Capital Improvement Plan Update

As part of the 2018 Water Capital Plan Update, an annual process was developed that revalidated carry forward and new capital project costs and scope for the new fiscal year, and the current year projects are inputted into a cost-loaded schedule database for day to day management over the course of the new fiscal year. The second effort of this task is the re-validation of the following year's 5-year CIP, new project development, cost estimating, prioritization, funding analysis, and CIP database population/quality control. It is anticipated that the existing 2018 Capital Plan prioritization processes and weighting will be used for this FY2021 CIP update between January 2020 and March 2020. The outcome of the annual validation and CIP update tasks will include several deliverables as follows:

1. FY2020 budget adjustment based on re-validation results and FY2019 budget closeout activities. Execution will include close coordination with Utility and Finance Department in the development and processing of budget adjustments.
2. Updated program management plan focusing on execution requirements for FY2020 which includes a re-baselined CIP schedule.
3. Allocation of FY2019 program costs to individual projects for archival of the prior year's costs.
4. Updated capital plan database for the FY2021-2025 time period, coordinated through City's Utility Department.
5. Summary report for the FY2021 updated CIP.

Task 1.2 Program Controls

General

The Program Control System (PCS) consists of schedule and cost control tools and processes integrated in a system that maintains current scope, cost and schedule status of the CIP projects.

1.2.1 Scheduling

The PCS will include a Master Program Schedule (MPS) developed, maintained and updated through the Project Manager Schedule Update Meetings. The initial MPS was prepared by JACOBS which included the validated bond funded capital projects and was expanded as part of the program management services task orders to include selected operating revenue funded projects.

The MPS will be re-baselined at the beginning of each new fiscal year as part of the annual validation process as described in Section 1.1.2 above. The MPS will be a cost-loaded schedule containing the CIP projects maintained at a level of detail sufficient for the PMT and Cocoa Utilities to track and manage CIP progress. The following meetings and deliverable will be provided under this task:

- MPS Report – Each month the PMT will distribute to each Cocoa Utilities Project Managers and Utilities Director and Deputy Director the MPS for the projects listed in Attachment A for review.

- Project Manager (PM) Schedule Update Meeting - The schedule for each project in Attachment A will be updated monthly in the MPS during PM Schedule Update Meetings to show actual schedule progress as percent complete.

1.2.2 Cost Control

The PCS will include a CIP projects data base used by the PMT to manage key program data (e.g. scope, cost, contracts, changes, etc.), especially as it relates to project and program costs.

1.2.2.1 Cost Control Activities

The PMT will coordinate the monthly cost data transfer from the City's financial system into the CIP database, conduct quality control review of the data, resolve any discrepancies, and obtain any missing information. The financial details of project progress will be updated and available for review in the PCS. The PCS will also access relevant information to produce reports and other data essential to the management of the overall program. The PMT will maintain and report on key performance indicators (KPIs) as needed to monitor and manage CIP program delivery progress, and to aid the City and PMT in measuring delivery and financial performance. The PMT will produce KPI reports using the same methodology as previously developed and approved by Cocoa Utilities.

1.2.2.2 Change Management

The City of Cocoa prefers to not have a formalized change management process; therefore, the City and PMT will discuss potential or upcoming changes in capital projects in program status meetings and City project managers will alert JACOBS Program Manager of scope, cost and schedule changes, so impacts can be thoroughly analyzed and documented.

1.2.3 Document Controls

Cocoa has selected to operate and maintain their own document control process by implementing a directory of capital projects on their server. The PMT will mimic this directory structure on JACOBS servers and will turn any pertinent documents over to Cocoa's document manager on a periodic basis. Each individual project manager will be responsible for tracking status of documents and utilizing document control procedures described in the program management plan.

Task 1 Deliverables

- Program Coordination Meeting (Monthly, or as otherwise directed by Cocoa Utilities)
- Purchasing Coordination Meeting (Monthly, or as otherwise directed by Cocoa Utilities)
- Project Manager Schedule Update Meeting (Monthly)
- Monthly CIP Financial Report (Monthly, or as otherwise directed by Cocoa Utilities)
- Master Program Schedule Update (Monthly)
- FY2020 budget adjustment recommendation
- Updated capital plan database, re-baselined schedule

Task 2 – Program Design Management and Construction Project Support – Not Applicable for Bond Funded Projects this Fiscal Year

Task 3-Technical and Regulatory Support – Not Applicable for Bond Funded Projects this Fiscal Year

Task 4 – Construction Inspection Services

Cocoa has requested construction inspection services on an as-need basis for capital and treatment/storage/pumping related projects. An estimated 10 hours has been provided in this task order for construction related support. When the City requests construction inspection services, JACOBS will provide a scope and estimated level of effort for City review. The City will provide written authorization to proceed to JACOBS.

As described below, activities are aligned with general construction management services and coordination as well as management of general contractors contracted with Cocoa. This task includes DM-T responsibilities related to program construction activities including, but not limited to:

- Assistance in resolving issues with the design consultant's services during construction for submittal reviews, processing of requests for information, processing of change requests, and design of necessary changes during construction.
- Review progress on submittal review by the design consultant and contractor
- Review of construction pay applications and schedule updates
- Attendance at monthly construction meetings
- Assistance with certification of completion for permits.
- Assistance with review of the as built drawings between the design consultant and Contractor.

The presence or duties of JACOBS' personnel at a construction site, whether as onsite representatives or otherwise, do not make JACOBS or JACOBS' personnel in any way responsible for those duties that belong to City and/or the construction contractor or other entities, and do not relieve the construction contractor or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction Contract Documents and any health or safety precautions required by such construction work.

JACOBS and JACOBS' personnel have no authority to exercise any control over any construction 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 construction contractor(s) or other entity or any other persons at the site except JACOBS' own personnel.

The presence of JACOBS' personnel at a construction site is for the purpose of providing to City a greater degree of confidence that the completed construction work will conform generally to the construction documents and that the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the construction contractor(s). JACOBS neither guarantees the performance of the construction contractor(s) nor assumes responsibility for construction contractor's failure to perform work in accordance with the construction documents.

Assumptions

The following assumptions were used to develop Task 4:

- No field office will be required for PMT construction inspectors. Staff will be housed in offices provided by the City. If field offices are required due to nature or location of project, this will be provided by contractor as part of their bid.
- Record drawings, based on as-builts from the Contractor, will be prepared by the design consultant.

Any required certifications for completion will be prepared by the designated engineer of record which will be the firm or entity who prepared the design.

Deliverables

Construction inspection related deliverables associated with this task may include, but are not limited to;

- Daily inspection reports
- Materials testing reports and logs
- Pressure/bacteriological testing reports and logs
- Conversation records
- Review comments for contractor pay requests
- Review comments for contractor red-lined as-built drawings

The documents listed above will be reviewed and approved by Cocoa Utilities staff and stored in the document control system.

Task 5 Utility Information Management Systems Support – Not Applicable for Bond Funded Projects this Fiscal Year

Task 6 Program Website

Task 6.1 Baseline and Monthly Website Updates

Based on the validation results of Subtask 1.1.2, the existing Program Website will be updated with the new FY2020 baseline information and new projects added to the capital

plan for FY2020. The site will be updated on a monthly basis based on the monthly schedule and cost data revisions, and updated key performance indicators (KPIs).

Task 6.2 As-Needed Maintenance and Enhancement Support

Typically websites like these will require additional programming support for enhancements and changes based on public feedback. An allowance of \$3,000 has been allocated for a web developer to provide on-call troubleshooting or enhancement services upon request.

JACOBS will provide the hosting of the program website through a 3rd party hosting service.

Deliverables

- Updated project information for current website

Additional Services

The following additional services may be provided by JACOBS upon authorization through an amendment to this Task Order by the City and agreement on compensation to JACOBS.

- Services related to development of the City's project financing and/or budget.
- Services related to disputes over pre-qualification, bid protests, bid rejection and re-bidding of the contract for construction.
- Services related to provision of support related to City furnished equipment, materials, and supplies.
- Performance of materials testing, specialty testing and surveying services.
- Services necessary due to the default of the Contractor.
- Services related to damages caused by fire, flood, earthquake or other Acts of God.
- Services related to the City's operation and use of the completed project other than as specifically provided in the above scope of work.
- Services related to warranty claims, enforcement and inspection after final completion.
- Services for the investigation and analysis of contractor claims; preparation of reports on contractor claims.
- Development, coordination or participation in partnering programs.
- Value engineering or similar value analysis studies.
- Performing periodic labor evaluations and processing prevailing wage documentation.

- Construction Management and Inspection services required due to an increase to the number of construction days of the contract for construction on which services are provided.
- Any other services designated in this scope of services as additional services.
- The additional services task will only be utilized upon written authorization by the City of Cocoa.

Safety

JACOBS will manage the health, safety and environmental activities of its staff and the staff of its subcontractors 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.

Assumptions

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

Any review by JACOBS of design prepared by a third- party shall be for general conformance with the design intent, drawings and specifications but not a complete review of all design details and calculations. The Designer and their design professionals shall remain responsible for the accuracy and completeness of their design and construction documents. JACOBS does not assume any liability for work product(s) prepared by third parties, including but not limited to design and related work and makes no representation or warranty regarding same.

Schedule

This Task Order covers the period from date of January 1, 2020 through September 30, 2020.

Subconsultants

Should the need arise to perform website maintenance or upgrades, JACOBS may contract with a qualified web development subconsultant to have the services performed on a time and materials basis, as discussed in Task 6.2 above.

Reiss Engineering is a subconsultant to JACOBS and may be available for assistance on Design Management support as needed.

Compensation

Compensation for the services authorized under this task order will be provided using the time and materials basis method with budgets between the tasks and expenses being interchangeable as needed. Costs are summarized below by task.

Task	Hours	Fee
TASK 1 Program Management & Administration	1,640	\$295,320
TASK 2 Program Design Management and Construction	0	\$0
TASK 3 Technical and Regulatory Support	0	\$0
TASK 4 Construction Inspection Services	10	\$1,420
TASK 5 Utility Information Management Systems Support	0	\$0
TASK 6 Program Website	44	\$8,276
EXPENSES & SUBCONSULTANTS	N/A	\$20,000
Grand Total	1,694	\$325,016

Levels of effort for tasks are estimates based on the best information available at the time of task order development. As projects scopes are better defined, actual levels of effort required and associated fees might differ and require coordination between the PMT and the City.

Attachments

Attachment A –Bond Projects List for Program Management Services

Attachment B –Bond Project List with Assignment of Responsibilities

Attachment C – Per Diem Rates 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 Vice President

Date _____

Date January 21, 2020

City of Cocoa FY2020 Program Management for Bond Funded Projects
Task Order 2020-XX Labor Hour Breakdown - 12/16/2019

TASK #	TASK NAME	Per Diem Schedule Description							Labor Hours	Labor Fee
		Principal/Senior Reviewer/Consultant/Senior Project Manager	Senior Professional Engineer/Scientist/Consultant	Mid-Level Professional Engineer/Scientist/Consultant/Project Manager	Professional Engineer/Scientist/Consultant/Project Manager	Junior Professional Engineer/Scientist/Consultant	Project Engineer/Scientist/Consultant	Office/Project Administration		
		\$235.00	\$218.00	\$199.00	\$169.00	\$142.00	\$120.00	\$85.00		
1	PROGRAM MANAGEMENT & ADMINISTRATION									
1.1	Program Management and Administration									
1.1.1	Program Management & Oversight	150		420		50	50		670	\$131,930
1.1.2	FY2020 Validation & CIP Update	16		40		40	120		216	\$31,800
1.2	Program Controls									
1.2.1	Scheduling			150	150				300	\$55,200
1.2.2	Cost Control			150	150				300	\$55,200
1.2.3	Document Controls							100	100	\$8,500
	QA / QC	54							54	\$12,690
							Task Subtotals		1,640	\$295,320
2	PROGRAM DESIGN MANAGEMENT & CONSTRUCTION PROJECT SUPPORT									
2.1	Design Program Management								0	\$0
2.2	Project Design Management and Construction Project Support								0	\$0
							Task Subtotals		0	\$0
3	TECHNICAL & REGULATORY SUPPORT									
	FY20 Support						Task Subtotals		0	\$0
4	CONSTRUCTION INSPECTION SUPPORT									
	FY20 Support					10				
							Task Subtotals		10	\$1,420
5	UTILITY INFORMATION MANAGEMENT SYSTEMS SUPPORT									
5.1	GIS Support & Training								0	\$0
5.2	Database administration								0	\$0
5.3	GIS Strategic Planning								0	\$0
							Task Subtotals		0	\$0
6	PROGRAM WEBSITE									
	Website Updates			20	8				28	\$5,332
	As-Needed Maintenance & Enhancement Support			8	8				16	\$2,944
							Task Subtotals		44	\$8,276
									Labor Total	1,694
									Expenses	\$5,000
									Subcontracts	\$15,000
									Task Order Total	\$325,016

Attachment A

CIP/Utility Projects List for FY20 Program Management Services -December 13, 2019

PN	FY2020 Bond Funded Projects
WS0501	WS0501 Raw Water Pipeline Improvements (WS-09)
WS1201	WS1201 Water Pipeline Infrastructure Assessment & Replacement
WS1404*	WS1404 Dyal Chemical Conversion & Reliability Improvements (WT-25, WT-50, WT-09)
WS19CC	WS19CC Cape Canaveral Water Main Replacement (WS)
WS19FR	WS19FR Fidler 1-4 Rehab (WS)
WS20DW	WS20DW Install New Well No. 17 (WS-20)
WS20LS	WS20LS Lime Silo Stairway (WT-37)
	Evaluate Clarifiers 1 and 2 Structural Repair
WS20SP	WS20SP Replace Surface Water Disc Flow Sludge pumps (3)
WS20VT	VFD for TCR Transfer Pump No. 3
WS20GT	Improvements for Groundwater Gravity Thickeners
WS19BS	Biosolids Improvements Project

** Jacobs/CH2M support for this project funded under separate task order*

Attachment B

CIP/Utility Bond Funded Projects List for FY20 Program Management Services - December 13, 2019

PN	FY2020 Capital Projects	Phases for FY2019	Design Management	Bid/Construction Project Support	Construction Management/ Inspection	Technical Assistance
WS0501	WS0501 Raw Water Pipeline Improvements (WS-09)	Construction	City of Cocoa	City of Cocoa	To Be Determined	Jacobs
WS1201	WS1201 Water Pipeline Infrastructure Assessment & Replacement	Planning	Not Applicable	Not Applicable	Not Applicable	Jacobs
WS1404*	WS1404 Dyal Chemical Conversion & Reliability Improvements (WT-25, WT-50, WT-09)*	Design & Procurement	City of Cocoa	Jacobs/CH2M	Jacobs/CH2M	Jacobs/CH2M
WS19CC	WS19CC Cape Canaveral Water Main Replacement (WS)	Planning, Design, Bid	City of Cocoa	City of Cocoa	Not Applicable	Jacobs
WS19FR	WS19FR Filter 1-4 Rehab (WS)	Planning, Design, Bid, Construct	City of Cocoa	Not Applicable	Not Applicable	Jacobs
WS20DW	WS20DW Install New Well No. 17 (WS-20)	Planning, Design, Bid, Construct	City of Cocoa	Jacobs	Jacobs	Jacobs
WS20LS	WS20LS Lime Silo Stairway (WT-37)	Planning, Design, Bid, Construct	City of Cocoa	Jacobs	Jacobs	Jacobs
	Evaluate Clarifiers 1 and 2 Structural Repair	Planning	City of Cocoa	Not Applicable	Not Applicable	Jacobs
WS20SP	WS20SP Replace Surface Water Disc Flow Sludge pumps (3)	Planning, Design, Bid, Construct	City of Cocoa	Jacobs	Jacobs	Jacobs
WS20VT	VFD for TCR Transfer Pump No. 3	Planning	City of Cocoa	Not Applicable	Not Applicable	Jacobs
WS20GT	Improvements for Groundwater Gravity Thickeners	Planning, Design, Bid, Construct	City of Cocoa	City of Cocoa	Not Applicable	Jacobs
WS19BS	Biosolids Improvements Project	Planning, Design, Bid, Construct	City of Cocoa	City of Cocoa	Not Applicable	Jacobs

* Jacobs/CH2M support for this project funded under separate task order

Attachment C

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.