

City of Cocoa
Task Order 2020-04
FY 2020 City of Cocoa Plan Review, Permitting Assistance and
Utility Support

Objective

The purpose of this task order is to provide Plan Review, Permitting Assistance and Utility Support to the City of Cocoa. 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

The services to be performed by JACOBS staff under this Task Order are consulting in nature and not staff augmentation. JACOBS staff will be managed by the JACOBS Program Manager. It is assumed City will provide JACOBS staff necessary access to documents and files.

Task 1 – Plan Review Services

JACOBS will provide plan review support for the City of Cocoa. Services will include providing support to the City in Engineering Land Development review for compliance with City of Cocoa standards. Plan review includes review of documents from developers, FDOT, and residents. It is assumed that JACOBS staff will meet with City of Cocoa review personnel to receive direction on engineering review requirements and external agency coordination specifics. As documents are reviewed, JACOBS will coordinate with the City and satisfactorily agree on comments. JACOBS will participate in meetings with the applicants, as requested by the City. Jacobs may handle emails and phone communications from developers and residents. The City will provide comments to the applicant in letter or email form. Once all comments have been satisfactorily addressed by the applicant, JACOBS will provide the City with a letter recommending approval of the documents. The City will provide final review and approval to the applicant. It is assumed meetings for this task will be held at City of Cocoa offices.

An allowance of \$84,156 has been provided under this task order.

Task 2 – Permitting Assistance

JACOBS will provide permitting assistance for the City of Cocoa. Services will include providing support to the City in Water Fields Operations (WFO) and City Customer Service. Jacobs will review permit applications prepared by the City GIS technicians which will then be provided to the City Utility Director for approval, and signature. It is assumed meetings for this task will be held at City of Cocoa offices.

An allowance of \$58,468 has been provided under this task order.

Task 3 – Utility Support

JACOBS will provide Utility Support for the City of Cocoa. Services will include providing support to the City in reviewing meter requests and approval and coordination and scheduling of fire hydrant flow tests. As meter requests are received, JACOBS will review and coordinate with the City and provide comments to the City regarding issuance of the meter. Once all comments have been satisfactorily addressed, JACOBS will provide the City with a letter recommending meter issuance for the City's final review, and issuance. For fire hydrant flow test requests, JACOBS will coordinate with City GIS department to submit a request for the test. Once City personnel has completed the field test, the results are provided to GIS and then back to the customer.

An allowance of \$35,428 has been provided under this task order.

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 is not responsible for the health, safety, and environmental compliance of the City's staff.

Schedule

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

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 Plan Review Services	612	\$84,156
TASK 2 Permitting Assistance	460	\$58,468
Task 3 Utility Support	268	\$35,428
EXPENSES & SUBCONSULTANTS	N/A	N/A
Grand Total	1,340	\$178,052

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 –Per Diem Rates Schedule

Acceptance

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


Approved for City of Cocoa

By _____

Title _____

Date _____

Accepted for JACOBS Engineering Group

By  _____

Title Francois Didier Menard
Vice President

Date January 21, 2020

**FY2020 City of Cocoa Plan Review, Permitting Assistance, and Utility
Support Task Order 2020-XX Labor Hour Breakdown - 12/16/2019**

		Per Diem Schedule Description								
		Sr Director/Director/Prof Sr Expert/Prof Expert	Sr Manager/Prof Specialist	Manager/Prof Senior	Sr Supervisor/ Prof Career-level	Supervisor II/Prof Associate/Tech Specialist	Prof Intermed/Tech Senior	Office/Project Administration	Labor Hours	Labor Fee
TASK #	TASK NAME	\$235.00	\$218.00	\$199.00	\$169.00	\$142.00	\$120.00	\$85.00		
1	Plan Review Services									
		8		12	192		384	16	612	\$84,156
2	Permitting Assistance									
		8		12	40		384	16	460	\$58,468
3	Utility Support									
		8		12	40		192	16	268	\$35,428
									Labor Total	1,340
									Expenses	\$0
									Subcontracts	\$0
									Task Order Total	\$178,052

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.