

City of Cocoa

Task Order 2020-05

FY20 Water Field Operations (WFO) Division Support

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

Background

Over the past few years, the City of Cocoa Utilities Department has successfully implemented programs such as the Valve and Hydrant Assessment Program, Valve Replacement Program, Cross Connection Control (CCC) 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).

This task order will provide services to the City's personnel on Repair and Maintenance (R&M) projects in the form of additional project management assistance, Contractor monitoring and documentation of activities, data management, and quality control assistance for R&M Programs.

Scope of Services

JACOBS will assist WFO staff in asset replacement activities, scoping and, organizing and utilizing asset data, providing technical evaluations and studies for future distribution system improvements, and recommendations for increasing staff collaboration and interactions. The services under this Task Order will include providing project and asset information management assistance.

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 and Asset Management Assistance

JACOBS will provide project management assistance in the form of documentation of asset management activities performed by WFO Staff, assistance with uploading of distribution system improvements to the GIS database, monitoring of existing and new outside vendors/contractors' activities, and collection and transfer of information and data to City personnel and GIS database. This task will also include status updates, meeting coordination, and data management.

JACOBS will meet with WFO personnel to review internal field activities including assessments, replacements, and improvements of distribution assets. These meetings will include documentation of information regarding:

1. Recommended replacement/improvements of valves, hydrants, and pipelines, including assets that require further WFO investigations.
2. Which assets might be repaired or replaced by City personnel.
3. Which assets should be replaced by a licensed Contractor.

After each meeting, JACOBS will document the results of ongoing and completed field investigations, decisions on dispositions of assets, and a list of required updates to the Utilities' asset databases. One meeting every month is anticipated.

JACOBS will provide as-needed GIS and information management support services to field operations staff. Types of support activities for field operations staff may include but is not limited to; GIS map production to support operational activities and Emergency events (hurricane valve operations and post hurricane program management activities), GIS data creation and maintenance to support programs in WFO (XC2 replacement activity and Inframap field application), and GIS tasks related to data QA QC activities (compare and validate vendor supplied data from programs).

This task is expected to require approximately eighteen hours per week of technical support.

Task 2 Quality Control Process Assistance

JACOBS will continue their assistance to WFO Staff in implementing the quality control processes for activities associated with distribution system asset replacement and/or repair. The processes will include technical guidance to WFO Staff on review of design documents, oversight and electronic documentation of field activities, use of work plans and scopes for distribution system improvements, engineering oversight and review of invoices. JACOBS will provide assistance in the quality control processes.

This task is expected to require approximately four hours per week of technical support.

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.

Assumptions

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

Any review by JACOBS of designs or work product 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.

JACOBS Quality Control services are in an advisory role only and offered for the City's consideration. Jacobs does not assume any liability associated with the City's staff in the execution of their work.

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 \$160,492 as presented in the Exhibit A, below.

Exhibit A. Engineering Fee

Task Descriptions	Labor Hours	Labor Costs
Task 1 - Project and Asset Management Assistance	888.75	\$ 128,940.00
Task 2 – Quality Control Process Assistance	177.75	\$ 25,951.50
Labor Total:	1,066.50	\$ 154,891.50
Expense Total:		\$ 5,600.50
Grand Total:		\$ 160,492.00

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 _____

Title _____

Date _____

By 

Francois Didier Menard
Title Vice President

Date January 29, 2020

**City of Cocoa FY2020 Task Order 2020-05 WFO Program Assistance
Labor Hour Breakdown - 2/13/2020**

TASK #	TASK NAME	Principal/Senior Reviewer/Consultant/Senior Project Manager	Senior Professional Engineer/Scientist/Consultant	Mid-Level Professional Engineer/Scientist/Consultant/Pr oject Manager	Professional Engineer/Scientist/Consultant/Pr oject Manager	Junior Professional Engineer/Scientist/Consultant	Project Engineer/Scientist/Consultant	Office/Project Administration	Labor Hours	Labor Fee
1	Project and Asset Management Assistance	\$235.00	\$218.00	\$199.00	\$169.00	\$142.00	\$120.00	\$85.00		
		15.00	15.00	60.00	300.00	127.50	281.25	90.00	888.75	\$128,940.00
2	Quality Control Process Assistance			6.00	97.50		56.25	18.00	177.75	\$25,951.50
									Labor Total	1,066.50
									Expenses	\$5,600.50
									Subcontracts	\$0
									Task Order Total	\$160,492

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.