

EXHIBIT E – TASK ORDER
City of Cocoa
Aurora Street Drainage Improvements Design Project
By Infrastructure Solution Services

I. PURPOSE

This is a Task Order for the Aurora Street Drainage Improvements Design Project to the Continuing Service Contract for Professional Engineering Services that commenced January 27, 2019 and ends January 26, 2021 (the "Contract") between the City of Cocoa (hereinafter referred to as "City" or "Owner"), and Infrastructure Solution Services, LLC (hereinafter referred to as "Consultant" or "ISS"), and made a part thereof. The purpose of this Task Order is to specify the required services of Consultant to provide Professional Engineering Services when and as authorized by City's representative. All terms and conditions of the Contract are incorporated herein, and this Task Order, along with its attachments, is made a part of the Contract.

II. TASK DESCRIPTION

Please refer to the Scope of Work (Attachment 1) and Project Schedule (Attachment 2), attached hereto.

III. COMPENSATION

Invoices shall be submitted and payment shall be made in accordance with the Contract and Attachment 4 hereto. Compensation for all services necessary to complete the work as described herein, shall be FORTY-FIVE THOUSAND AND FOUR HUNDRED SIXTY DOLLARS (\$45,460.00) allowing an additional ZERO DOLLARS (\$0.00) for reimbursable expenses for a total lump sum not-to-exceed fee of FORTY-FIVE THOUSAND AND FOUR HUNDRED SIXTY DOLLARS (\$45,460.00) payable at the rates attached hereto. At no time shall fees exceed said amount of compensation herein without a written and executed Task Order modification.

IV. PROCESS

The following Task Order Process shall be followed when Professional Engineering Services are required. Consultant shall provide a complete and detailed proposal to include material and labor, and shall submit its proposal in the following format to City for review, revision, and approval.

Consultant, at minimum, shall be required to provide the following detail in their proposal:

Attachment 1 - Scope of Work

Attachment 2 - Project Schedule

Attachment 3 - Consultant's Project Team Members

Attachment 4 – Total Cost for Services

All Attachments to this Exhibit E are required for a complete Task Order to the Contract.

APPROVAL and AUTHORIZATION TO PROCEED

If the above scope and fees meet your approval, please indicate by signing in the space provided below and return one (1) signed copy which will constitute an "Agreement and Notice to Proceed" for the accomplishment of this Task Order.

IN WITNESS WHEREOF, this _____ day of _____, 2020.

WITNESS:

For: CITY OF COCOA

By:

Matthew Fuhrer, Acting City Manager

For: INFRASTRUCTURE SOLUTION SERVICES

WITNESS:



By:



Thomas Vill, Principal

EXHIBIT E – TASK ORDER

ATTACHMENT 1 – SCOPE OF WORK

The Scope of Work is to provide the Engineering Services for the engineering design and permitting of drainage improvements within a residential neighborhood at Aurora Street in the City of Cocoa. The City has requested the professional services of ISS to assist with this project.

This project includes stormwater improvements on Aurora Street(from SR 520 W. King Street south approximately 920 linear-feet to Jackson Street), including placement of sidewalks, adding stormwater inlets, piping, and other stormwater structures to replace the existing roadside ditches, and undersized driveway culverts. Curb and gutter and curb flumes also may be considered in the design as additive alternates if necessary. ISS also understands that the City desires to mill and resurface the existing roadway to try and maintain their current elevations.

Bidding and construction services are included in this task order.

Specifically, this proposed scope of work includes the following:

- Engineering data collection of the entire project route within the public Right-of-Way, including topography, utility locations, and locations of above-ground features and signs;
- Engineering design of new stormwater piping, inlets, and structures for drainage improvements within the existing public Right-of-Way(no additional ROW will be required) of Aurora street;
- Engineering design of curb, curb flumes, and sidewalks within the existing public Right-of-Way at Aurora Street;
- Engineering design of all demolition and restoration of driveways, roadways, and green areas required to construct the aforementioned features;
- Utility locates of all utilities located within the scope of this project (major relocation of utility lines and utility poles are not included on this task order);
- Subsurface utility investigations (soft digs) of critical utility crossings
- Geotechnical investigation to determine existing ground/soil conditions and seasonal highwater tables;
- Stormwater modeling of the proposed improvements to validate the design and satisfy permitting requirements. Modeling outside of the project limits is not included, except if needed to satisfy permit requirements;
- St. Johns River Water Management District (SJRWMD) permitting of the proposed improvements. No other permitting is expected to be required and additional permitting has not been included in this task order;
- Multiple field visits to determine existing site conditions and verify design elements;
- Opinion of probable Construction Cost and detailed technical specifications for the proposed improvements;

- Bidding assistance to include answering bidder questions, review of submitted bids, and issuance of a recommendation of award letter.
- Engineering services during construction to include attendance at preconstruction meeting, review of submittals, review of pay applications, and periodic field visits during construction. The City will perform daily inspection of the project.

ISS will contract with a sub-consultant to provide utility locates and soft digs in areas affected by this project's work. ISS will also contract with a subconsultant to provide geotechnical services for this project. The costs associated with these subconsultants have been included in this task order.

This task order does not include any services associated with obtaining easements or obtaining permission from property owners to perform this work. ISS expects that these tasks will not be required and all work and engineering design will occur within existing Right-of-Ways. However, a limited number of hours are included in the scope for coordination with homeowners and assisting the City with answering questions from citizens.

The Consultant will provide the preliminary design services for this task order, as follows:

Task 1 – Field Services

- a) Coordinate and perform utility locates (through a subconsultant) and verify utility information with utility providers.
- b) Perform engineering data collection of the project route (topography, utility locations, locations of above-ground features, etc.) and survey of property lines, right of way lines, and easements (through a subconsultant).
- c) Perform site visits to determine existing site conditions to verify the design.
- d) Coordinate and perform geotechnical investigations (through a subconsultant).

Task 1 – Design and Permitting Services

- a) Prepare and submit 60% design drawings, technical specifications table of contents, and a 60% opinion of probable cost. A digital copy of these items and up to four hard copies (half-size drawings) will be provided.
- b) Attend a 60% design review meeting with the City.
- c) Perform limited coordination with homeowners and assist the City with answering questions from citizens.
- d) Coordinate and perform subsurface utility investigations (through a subconsultant) of critical utility crossings, where required for the design.
- e) Perform stormwater modeling of the new stormwater system to analyze the effects of the design(flood stages and conveyance capabilities) and to optimize pipe sizes.
- f) Incorporate 60% design review comments. Incorporate soft dig, geotechnical, and stormwater modeling results into the design. Prepare and submit 90%

design drawings, technical specifications, and a 90% opinion of probable cost. A digital copy of these items and up to four hard copies (half-size drawings) will be provided.

- g) Attend a 90% design review meeting with the City.
- h) Incorporate 90% design review comments. Prepare and submit SJRWMD permit application with exhibits, reports and detailed modeling results. Prepare responses to Requests for Additional Information (RAIs). One RAI for application is anticipated.
- i) Prepare and submit final design drawings, specifications, and final opinion of probable cost, with comments from SJRWMD incorporated into the design. A digital copy and up to three hard copies of these items will be provided.

Task 2 – Bidding Assistance

- a) Compile the bid documents in PDF format and provide to the City for bidding purposes
- b) Attend the pre-bid meeting
- c) Prepare answers to bidder questions for the City to use in preparation and distribution of bid addenda
- d) Review bids and investigate bidder qualifications
- e) Prepare a written recommendation for award of the construction contract

Task 3 – Construction Support Services

- a) Attend the pre-construction conference.
- b) Review and approve shop drawings.
- c) Review and answer Contractor requests for information (RFI.)
- d) Provide field observations at critical points in the construction for certification. Eight (8) field visits/site meetings are anticipated.
- e) Review and approve Contractor pay requests.
- f) Substantial completion review.
- g) Final completion review.
- h) Review contractor's final record drawings.
- i) Prepare certificates of completion to submit to agencies and close out the project.

EXHIBIT E – TASK ORDER

ATTACHMENT 2 – PROJECT SCHEDULE & DELIVERABLES

This Task Order shall commence upon Notice to Proceed and the work authorized herein shall be completed within 180 calendar days after the issuance of Notice to Proceed. If schedule is altered due to unforeseen delays, City's Project Manager shall be notified at once. Failure to meet the scheduled completion date may be grounds for Termination for Default.

City's Project Manager and Consultant shall negotiate a proposed schedule for the successful and timely completion of the project. The project schedule is listed by subtask below.

Project Subtasks	Deliverables to City	Cal. Days to Complete	Total Days from NTP
Preliminary tasks (survey work, utility locates, site visits)	None	45	45
60% design	60% plans, specifications, and cost estimate	30	75
City review of 60% design	City to provide comments	10	95
90% design (incorporating 60% comments, soft digs, modeling and geotechnical information)	90% plans, specifications, and cost estimate	30	125
City review of 90% design	City to provide comments	10	135
Incorporate 90% comments, prepare and submit permit applications	Permit applications	5	140
Respond to RAIs / approval of permit applications	RAI responses	40	180
Final design (100%), incorporating comments from permit agencies	Final plans, specifications, and cost estimate	Concurrent with Permit RAI Response	180

EXHIBIT E – TASK ORDER

ATTACHMENT 3 – CONSULTANT'S PROJECT TEAM MEMBERS

Consultant shall provide the **name**, **title**, and **responsibility** for each of the Consultant's employees proposed to complete the Scope of Work identified in Attachment 1 of this Task Order.

(Consultant to attach list of project team members for this project)

Name	Title	Responsibility
Tom Vill, P.E.	Principal	Project Management
Mark Mueller	Civil Designer	Project Professional
Fariborz Zanganeh, P.E	Professional Engineer	Civil Engineering
Jacob Reagan	Designer	CAD Design
Chris Peterson	Engineer Intern	Civil Engineering
Chris Siravo	Technician	Field Data Collection

EXHIBIT E – TASK ASSIGNMENT

ATTACHMENT 4 – TOTAL COST FOR SERVICES

Consultant shall provide a proposal with a total not-to-exceed cost for services, to include a detailed breakdown of material and labor required to complete the Scope of Work detailed in Exhibit E, Attachment 1. All labor and material costs for each project shall be complete and detailed, and shall, without limitation, include and identify the number of hours of work by category of workers/professionals performing the service and the estimated charge to City for the reimbursable expenses applicable to the contemplated services, while adhering to the Unit Labor Rates in Exhibit C and the Reimbursable Expense Guidelines in Exhibit D to the Contract.

(Consultant to attach proposal)

The City of Cocoa agrees to pay and Consultant agrees to accept, for services rendered pursuant to the scope of work described in Section E, Attachment 1, above, a lump sum fee that shall not exceed a total of \$45,460.00. The City shall periodically compensate the Consultant a portion of the task fee based on mutually agreed upon percentages of completion of each task. The costs for each task are as follows:

Task	Description	Fee
1	Field Services	\$ 5,310.00
2	Design and Permitting Services	\$ 22,330.00
3	Bidding Assistance	\$ 2,960.00
4	Construction Support Services	\$ 8,860.00
	Subconsultants	\$ 6,000.00
	Total	\$ 45,460.00

EXHIBIT E – TASK ORDER
Amendment 1
City of Cocoa
Aurora Street Drainage Improvements Design Project
By Infrastructure Solution Services

I. PURPOSE

This is an amendment to the Aurora Street Drainage Improvements Design Project Task Order on the Continuing Service Contract for Professional Engineering Services that commenced January 27, 2019 and ends January 26, 2021 (the “Contract”) between the City of Cocoa (hereinafter referred to as “City” or “Owner”), and Infrastructure Solution Services, LLC (hereinafter referred to as “Consultant” or “ISS”), and made a part thereof. The purpose of this amendment is to add additional services to the original Task Order to assist the City with Local Agency Program (LAP) documentation and funding requirements. This amendment will specify the required Professional Engineering Services to be provided by the Consultant when and as authorized by City’s representative. All terms and conditions of the Contract are incorporated herein, and this Task Order, along with its attachments, is made a part of the Contract.

II. TASK DESCRIPTION

Please refer to the Scope of Work (Attachment 1), Project Schedule (Attachment 2), and the original Task Order attached hereto.

III. COMPENSATION

Invoices shall be submitted and payment shall be made in accordance with the Contract and Attachment 4 hereto. Compensation for all services necessary to complete the amendment work (Task 5) as described herein, shall be TWENTY THOUSAND EIGHT HUNDRED AND THIRTY-THREE DOLLARS (\$20,833.00) allowing an additional ZERO DOLLARS (\$0.00) for reimbursable expenses for a total lump sum not-to-exceed fee of TWENTY THOUSAND EIGHT HUNDRED AND THIRTY-THREE DOLLARS (\$20,833.00) payable at the rates attached hereto. At no time shall fees exceed said amount of compensation herein without a written and executed Task Order modification.

IV. PROCESS

The following Task Order Process shall be followed when Professional Engineering Services are required. Consultant shall provide a complete and detailed proposal to include material and labor, and shall submit its proposal in the following format to City for review, revision, and approval.

Consultant, at minimum, shall be required to provide the following detail in their proposal:

Attachment 1 - Scope of Work

Attachment 2 - Project Schedule

Attachment 3 - Consultant's Project Team Members

Attachment 4 – Total Cost for Services

All Attachments to this Exhibit E are required for a complete Task Order to the Contract.

APPROVAL and AUTHORIZATION TO PROCEED

If the above scope and fees meet your approval, please indicate by signing in the space provided below and return one (1) signed copy which will constitute an "Agreement and Notice to Proceed" for the accomplishment of this Task Order Amendment.

IN WITNESS WHEREOF, this _____ day of _____, 2020.

WITNESS:

For: CITY OF COCOA

By: _____
Matthew Fuhrer, Acting City Manager

WITNESS:

For: INFRASTRUCTURE SOLUTION SERVICES

By: _____
Thomas Vill, Principal

EXHIBIT E – TASK ORDER

AMENDMENT 1

ATTACHMENT 1 – SCOPE OF WORK

The Scope of Work is to provide the Engineering Services for the engineering design and permitting of drainage improvements within a residential neighborhood at Aurora Street in the City of Cocoa. The City has requested the professional services of ISS to assist with this project.

This project includes stormwater improvements on Aurora Street (from SR 520 W. King Street south approximately 920 linear-feet to Jackson Street), including placement of sidewalks, adding stormwater inlets, piping, and other stormwater structures to replace the existing roadside ditches, and undersized driveway culverts. Curb and gutter and curb flumes also may be considered in the design as additive alternates if necessary. ISS also understands that the City desires to mill and resurface the existing roadway to try and maintain their current elevations.

The scope of work is eligible for Transportation Alternative Program (TAP) funding and the design analysis and design documentation will be tailored through this amendment to meet the submittal requirements of the program.

Bidding and construction services are included in this task order.

Specifically, this proposed amended scope of work includes the following:

- *Collection and documentation of environmental, natural and cultural data to ensure the project meets NEPA requirements, the definition for a Categorical Exclusion (CE) per 40 CFR § 1508.4 and meets certain criteria contained in 23 CFR § 771.117(a).*
- *Coordination with property and business owners to secure Right of Entry permission for execution of the work along Aurora Street between SR 520 and Jackson Street.*
- *Coordination of design elements with the “Florida Green Book” to ensure compliance with FDOT requirements.*
- *Tailoring of the specification to include the Local Agency Program’s (LAP) “Big Four” specifications for concrete, asphalt, earthwork and landscape along with integration of FDOT Division 1 specifications into the solicitation package.*
- *Development and approval of Utility Clearance Letters for affected utilities along the route.*
- *Preparation of the submittal package for upload into the FDOT Local Agency Program Information Tool (LAPIT) system for FDOT review.*
- *Respond to FDOT Requests for Additional Information (RAIs) and incorporate review comments/requirements into the final design package (three rounds of RAIs anticipated).*

- *Provide Owner's Representative Services during construction to ensure compliance with FDOT and LAP requirements.*
- *Project Site Survey for this Task Order will use the nearest published horizontal and vertical control. ISS will establish a minimum of three site control points with North American Datum of 1983 (NAD 1983) Florida State Plane, East Zone, coordinate values and North American Vertical Datum of 1988 (NAVD 88) vertical values for the collection of data and to be used as site benchmarks.*

ISS will contract with sub-consultants to provide the cultural and natural resource investigations necessary to develop the required documentation for submittal to FDOT. The costs associated with these subconsultants have been included in this task order amendment.

This task order does not include any services associated with obtaining easements or obtaining permission from property owners to perform this work. ISS expects that these tasks will not be required and all work and engineering design will occur within existing Right-of-Ways. However, a limited number of hours are included in the scope for coordination with homeowners and assisting the City with answering questions from citizens.

The Consultant will provide the additional services for this amended task order, as follows:

Task 5 – Local Agency Program Funding Assistance

- a) Perform site visits and collect and review available environmental information associated with and affecting the site and confirm no significant environmental impacts will occur (through a subconsultant).*
- b) Prepare a Natural Resources Evaluation Report according to Part 2, Chapter 16 of the Florida Department of Transportation's (FDOT) Project Development and Environment Manual (PD&E Manual)*
- c) Perform a Cultural Resources Survey according to Part 2, Chapter 8 of the FDOT PD&E Manual (through a subconsultant).*
- d) Coordinate with property and business owners along the proposed project route to obtain Right of Entry approval for the planned improvements.*
- e) Coordinate design elements with the "Florida Green Book" to ensure compliance with FDOT requirements.*
- f) Tailor the specification to include the Local Agency Program's (LAP) "Big Four" specifications for concrete, asphalt, earthwork and landscape*
- g) Tailor the specification to include integration of FDOT Division 1 specifications into the solicitation package.*
- h) Preparation and submittal of Utility Clearance Letters for FDOT permitted work along the project route.*
- i) Prepare the submittal package for upload into the FDOT Local Agency Program Information Tool (LAPIT) system for FDOT review*
- j) Provide assistance in responding to queries or concerns raised by FDOT.*

k) Provide Owner's Representative Services during Construction.

EXHIBIT E – TASK ORDER

AMENDMENT 1

ATTACHMENT 2 – PROJECT SCHEDULE & DELIVERABLES

This Task Order Amendment shall commence upon Notice to Proceed and the work authorized herein shall be incorporated into the original schedule and completed within 180 calendar days after the issuance of Notice to Proceed. If schedule is altered due to unforeseen delays, City's Project Manager shall be notified at once. Failure to meet the scheduled completion date may be grounds for Termination for Default.

City's Project Manager and Consultant shall negotiate a proposed schedule for the successful and timely completion of the project. The project schedule is listed by subtask below.

Project Subtasks	Deliverables to City	Cal. Days to Complete	Total Days from NTP
Preliminary tasks (survey work, utility locates, site visits, <i>data collection</i>)	None	45	45
<i>Collect data for Natural Resources Evaluation Report and Cultural Resource Survey</i>	<i>None</i>	<i>Concurrent w/ prelim. tasks</i>	45
<i>Draft Natural Resources Report & Cultural Resource Survey</i>	<i>Natural Resources Report/Cultural Resource Survey</i>	<i>Concurrent w/ 60% design</i>	75
<i>60% design to include "Florida Green Book" criteria and FDOT specifications as required</i>	60% plans, specifications, and cost estimate	30	75
City review of 60% design, <i>Natural Resources Report and Cultural Resources Survey</i>	City to provide comments	15	90
<i>Coordinate Right of Entry Approvals w/ property and business owners</i>	<i>Concurrent w/ 90% design</i>		
90% design (incorporating 60% comments, soft digs, modeling and geotechnical information)	90% plans, specifications, and cost estimate	30	120
City review of 90% design	City to provide comments	10	130
Incorporate 90% comments, prepare and submit permit applications	Permit applications	10	140
<i>Preparation of Utility Clearance Letters for FDOT Permitting</i>	<i>None</i>	<i>Concurrent w/ Permit Apps</i>	140

<i>Prepare submittal package for Upload into FDOT LAPIT system</i>	<i>None</i>	<i>Concurrent w/ permit apps</i>	<i>140</i>
Respond to RAIs / approval of permit applications/FDOT	RAI responses	40	180
Final design (100%), incorporating comments from permit agencies	Final plans, specifications, and cost estimate	Concurrent w/ Permit RAI Response	180
<i>Provide Owner's Representative Services following Award of project and issuance of NTP</i>			

EXHIBIT E – TASK ORDER

ATTACHMENT 3 – CONSULTANT’S PROJECT TEAM MEMBERS

Consultant shall provide the **name**, **title**, and **responsibility** for each of the Consultant’s employees proposed to complete the Scope of Work identified in Attachment 1 of this Task Order Amendment.

(Consultant to attach list of project team members for this project)

Name	Title	Responsibility
Tom Vill, P.E.	Principal	Project Management
Mark Mueller	Civil Designer	Project Professional
Fariborz Zanganeh, P.E	Professional Engineer	Civil Engineering
Jacob Reagan	Designer	CAD Design
Chris Peterson	Engineer Intern	Civil Engineering
Chris Siravo	Technician	Field Data Collection

EXHIBIT E – TASK ASSIGNMENT

ATTACHMENT 4 – TOTAL COST FOR AMENDMENT OF SERVICES

Consultant shall provide a proposal with a total not-to-exceed cost for services, to include a detailed breakdown of material and labor required to complete the Amended Scope of Work detailed in Exhibit E, Attachment 1. All labor and material costs for each project shall be complete and detailed, and shall, without limitation, include and identify the number of hours of work by category of workers/professionals performing the service and the estimated charge to City for the reimbursable expenses applicable to the contemplated services, while adhering to the Unit Labor Rates in Exhibit C and the Reimbursable Expense Guidelines in Exhibit D to the Contract.

(Consultant to attach proposal)

The City of Cocoa agrees to pay and Consultant agrees to accept, for services rendered pursuant to the amended scope of work described in Section E, Attachment 1, above, a lump sum fee that shall not exceed a total of \$20,833.00. The City shall periodically compensate the Consultant a portion of the task fee based on mutually agreed upon percentages of completion of each task. The costs for each task are as follows:

Task	Description	Fee
5	<u>Task 5 -Local Agency Program Funding Assistance</u>	\$ 20,833.00
3		
	Total	\$ 20,833.00