

Task Order Request Form

P-Form 2021.09 Revised
03/30/2021

Consulting Services for Water Supply, Treatment, Transmission & Distribution

2022-18

Name of CSA (Continuing Service Agreement)

TASK ORDER NUMBER

Date: 08/04/21 City Bid Number: RFQ-20-03-COC AMOUNT: \$ 224,850.00

Vendor Name: Jacobs Engineering Group Quote/Proposal Number: 2022-18

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). 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, quality control assistance for R&M Programs, and will assist with Contractor oversight, quality control, public relations, and data management for the CCC Program. This T.O. is for FY22 services.

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 Keese Digitaly signed by Melinda Keese
Date: 2021.08.04 08:44:29 -04'00'

John "Jack" Walsh Digitaly signed by John "Jack" Walsh
Date: 2021.08.04 09:16:18 -04'00'

Requestor

Department Director

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

Task Order : ☒ Approved ☐ Disapproved Refer to this Task # on all documentation: 2022-18
Council Approval Required: ☒ YES ☐ NO

Reason

Disapproved:

Rebecca Bowman Digitaly signed by Rebecca Bowman
Date: 2021.08.09 17:08:21 -04'00'

Purchasing & Contracts Division Manager

MAYOR
Stockton Whitten Digitaly signed by Stockton
Whitten
Date: 2021.08.12 08:24:37 -04'00'

CITY MANAGER

- 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 \$50K. Approved Task Order by City Manager will be returned back to purchasing@cocoafl.org. If over \$50K, 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.