City of Palm Coast, Florida
Agenda Item

Agenda Date: July 7, 2026

Agenda Item:
G.2

Department	UTILITY	**Amount**	$4,723,638.00
Division	UTILITY CAPITAL CME	**Org/Account #**	Varies

Subject: RESOLUTION 2026-XX APPROVING A MASTER SERVICES AGREEMENT WITH JACOBS ENGINEERING GROUP, INC. FOR WASTEWATER SYSTEM PROGRAM MANAGEMENT & ENGINEERING SERVICES

Presenter: **Brian Roche, Director of Utility**

Attachments:

1. Resolution
2. Draft Contract
3. Notice of Intent to Award
4. Project Overview
5. Scope of Work

Background:
Council Priority:
B. Safe and Reliable Services

Contract Duration: 3 years plus 2 - 1-year extensions

The Utility Department requests approval to execute a Master Services Agreement with Jacobs Engineering Group, Inc., for Wastewater System Program Management and Engineering Services. The City issued a Request for Statement of Qualifications (RFSQ) for these services and received three responsive submittals. Following evaluation, Jacobs Engineering Group, Inc. received the highest overall score and was selected to provide program management and engineering services supporting comprehensive wastewater infrastructure initiatives identified within the City's Five-Year Capital Improvement Program (CIP). The terms of the agreement are being finalized by the City Attorney's Office.

In July 2024, the Florida Department of Environmental Protection (FDEP) issued a Consent Order related to the City of Palm Coast's Wastewater Treatment and Collection System. A primary component of the consent order is the required expansion of WWTF #1. WWTF #1 is currently permitted for 6.83 MGD, where a 4.0 MGD expansion project is at 90% design by CPH with Wharton-Smith, Inc. as the Construction Manager at Risk (CMAR) contractor. This Program Management and Engineering Services contract with Jacobs will provide construction engineering services / owners representative functions for the 4.0 MGD expansion to WWTF#1, consent order technical support, develop a wastewater master plan, effluent management plan,

preliminary engineering report for WWTF #3, Inflow and Infiltration (I&I) assessments, and provide the critical comprehensive engineering services needed for the wastewater system.

Task 1 – Program Management Services

Estimated Value: $691,508

GL: 54029086-063030-84008 ($150,000)
54029090-063030-81075 ($105,000)
54049082-063000-82003 ($121,508)
54049082-063020-82013 ($105,000)
54029082-063020-82028 ($105,000)
54029082-063020-82015 ($105,000)

Provide comprehensive program management services for the COPC Wastewater System including:

- Initiation, evaluation, prioritization, and sequencing of CIP projects
- Monitoring project scopes, schedules, and budget performance
- Design review, QA/QC documentation, and value engineering recommendations
- Identification of grant opportunities

Task 2 – Wastewater Master Plan and Effluent Management Plan

Estimated Value: $1,035,142

GL: 54029083-063020-82017 ($535,142)
54029000-034000-81057 ($500,000)

Develop a Wastewater Master Plan and Effluent Management Plan to establish the framework for wastewater infrastructure improvements through 2050, including:

- Evaluation of current and future population and business growth demands
- Evaluating wastewater effluent treatment alternatives
- Reclaimed water management strategies and distribution system planning
- Regulatory compliance considerations and long-term reuse/disposal strategies
- Generate CIP Project Definitions, scope, cost and schedules
- Prioritization of CIP system improvements

Task 3 – Consent Order Support Services

Estimated Value: $69,028

GL: 54049082-063000-82012

Provide technical and administrative support related to existing regulatory requirements, including:

- Support for FDEP Consent Order No. 24-2146 compliance activities
- Development of compliance tracking matrix
- QC COPC preparation of periodic reports and regulatory submittals
- Monitoring corrective action implementation
- Agency coordination, meeting support, and final compliance certification activities

Task 4 – Construction Management and Owner's Representative Services

Estimated Value: $1,757,738 GL: 54049082-063000-82012

Provide construction management support and owner representation services for major capital projects, including:

- Support for CMAR, Progressive Design-Build, and Design-Build delivery projects
- Review project design and treatment process reviews
- Value engineering evaluations to identify cost-saving opportunities
- Provide Construction Management / Owner's Representative Engineering Services for the ~$180M expansion of Wastewater Treatment Facility No. 1

Task 5 – Wastewater Treatment Facility No. 3 Preliminary Engineering Report

Estimated Value: $546,682 GL: 54029083-063020-88022

Prepare a Preliminary Engineering Report evaluating:

- Site selection and evaluation
- Treatment alternatives
- Cost estimates and feasibility analyses
- Off-site infrastructure requirements
- Effluent management and disposal solution
- Publish final PER report that can be utilized for grant submittals.

Task 6 – Inflow and Infiltration (I&I) Mitigation Plan

Estimated Value: $623,540 GL: 54029082-063030-81064 ($381,889)
54049082-063030-81083 ($66,781)
54029082-063020-81063 ($74,870)
54049082-063020-81063 ($100,000)

Develop strategies to reduce Inflow and Infiltration (I&I) impacts throughout the wastewater collection system, including:

- Assessment of existing I&I reduction programs
- Identification of priority basin areas
- Review of GIS mapping, historical data, and sanitary sewer overflow events
- Design a flow monitoring program for dry and wet weather conditions
- Evaluation of longer term I&I reduction alternatives and cost analyses
- Engineering and project management support for system improvements

Task 7 – Future Wastewater Treatment Facility Design-Build Services

Potential future design-build support services associated with wastewater treatment facility expansion, major pump stations / transmission facilities and related infrastructure initiatives. Any future Design-Build services shall be undertaken in a separately negotiated and executed agreement and brought forward to the Council under a separate Agenda Item at that time.

Recommended Action:
ADOPT RESOLUTION 2026-XX APPROVING A MASTER SERVICES AGREEMENT WITH JACOBS ENGINEERING GROUP, INC., FOR WASTEWATER SYTEM PROGRAM MANAGEMENT & ENGINEERING SERVICES

RESOLUTION 2026____
WASTEWATER SYSTEM PROGRAM
MANAGEMENT & ENGINEERING SERVICES

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING A MASTER SERVICES AGREEMENT WITH JACOBS ENGINEERING GROUP, INC., FOR WASTEWATER SYSTEM PROGRAM MANAGEMENT & ENGINEERING SERVICES; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO NEGOTIATE, FINALIZE, AND EXECUTE ANY NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Jacobs Engineering Group, Inc., has expressed a desire to provide wastewater system program management & engineering services for the City of Palm Coast; and

WHEREAS, the City Council of the City of Palm Coast desires to approve a Master Services Agreement with Jacobs Engineering Group, Inc. for wastewater system program management & engineering services; and

WHEREAS, in accordance with Chapter 2, Article 1, Division 3 - Purchase and Contractual Services Sections, 2-26 – Approval Requirements - Subsection A., City Council desires to grant authority for the City Manager to enter into any necessary contracts including those that are equal to or exceed $100,000.00 associated with the expenses related to the above-mentioned project.

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NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:

SECTION 1. LEGISLATIVE AND ADMINISTRATIVE FINDINGS. The above recitals (whereas clauses) are hereby adopted as the findings of the City Council of the City of Palm Coast.

SECTION 2. APPROVAL OF AGREEMENT. The City Council of the City of Palm Coast hereby approves the terms and conditions of the Master Services Agreement

with Jacobs Engineering Group, Inc., for wastewater system program management & engineering services, as attached hereto and incorporated herein by reference as Exhibit "A."

SECTION 3. AUTHORIZATION TO NEGOTIATE, FINALIZE, AND EXECUTE. The City Manager, or designee, is hereby authorized to negotiate, finalize, and execute the necessary documents.

SECTION 4. FUTURE AMENDMENTS. The City Manager, or designee is hereby authorized to approve any future amendment to Project Agreements/Contracts for changes totaling less than $100,000.00 as long as this amount does not exceed the line-item limit for the budgeted purchase. Further, the City Manager has the authority to execute amendments to Project Agreements/Contracts on behalf of the City for any other changes that may be necessary.

SECTION 5. SEVERABILITY. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Resolution are severable, and if any phrase, clause, sentence, paragraph or section of this Resolution shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Resolution.

SECTION 6. CONFLICTS. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. IMPLEMENTING ACTIONS. The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

SECTION 8. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption by the City Council.

DULY PASSED AND ADOPTED by the City Council of the City of Palm Coast, Florida, on this 7th day of July 2026.

ATTEST: CITY OF PALM COAST

_____ _____

KALEY COOK, CITY CLERK MICHAEL NORRIS, MAYOR

APPROVED AS TO FORM AND LEGALITY

_____

MARCUS DUFFY, CITY ATTORNEY

Attachment: Exhibit "A" – Master Services Agreement Jacobs Engineering Group, Inc.

city of PALM COAST

Finance Department
Budget & Procurement Office

160 Lake Avenue
Palm Coast, FL 32164
386-986-3730

NOTICE OF INTENT TO AWARD

Project: RFSQ-UT-26-22 Wastewater System Program Management & Engineering Services

Date: 3/9/2026

Appeal Deadline: Appeals must be Filed by 5:00 PM on 3/12/2026

Firm	Final Ranking
Jacobs Engineering Group, Inc. Jacksonville, Florida	1
McKim & Creed, Inc. Daytona Beach, Florida	2
CPH, Inc. Palm Coast, Florida	3

The intent of the City of Palm Coast is to award Wastewater System Program Management & Engineering Services to **Jacobs Engineering Group, Inc.**

Cc: Contract Coordinator, Project Manager, BPO Manager, Financial Services Director, Department Director

For questions regarding this Notice of Intent to Award please contact: Christinne Foschaar, Procurement Coordinator, at cfoschaar@palmcoastgov.com.

Bid protests shall be resolved in accordance with Section 2-29, Code of Ordinances, City of Palm Coast, Florida.

A proposer may protest the results of this intended award of this Bid within three (3) business days from the posting of this recommendation to award. The proposer must file a written protest explaining in detail the nature of the protest and the grounds upon which it is based.

Failure to file a written protest to the Deputy City Manager, ***Lauren Johnston LJohnston@palmcoastgov.com****, acting as the designee of the Financial Services Director shall constitute a waiver of the protest proceedings.*

RFSQ-UT-26-22 - WASTEWATER SYSTEM PROGRAM MANAGEMENT AND ENGINEERING SERVICES

Project Overview

Project Details	
Reference ID	RFSQ-UT-26-22
Project Name	WASTEWATER SYSTEM PROGRAM MANAGEMENT AND ENGINEERING SERVICES
Project Owner	Christinne Foschaar
Project Type	RFSQ
Department	Procurement
Budget	$0.00 - $0.00
Project Description	This Request for Statement of Qualifications is seeking Qualifications for RFSQ-UT-26-22 Wastewater System Program Management and Engineering Design Services.
Open Date	Nov 19, 2025 8:00 AM EST
Intent to Bid Due	Dec 18, 2025 2:00 PM EST
Close Date	Dec 19, 2025 2:00 PM EST

Awarded Suppliers	Reason	Score
Jacobs Engineering Group Inc.		**88.8 pts**

Seal status

Requested Information	Unsealed on	Unsealed by
RFSQ Proposal	Dec 19, 2025 2:01 PM EST	Christinne Foschaar
Required Forms 1 - 8	Dec 19, 2025 2:01 PM EST	Christinne Foschaar
Addendum 1 (Signed and Dated)	Dec 19, 2025 2:01 PM EST	Christinne Foschaar
References	Dec 19, 2025 2:01 PM EST	Christinne Foschaar
Addendum 2 (Signed and Dated)	Dec 19, 2025 2:01 PM EST	Christinne Foschaar
Addendum 3 (Signed and Dated)	Dec 19, 2025 2:01 PM EST	Christinne Foschaar
Claiming Local Preference Form	Dec 19, 2025 2:01 PM EST	Christinne Foschaar

Conflict of Interest

Declaration of Conflict of Interest You have been chosen as a Committee member for this Evaluation. Please read the following information on conflict of interest to see if you have any problem or potential problem in serving on this committee. ## Code of Conduct All information related to submissions received from Suppliers or Service Providers must be kept confidential by Committee members. ## Conflict of Interest No member of a Committee shall participate in the evaluation if that Committee member or any member of his or her immediate family: * has direct or indirect financial interest in the award of the contract to any proponent; * is currently employed by, or is a consultant to or under contract to a proponent; * is negotiating or has an arrangement concerning future employment or contracting with any proponent; or, * has an ownership interest in,

or is an officer or director of, any proponent. Please sign below acknowledging that you have received and read this information. If you have a conflict or potential conflict, please indicate your conflict on this acknowledgment form with information regarding the conflict. I have read and understood the provisions related to the conflict of interest when serving on the Evaluation Committee. If any such conflict of interest arises during the Committee's review of this project, I will immediately report it to the Purchasing Director.

Name	Date Signed	Has a Conflict of Interest?
Alex Blake	Dec 29, 2025 9:11 AM EST	No
Danny Ashburn	Jan 13, 2026 7:45 AM EST	No
Patrick Henderson	Jan 12, 2026 4:18 PM EST	No
Nency Thakkar	Dec 19, 2025 2:04 PM EST	No
Christinne Foschaar	Dec 19, 2025 2:02 PM EST	No
Brian Roche	Jan 12, 2026 3:32 PM EST	No

Project Criteria

Criteria	Points	Description
Administrative Review	Pass/Fail	Admin Review
Company Profile and History	10 pts	• 1 = Poor – Partial submittal, very limited information, poor reference checks, and/or materially excessive litigation, criminal convictions, environmental violations • 2 = Below Standard – Mostly does not meet expectations, below standard reference checks, and/or materially excessive litigation, criminal convictions, environmental violations • 3 = Marginal – Partially meets expectations, marginal reference checks, and/or materially excessive litigation, criminal convictions, environmental violations • 4 = Average – Barely meets expectations with average reference checks, and/or excessive litigation, criminal convictions, environmental violations • 5 = Above Average – Meets expectations with above average reference checks, and/or acceptable litigation, criminal convictions, environmental violations • 6 = Good – Slightly above expectations with good reference checks, and/or acceptable amount of litigation, criminal convictions, environmental violations • 7 = Very Good – Meets expectations with very good reference checks, and/or few litigation, criminal convictions, environmental violations • 8 = Well above average – Meets expectations with well above average reference checks, and/or very few litigation, criminal convictions, environmental violations • 9 = Excellent – Exceeds expectations with reference checks, and/or very few litigation, criminal convictions, environmental violations • 10 = Outstanding – Far exceeds expectations with outstanding reference checks,

		and/or very few to no litigation, criminal convictions, environmental violations. This section shall establish that the Proposer understands the City's objectives and work requirements and Proposer's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services and the Proposer's ability to meet the City's schedule for providing the work, service, outlining the approach that would be undertaken in providing the requested services, maximum ten (10) pages.
Project Understanding and Proposal	30 pts	• 1 = Poor – Partial submittal, very limited information, poor reference checks, and/or materially excessive litigation, criminal convictions, environmental violations • 2 = Below Standard – Mostly does not meet expectations, below standard reference checks, and/or materially excessive litigation, criminal convictions, environmental violations • 3 = Marginal – Partially meets expectations, marginal reference checks, and/or materially excessive litigation, criminal convictions, environmental violations • 4 = Average – Barely meets expectations with average reference checks, and/or excessive litigation, criminal convictions, environmental violations • 5 = Above Average – Meets expectations with above average reference checks, and/or acceptable litigation, criminal convictions, environmental violations • 6 = Good – Slightly above expectations with good reference checks, and/or acceptable amount of litigation, criminal convictions, environmental violations • 7 = Very Good – Meets expectations with very good reference checks, and/or few litigation, criminal convictions, environmental violations • 8 = Well above average – Meets expectations with well above average reference checks, and/or very few litigation, criminal convictions, environmental violations • 9 = Excellent – Exceeds expectations with reference checks, and/or very few litigation, criminal convictions, environmental violations • 10 = Outstanding – Far exceeds expectations with outstanding reference checks,

		and/or very few to no litigation, criminal convictions, environmental violations. Provide a listing of similar projects, maximum of three, by a team member who is specifically part of the team proposed in the response. Identify specific project details, including but not limited to, location, description of the funding entity, project budget, project description, length, and outcomes. Provide the contact information for the entities where work has been done for reference purposes. If this project is subject to FEMA or other Federal Funds reimbursement, please indicate whether the Proposer is a certified minority business entity, maximum ten (15) pages.
Experience with Similar Projects/Technical Capability	50 pts	• 1 = Poor – Partial submittal, very limited information, poor reference checks, and/or materially excessive litigation, criminal convictions, environmental violations • 2 = Below Standard – Mostly does not meet expectations, below standard reference checks, and/or materially excessive litigation, criminal convictions, environmental violations • 3 = Marginal – Partially meets expectations, marginal reference checks, and/or materially excessive litigation, criminal convictions, environmental violations • 4 = Average – Barely meets expectations with average reference checks, and/or excessive litigation, criminal convictions, environmental violations • 5 = Above Average – Meets expectations with above average reference checks, and/or acceptable litigation, criminal convictions, environmental violations • 6 = Good – Slightly above expectations with good reference checks, and/or acceptable amount of litigation, criminal convictions, environmental violations • 7 = Very Good – Meets expectations with very good reference checks, and/or few litigation, criminal convictions, environmental violations • 8 = Well above average – Meets expectations with well above average reference checks, and/or very few litigation, criminal convictions, environmental violations • 9 = Excellent – Exceeds expectations with reference

		checks, and/or very few litigation, criminal convictions, environmental violations • 10 = Outstanding – Far exceeds expectations with outstanding reference checks, and/or very few to no litigation, criminal convictions, environmental violations. Provide a listing of similar projects, maximum of three, by a team member who is specifically part of the team proposed in the response. Identify specific project details, including but not limited to, location, description of the funding entity, project budget, project description, length, and outcomes. Provide the contact information for the entities where work has been done for reference purposes. If this project is subject to FEMA or other Federal Funds reimbursement, please indicate whether the Proposer is a certified minority business entity, maximum ten (15) pages.
Project Team	10 pts	• 1 = Poor – Partial submittal, very limited information, poor reference checks, and/or materially excessive litigation, criminal convictions, environmental violations • 2 = Below Standard – Mostly does not meet expectations, below standard reference checks, and/or materially excessive litigation, criminal convictions, environmental violations • 3 = Marginal – Partially meets expectations, marginal reference checks, and/or materially excessive litigation, criminal convictions, environmental violations • 4 = Average – Barely meets expectations with average reference checks, and/or excessive litigation, criminal convictions, environmental violations • 5 = Above Average – Meets expectations with above average reference checks, and/or acceptable litigation, criminal convictions, environmental violations • 6 = Good – Slightly above expectations with good reference checks, and/or acceptable amount of litigation, criminal convictions, environmental violations • 7 = Very Good – Meets expectations with very good reference checks, and/or few litigation, criminal convictions, environmental violations • 8 = Well above average – Meets expectations with well

		above average reference checks, and/or very few litigation, criminal convictions, environmental violations • 9 = Excellent – Exceeds expectations with reference checks, and/or very few litigation, criminal convictions, environmental violations • 10 = Outstanding – Far exceeds expectations with outstanding reference checks, and/or very few to no litigation, criminal convictions, environmental violations. Provide a listing of similar projects, maximum of three, by a team member who is specifically part of the team proposed in the response. Identify specific project details, including but not limited to, location, description of the funding entity, project budget, project description, length, and outcomes. Provide the contact information for the entities where work has been done for reference purposes. If this project is subject to FEMA or other Federal Funds reimbursement, please indicate whether the Proposer is a certified minority business entity, maximum ten (15) pages.
Total	**100 pts**	

Scoring Summary

Active Submissions

	Total	Administrative Review	Company Profile and History	Project Understanding and Proposal	Experience with Similar Projects/Technical Capability	Project Team
Supplier	**/ 100 pts**	**Pass/Fail**	**/ 10 pts**	**/ 30 pts**	**/ 50 pts**	**/ 10 pts**
Jacobs Engineering Group Inc.	88.8 pts	Pass	9 pts	27 pts	44 pts	8.8 pts
McKim & Creed, Inc.	71.8 pts	Pass	7.2 pts	21.6 pts	36 pts	7 pts
CPH, Inc.	66.2 pts	Pass	7 pts	19.8 pts	33 pts	6.4 pts

Work Order Scope of Work
June 2026

Wastewater System Program Management and Engineering Services

Submitted to
CITY OF PALM COAST, FL

Jacobs

Work Order Scope of Work

Client Name: City of Palm Coast

Project Name: Wastewater Program Management and Owners Representation Services

Project No.: BPO01GZ4

Project Manager: Leisha Pica, Jose Ramos

Prepared by: Leisha Pica, Jose Ramos, Matt Tennant, Grant Misterlt, Adam Byrd, Michelle Collins

Revision: 56

Date: June 26, 2026

File name: WO 1 Jacobs_PalmCoast_WO1_SOW_20260622

Document History and Status

Revision	Date	Description	Author	Checked	Reviewed	Approved
1		Scope Revisions	City	LLP	JR	MD
2	5/22	CIP Fact Sheet Content	City	LLP	JR	MD
3	6/1	Scope Revisions	City	LLP	JR	MD
4	6/12	36 months term	City	LLP	JR	MD
5	6/24	Scope Revisions	City	LLP	JR	MD
6	6/26	Final Edits	City	LLP		MD

Jacobs Engineering Group, Inc.

701 San Marco Blvd, Ste 810
Jacksonville, FL 32207
United States

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F +1.904.636.5433
www.jacobs.com

Contents

Appendices

Tables

Acronyms and Abbreviations

ANSI	American National Standards Institute
ASTM	American Society for Testing and Materials
AWWA	American Water Works Association
AWT	Advanced Wastewater Treatment
BMAP	Best Management Action Plan
CCTV	Closed Circuit Television
CIP	Capital Improvement Plan
City	City of Palm Coast, Florida

CMAR	Construction Manager at Risk
CMOM	Capacity, Management, Operation, and Maintenance Program
D-B	Design-Build
EOR	Engineer of Record
EPA	United States Environmental Protection Agency
FAC	Florida Administrative Code
FDEP	Florida Department of Environmental Protection
FDOT	Florida Department of Transportation
FEMA	Federal Emergency Management Agency
FTE	full-time equivalent
FY	fiscal year
GIS	geographic information system
GMP	Guaranteed Maximum Price
Jacobs	Jacobs Engineering Group, Inc.
KPI	key performance indicator
I/I	Inflow and Infiltration
LACP	Lateral Assessment Certification Program
LS	lump sum
MACP	Manhole Assessment Certification Program
MGD	Millions of Gallons per Day
NEC	National Electrical Code
NEPA	National Environmental Policy Act
NFPA	National Fire Protection Association
NPDES	National Pollutant Discharge Elimination System
NSF	National Science Foundation
NTP	notice to proceed
O&M	Operations & Maintenance
PACP	Pipeline Assessment Certification Program
PD	project definition
PDB	Progressive Design-Build
PE	Professional Engineer
PEP	Pretreatment Effluent Pumping
PER	Preliminary Engineering Report
PFAS	Per- and Polyfluoroalkyl Substances
PMP	Project Management Plan
PO	purchase order
Program	City of Palm Coast's Wastewater Capital Program Management
R/R	Repair/Replacement
RPR	Representative Project Representative

QA	quality assurance
QC	quality control
SCADA	Supervisor Control and Data Acquisition
SJRWMD	St. Johns River Water Management District
SRF	State Revolving Fund
SSO	Sanitary Sewer Overflow
TBD	To Be Determined
TM	technical memorandum
TMDL	Total Maximum Daily Load
UL	Underwriters Laboratories
USACE	United States Army Corps of Engineers
USDA RD	United States Department of Agriculture – Rural Development
WBS	work breakdown structure
WEF	Water Environment Federation
WWTF	wastewater treatment facility

General Description

The City of Palm Coast (City) selected Jacobs Engineering Group, Inc. (Jacobs) as the engineering firm ("Supplier" or "Consultant") to provide wastewater program management and engineering services for select projects included in the City's Capital Improvement Plan (CIP). Work on this Work Order will be completed as per the terms of the "Master Services Agreement (Professional Services) with an effective date in July 2026. Work under this Work Order is contingent on, and shall commence only upon, full execution of the Master Services Agreement (Professional Services) between the City of Palm Coast and Jacobs Engineering Group, Inc. and issuance of a written Notice to Proceed by the City.

This Work Order provides services for the initial 36-month term. In the event the City elects to process either or both subsequent one year renewal terms, a separate Work Order or a Work Order Amendment will be provided outlining the services to be provided during those time periods.

This Work Order includes professional services related to the following tasks:

- Task 1 Program Management Services
- Task 2 Wastewater Master Plan & Effluent Management Plan
- Task 3 Consent Order Support Services
- Task 4 WWTF #1 Construction Management and Owner's Representative Services
- Task 5 WWTF #3 Preliminary Engineering Report
- Task 6 Inflow & Infiltration (I/I) Services
- Task 7 Potential Future Design-Build Services for WWTF #3

Task 1 Program Management Services

The Consultant will provide overall project management, quality control, and coordination throughout the duration of the Contract. Activities include establishing communication protocols, maintaining the program team, coordinating with City staff and partner agencies, and preparing monthly progress reports documenting the work completed by the Consultant.

Task 1.1 – Project Initiation and Planning

The Consultant will initiate the project by establishing clear objectives, roles, responsibilities, and communication pathways. This foundational work is so that there is alignment among all stakeholders and sets the stage for successful delivery. The Consultant will establish the foundational structure for program delivery, including governance, decision making protocols, and communication pathways. This is so there will be alignment among City leadership, departments, and partner agencies.

Activities:

- Kickoff meeting with project team and stakeholders
- Confirmation of project goals, scope, constraints, and success criteria
- Development of governance structure and escalation paths
- Development of a Project Management Plan (PMP)
- Establishment of communication protocols and reporting structure
- Creation of a detailed project schedule and work breakdown structure (WBS)

Deliverables:

- Program Management Plan
- Kickoff meeting summary
- Baseline project schedule
- Governance and communication framework

Task 1.2 – Project Coordination and Communication

The Consultant will serve as the central point of coordination for assigned project activities, so that there is timely communication, issue resolution, and alignment across teams.

Activities for the Wastewater CIP Projects:

- Monitor progress against the baseline schedule and budget
- Identify schedule risks and recommending mitigation strategies
- Track project expenditures and budget status
- Maintain and report on projects permits
- Review project deliverables for operability and constructability perspectives
- Review project deliverables for completeness and accuracy
- Coordination of QA/QC reviews with subject matter experts as needed
- Documentation of review comments and resolution tracking
- Support CIP development and wastewater projects definitions and fact sheets. Fact sheets will include project background, justification, location map, cost, description & approach, schedule, cash flow general requirements, and addendum for changes over time. The City will provide the format preferred for the CIP Project Fact Sheets.
- Provide updated project information as needed for the City's public outreach efforts including project reports, PowerPoint materials, and updates for City web pages.

Deliverables:

- Timely communication via email and/or meetings for relevant project decisions, issues, and review comments provided by the City.

Task 1.3 – Project Reporting and Documentation

The Consultant will prepare recurring project reports that summarize progress, risks, financial status, and key decisions.

Activities/Deliverables:

- Monthly project status reports
- Quarterly update for City Council for active CIP projects (i.e., WWTF #1)
- Twice per year publish Envision report and PowerPoint materials for wastewater capital projects (including R&R programs) regarding budget, schedule, project objectives, results, customer impacts, and community impacts.
- Annual program briefing presentation slides documenting projects status, expenditures, and achievements.

Task 2 Wastewater Master Plan & Effluent Management Plan

The Consultant will help the City update its Wastewater Master Plan and Effluent Management Plan. These Plans will provide a strategic framework of prioritized improvements needed for the entire wastewater system. The planning period will be through 2050.

The Consultant will develop a Wastewater Master Plan that incorporates population and business growth demand projections and address current and future capacity needs, regulatory compliance, and long-term disposal/reuse solutions. The master plan will also address, treatment facility wet-weather operation needs as well as corresponding offsite infrastructure needs and discharge locations.

This task also includes developing an Effluent Management Plan which evaluates treatment alternatives, describes reclaimed water management strategies, addresses existing and future reclaimed water distribution system infrastructure and future needs, existing and future customer areas, current and future reclaimed water production and demands, regulatory compliance considerations, and long-term disposal/reuse solutions

Task 2.1 – Project Initiation and Data Collection

The Consultant will conduct a kickoff meeting to confirm City expectations, planning assumptions, and decision making processes. The Consultant will identify information needed to prepare the Plans such as system maps, operational data, asset inventories, work order histories, permit compliance documentation, customer complaint histories, CIP documentation, GIS datasets, prior/on-going planning studies, regulatory requirements, and growth projections. The Consultant will be responsible for gathering available information on-site working with City staff.

Deliverables:

- Kickoff meeting and summary

Task 2.2 – Existing System Assessment

The Consultant will evaluate the condition, performance, and capacity of the existing wastewater collection, treatment, and effluent management system(s). This includes review of historical performance, regulatory compliance, operational challenges, hydraulic constraints, key/major asset condition information, remaining use life, standard useful life, and rehabilitation/renewal forecasts. The City will provide results from the hydraulic model for use by the Consultant.

Activities may include:

- Field verification and site visits
- Review of SCADA, flow, and pressure data
- Visual assessment of treatment, pumping, storage, and conveyance key assets
- Identification of deficiencies and operational bottlenecks
- Integration strategy for WWTF #1 to incorporate AWT

Deliverables:

- Existing System Assessment Technical Memorandum

Task 2.3 – Population, Growth, Wastewater Flow & Loadings Forecasting

The Consultant will develop or refine 30-year long range population, growth, wastewater flow and loading year projections based on land use plans, demographic trends, economic development priorities, and historical consumption patterns. Forecasts will be aligned with the City's comprehensive plan and growth scenarios. The work will include identifying a phasing strategy for the future Wastewater Treatment Facility #3 (WWTF #3) that allows for growth and capacity expansions when needed in the future. Work includes system flow analysis to determine any opportunities to provide additional system efficiency and resiliency by developing alternative flow paths through pump stations/transmission lines to the WWTF during the planning period. One of the outputs of this information will feed into Task 5 Preliminary Engineering Report for WWTF #3.

This task will also address population projections, flow projections, and determine the need for wastewater collection and treatment infrastructure for the City's Westward Expansion. As a planning consideration, the City would like the Wastewater Master Plan to include a planning level discussion of potential future Westward expansion. While the ultimate development area, treatment facility locations, and major transmission infrastructures have not yet been defined, current planning information indicates that Westward growth may generate up to 6 MGD of wastewater flow. It is envisioned that development will occur in phases, with initial flows potentially in the range of 1-2 MGD increasing over time as development progresses.

Given the limited information currently available regarding land use, populations and development phasing, this scope of work does not include development of a detailed facilities plans for the area in the Westward expansion. Rather, the intent is to establish an initial planning framework within the Master Plan so that the future capacity, treatment and transmission needs associated with Westward expansion can be evaluated and refined in subsequent updates as additional information becomes available.

Deliverables:

- Population/flow/loadings forecast memorandum
- WWTF #3 capacity basis memorandum
- Westward expansion memorandum

Task 2.4 – Wastewater Treatment Facilities Capacity Modeling

The Consultant will update or develop a hydraulic model for the wastewater treatment facilities to confirm internal plant hydraulics are optimized. The model will be used to identify system deficiencies related to

capacity (average daily flows and peak hour flows), interconnectivity of process units, and potential wet weather impacts.

Activities:

- Model updates and calibration
- Scenario development (peak demand, wet weather flow, etc.)
- Identification of any capacity constraints and required improvements

Deliverables:

- WWTFs capacity analysis memorandum

Task 2.5 – Effluent Management Evaluation

The Master Plan approach to Effluent Management will integrate proven, innovative, and sustainable solutions that leverage natural and constructed systems such as treatment wetlands, rapid infiltration basins, injection wells, and aquifer recharge wells to optimize water quality, regulatory compliance, and resource sustainability, with an emphasis of conceptualizing One Water approaches.

The evaluation will focus on treatment alternatives; reclaimed water production, demand, and management strategies; reclaimed water distribution for current and future customers; regulatory compliance considerations; and innovative long-term disposal and reuse solutions.

Activities:

- Prioritize potential sites based on hydrogeologic suitability, environmental constraints, land use, and infrastructure proximity
- Evaluate applicability of advanced nutrient removal processes including possessive biological nutrient removal, ozone pretreatment, and adsorption media to address emerging contaminants such as PFAS and pharmaceuticals
- Identify permitting pathways associated with FDEP, SJRWMD, USACE, NPDES, TMDL, and BMAP compliance
- Consider solutions that offer operational flexibility including adaptive flow control systems, remote monitoring to maintain seasonal hydroperiods and water quality targets
- Facilitate transparent communication with regulatory agencies and the public to build consensus and support for project implementation, if necessary
- Coordinate effluent management evaluation with other existing analysis and work products that have been produced by other consultants retained by the City for both existing infrastructure and planned projects.

Deliverables:

- Effluent management memorandum to include process flow diagrams and GIS maps of the existing effluent systems and potential alternatives.

Task 2.6 – Regulatory and Policy Review

The Consultant will review applicable regulatory requirements, industry standards, and City policies that influence wastewater system planning. This includes water quality regulations, treatment standards, consent orders, design criteria, level of service goals, asset management performance indicators, and resilience requirements.

This task addresses regulatory topics extending beyond the Consent Order. The review will identify current and future policies, mandates, or potential regulations that may influence planning for the wastewater collection system, wastewater treatment plants, effluent management strategies, and reuse systems. The information will be discussed with the City and incorporate into the Master Plan alternatives analysis.

Deliverables:

- Regulatory and policy review memorandum

Task 2.7 – Alternatives Development and Evaluation

The Consultant will identify and evaluate alternatives to address system deficiencies, support growth, and improve system efficiency and resilience. Alternatives will consider cost, constructability, environmental impacts, operational complexity, pros, cons, and alignment with City goals. Alternatives related to the wastewater collection system will be based upon the information provided by the City from the updated hydraulic and hydrologic collection system model. For example, if sufficient information is available at the time the Master Plan is being developed, the location(s) for Master Pump Stations will be included in the Master Plan.

Deliverables:

- Alternatives analysis matrix
- Recommended improvement strategies

Task 2.8 – Capital Improvement Plan (CIP) Development

The Consultant will develop a prioritized, phased Capital Improvement Plan that includes project descriptions, cost estimates, implementation triggers, sequencing, and potential coordination with roadway, stormwater, and neighborhood initiatives. A detailed CIP will be developed for immediate projects to be advanced in 2027-2030; intermediate priority projects to be considered for 2031-2035; and long-term projects for 2036-2050.

This task involves vetting the current COPC 5-year and 10-year CIP for wastewater system needs. The new projects will include recommendations from the Master Plan and Effluent Management Plan, I/I Analysis, and additional R&R projects that the Consultant and COPC teams determine are necessary. Work includes integrating these projects into the City's CIP based upon their priority and available funding.

The Consultant will develop a Project Fact Sheet for each new capital project and will review/edit the Fact Sheets that the COPC has created for projects currently on the COPC 10-year CIP. As noted under Task 1.2, each wastewater project fact sheet will include project background, justification, location map, cost, description & approach, schedule, cash flow general requirements, and addendum for future changes made to the project over time.

Deliverables:

- Draft CIP recommendations
- Project sheets with scope, cost, and schedule
- Phasing and prioritization framework
- Prioritization of CIP memorandum

Task 2.9 – Financial and Funding Strategy

The Consultant will evaluate funding and financing options to support the recommended CIP. This may include rate impacts, bonds, grants, loans, connection fees, and cost sharing opportunities. Work performed for this task will include identification of potential low-interest loans and grants and financial planning support for the projects recommended for inclusion in the Wastewater Master Plan. The Consultant will produce a technical memorandum summarizing the evaluation, findings, and recommendations for financial and funding strategies applicable to the Wastewater Master Plan and Effluent Management Plan projects.

Projects forecasted for design, bidding, or construction within the next three years will be considered the most urgent from funding perspective. The Consultant will identify all potential grant programs suitable for the City's CIP projects along with the requirements and timing for receiving the funds.

Deliverables:

- Funding strategy memorandum

Task 2.10 – Resilience, Sustainability, and Risk Assessment

The Consultant will incorporate resilience and sustainability considerations into the Wastewater Master Plan and Effluent Management Plan. This includes evaluating climate impacts, system redundancy, risk-based prioritization, coordination opportunities, and energy efficiency.

Deliverables:

- Resilience and risk assessment summary
- Recommendations for system hardening and sustainability

Task 2.11 – Draft and Final Wastewater Master Plan and Effluent Management Plan

The Consultant will prepare a Wastewater Master Plan and Effluent Management Plan summarizing all analyses, findings, and recommendations. The report will include an executive summary, system maps, CIP, and an implementation roadmap.

Deliverables:

- Report for 50% Progress Plan Submittals
- Draft 100% Wastewater Master Plan & Effluent Management Plan
- Final Wastewater Master Plan & Effluent Management Plan (PE stamped)
- Executive summary and 20-slide PowerPoint presentation materials

Task 3 Consent Order Support Services

The Consultant will provide advisory support for compliance with the current FDEP Consent Order, including as-needed technical support, coordination with regulatory agencies, and finalization and closeout of the Consent Order. The Consultant will support the City with monitoring compliance and developing and proposing in-kind projects to offset delays or penalties. In-kind projects are typically selected based upon the offset penalty required and investments that are relatively quick to make and provide a value to the treatment plant or collection system. At the beginning of the Program, the Consultant will meet with the City to develop a running list of potential in-kind projects.

The City will continue to manage the Consent Order and prepare all required compliance reports. The Consultant will perform as-needed technical evaluations required under the Consent Order and support the development of corrective actions to address deficiencies. The Consultant will support the City in communications with regulatory agencies, including preparation for and participation in time extensions, penalty negotiations, compliance meetings, site visits, and audits.

The Consultant will support the City in completing all Consent Order requirements and preparing final documentation for regulatory closure. Depending upon the duration of the Consent Order, the City may elect to extend this task into the next contract one-year renewal period.

Activities:

- Root cause analysis of noncompliance events
- Evaluation of system performance, capacity, and operational constraints
- Identification and prioritization of corrective actions
- Development of engineering recommendations and cost estimates
- Preparation of meeting materials and briefings
- Attendance at regulatory meetings
- Documentation of agency feedback and action items
- Support for negotiations or clarifications of Consent Order terms
- Assistance with regulatory closure or transition to ongoing compliance

Deliverables, if Needed:

- Technical analysis memorandum
- Corrective action recommendations
- Prioritized action plan
- Agency correspondence support
- Closeout documentation package

Task 4 WWTF #1 Construction Management & Owner's Representative Services

Under this task the Consultant will support City resources for construction management and Owner's representative services for projects advanced using design-build, construction manager at risk, design-build, or the traditional design-bid-build delivery method for major construction projects. The primary driver for this task is to improve delivery of critical construction projects in an efficient manner for the City. The WWTF #1improvement project represents one of the City's largest capital investments. This task will augment City resources to ensure the project is managed by experienced professionals to deliver the project on budget and schedule.

The first major construction project identified is expansion of the City's Wastewater Treatment Facility No. 1 (WWTF #1) to increase its treatment capacity from approximately 6.83 million gallons per day (mgd) to 10.83 mgd to meet growing community demand. A Construction Manager at Risk (CMAR) contract has been awarded to Wharton-Smith, Inc., and detailed design work by CPH (Engineer of Record) is currently underway alongside the development of several Guaranteed Maximum Price (GMP) proposals by the CMAR.

The Consultant will serve as the Owner's Representative, providing limited high-level review of select Contractor/CMAR and Engineer produced documents for accuracy, completeness, and alignment with the project's technical and financial objectives.

The Consultant is engaged as the City's Owner's Representative and not as the Constructor, Construction Manager at Risk, Engineer of Record, or inspector of record. The Consultant has no responsibility for, and does not assume any responsibility for, construction means, methods, sequences, techniques, site safety, or the supervision of the Contractor or its subcontractors. The Contractor remains solely responsible for the Work and for compliance with all applicable safety and regulatory requirements.

Task 4 was estimated assuming hours 50% time for the Site Engineer, 20% time for the Inspector, and 35% time for the Representative Project Representative (RPR). This was based upon Jacobs' history of work with the City's Contractor, Wharton Smith, on similar projects. The hours assumed for the Site Engineer and RPR working in tandem with the Engineer of Record (EOR) and City staff should be sufficient to maintain the desire level of review and functionality for the duration of the project.

All hours included in the resource loaded schedule represent the best estimate based upon assumed conditions of the project. Actual hours may vary month-to-month depending upon active work items for the project. In the event the Site Engineer or RPR need to consult with a specialized discipline (such as an Electrical Engineer), someone will be made available to the project.

The City anticipates a 36-month construction duration starting in January 2027. This task is assumed to begin the first week of January 2027 and continue through the initial 36-month service window. Depending upon the duration of the Owner's Representation services, the City may elect to extend this task into the next contract one-year renewal period.

Table 1. Summary of Roles and Responsibilities for the Owner's Representative, Engineer of Record, and CMAR

Construction Phase Activity	Frequency	Wharton Smith (CMAR Contractor)	CPH (Engineer of Record)	Jacobs. (Owner's Representative)	Palm Coast (Owner)
Coordination					
Daily Reports	Daily	Provide		Resident Eng Provide	Inspector Provide
Progress Meetings	Daily, Weekly, Monthly	Lead/Document	As Necessary	Review	Inspector Participate
Schedule					
Master Schedule	Monthly	Provide		Review	Engineer Review
3-Week Look Ahead	Weekly	Provide		Review	Inspector Review
Documentation					
Site Logistics & Security Plan	Once	Provide		Review	Inspector Review
Maintenance of Plan Ops Plan	Once	Provide	Review	Review	Operations Review
Communications Plan	Once	Provide	Review	Review	Review
Design Changes					
Shop Drawings	As Needed	Provide	Lead/Distribute/Respond		Review as Necessary
RFIs	As Needed	Provide	Lead/Distribute/Respond	Review	Review as Necessary
Design Changes	As Needed	Provide	Lead/Distribute/Respond	Review	Approve
Decision Log	Monthly	Maintain		Review	Engineer Review
Change Log	Monthly	Maintain		Review	Engineer Review
Issues Log	Monthly	Maintain		Review	Engineer Review
Risk Register	Monthly	Maintain		Review	Engineer Review
As-Builts	Continuous	Provide	Review	Review	Inspector Review

Construction Phase Activity	Frequency	Wharton Smith (CMAR Contractor)	CPH (Engineer of Record)	Jacobs. (Owner's Representative)	Palm Coast (Owner)
Financial					
Record Bond	Once	Provide		Review	Engineer Review
Change Orders	As Needed	Provide	Design Only	Review	Approve
Pay Applications & Progress Reports	Monthly	Provide		Review	Approve
Contingency Usage	Monthly	Provide		Review	Approve
Allowance Usage	Monthly	Provide		Review	Approve
Inspection					
Material Storage	Daily	Lead		Inspect	Inspector Review
Daily Inspections	Daily	Lead		Inspect	Inspector Review
Concrete (Forms/Rebar/Pour/Finish)	As Needed	Lead		N/A	Inspector Review
Civil (Elevations, Materials, Locations)	As Needed	Lead		N/A	Inspector Review
Structural (Elevations, Materials, Installation)	As Needed	Lead		Inspector Review	N/A
Mechanical (Materials, Installation)	As Needed	Lead		Inspector Review	N/A
Electrical and I&C (Materials, Installation, Testing)	As Needed	Lead		Inspector Review	N/A
Process	As Needed	Lead		Inspector Review	N/A
Substantial Completion	Once	Lead	Participate	Participate	Participate
Final Completion	Once	Lead	Participate	Participate	Participate
Permitting					
Permit Matrix	Once	Provide	Review	Review	Review
Construction Permitting/Compliance/Inspections	As Needed	Lead		As Necessary	As Necessary
FDEP Startup Notification	Once	Coordination	Lead		Ops Review

Construction Phase Activity	Frequency	Wharton Smith (CMAR Contractor)	CPH (Engineer of Record)	Jacobs. (Owner's Representative)	Palm Coast (Owner)
FDEP Certificate of Completion	Once	Coordination	Lead		Ops Review
QA/QC Testing					
Fill	As Needed	Lead		As Necessary	Inspector Review
Density	As Needed	Lead		As Necessary	Inspector Review
Concrete	As Needed	Lead		As Necessary	Inspector Review
Safety					
Safety Plan & Emergency Plan	Once	Provide		Review	Inspector Review
Audits	As required by WSI	Provide		Review	
Daily Observations	Daily	Provide		Review	
PPE Requirements/Observations	As Needed	Lead		Review	Inspector Review
Startup/Commissioning					
Startup Plan	Once	Provide		Review	Ops Review/Approve
Training Plan	Once	Provide		Review	Review/Approve
Reliability Testing	Per Equipment	Lead	Review Plan	Review/Observe	Ops Review
Seeding Plan	Once	Lead		Review	Ops Review
Performance & Acceptance Testing	Per Equipment	Lead	Review Plan	Review/Observe	Ops Review/Approve

Task 4.1 – Pre-Construction Services

The Consultant will support the Owner during the pre-construction phase so that the project is fully defined, risks are understood, and the construction contract is ready for execution.

The Consultant will act as the Owner's representative in administering the construction contract, so that there is compliance with contract requirements, technical specifications, and applicable regulations.

Activities:

- Review of design documents for constructability, clarity, and completeness
- Review of GMP strategy, fee structure, assumptions, and content details
- Review of Contractor's cost and schedule submittals for reasonableness based on information then available to the Consultant; the Consultant does not warrant the accuracy or completeness of Contractor-furnished data
- Value engineering and alternative evaluation
- Assistance with permitting strategy and coordination
- Participation in project related workshops for design reviews, technical criteria, GMP submittals, and resolution of potential field issues
- Review and processing of submittals, RFIs, change orders, and pay applications signed by the Engineer of Record
- Observation for contractor compliance with safety, environmental, and quality requirements
- Maintaining project documentation and correspondence
- Supporting dispute resolution and claims avoidance
- Provide engineering analysis related to treatment plant processes, hydraulics, performance, and commissioning

Deliverables:

- Constructability review memorandum
- Cost and schedule validation report(s)
- Submittal/RFI logs
- Review of change order requests and non-binding recommendations to the City; final acceptance, pricing, and execution of all change orders shall rest with the City
- Contingency Management Reports – to address unknowns
- Monthly contract administration summary

Task 4.2 – Construction Observation and Field Oversight

The Consultant will provide on-site construction observation to verify that work is performed in accordance with the contract documents and industry standards. The Consultant will monitor compliance with environmental permits, safety requirements, and regulatory obligations.

Activities:

- Daily site visits and field inspections
- Documentation of progress, deficiencies, and safety observations
- Observation of installed work and review of the Contractor's reported quantities for general consistency with field observations; final certification of quantities for payment shall rest with the Contractor and the City
- Coordination with the contractor, City staff, and third-party inspectors
- Attendance at construction meetings
- Review of contractor safety plans and environmental controls
- Observation and reporting of observed conditions related to SWPPP, erosion control, and permit conditions; the Contractor remains solely responsible for compliance with all permits and environmental requirements
- Coordination with regulatory agencies as needed
- Documentation of compliance issues and corrective actions

Deliverables:

- Daily field reports
- Photo documentation
- Inspection reports
- Observation reports
- Safety and environmental observation logs

Task 4.3 – Schedule and Cost Management

The Consultant will monitor and evaluate the contractor's schedule and cost performance to support timely and cost effective project delivery.

Activities:

- Review of baseline and updated schedules
- Analysis of critical path, float, and schedule risks
- Independent cost tracking and budget monitoring
- Evaluation of change order cost proposals
- Non-binding forecast of final project cost and schedule based on Contractor-furnished cost and schedule data; the Consultant does not warrant the accuracy of any forecast and the City acknowledges that actual outcomes will depend on Contractor performance and external factors outside the Consultant's control

Deliverables:

- Monthly schedule analysis
- Cost tracking reports
- Budget and forecast updates

Task 4.4 – Quality Assurance and Testing Coordination

The Consultant will observe quality assurance activities and coordinate testing so that materials and workmanship meet project requirements. The Consultant will not directly hire third parties for this service but will direct and coordinate City-retained contractors and consultants as appropriate for these services.

Activities:

- Review of contractor quality control plans
- Coordination of third-party testing and special inspections
- Verification of test results and corrective actions
- Documentation of non-conformance and resolution

Quality control of the Work remains the sole responsibility of the Contractor. The Consultant's quality assurance observations and testing coordination shall not constitute acceptance of the Work, shall not relieve the Contractor of its quality-control obligations, and shall not transfer responsibility for any defect, non-conformance, or deficiency to the Consultant.

Deliverables:

- QA/QC tracking logs
- Testing reports
- Non-conformance documentation

Task 4.5 – Project Closeout

The Consultant will support the Owner through project closeout so that contractual, financial, and operational requirements are met. Depending upon the duration of the construction project, the City may elect to extend these services into the next contract one-year renewal period.

Activities:

- Punchlist development and observation of completion of punch list items; final acceptance of completed punch list items shall rest with the City
- Review of as built drawings, O&M manuals, and warranties
- Final pay application and change order reconciliation
- Support for commissioning, startup, and training
- Closeout documentation and lessons learned

Deliverables:

- Closeout package
- Final project summary report

Task 5 WWTF #3 Preliminary Engineering Report (PER)

The Consultant will prepare a PER for proposed WWTF #3, including site evaluation, treatment technology alternatives, cost estimates, phasing and permitting considerations, including overall feasibility study and consideration of corresponding offsite improvement needs, environmental challenges, wet-weather operation, and effluent disposal. This is a critically important project for the City. The PER will serve as a key component in grant funding applications, supporting efforts to advance the project into the design and construction phases.

Task 5.1 – Project Initiation and Data Review

The Consultant will initiate the PER with a kickoff meeting to confirm project goals, regulatory drivers, funding requirements, and planning assumptions. A comprehensive data request will be issued to gather system mapping, operational data, asset information, planning documents, and relevant studies.

The Consultant will evaluate the existing system to document current performance, capacity, condition, and regulatory compliance. This assessment will form the baseline for identifying deficiencies and developing alternatives for the new wastewater facility.

Activities:

- Evaluation of potential facility locations
- Assessment of treatment, pumping, storage, and conveyance strategies
- Identification of deficiencies, risks, and constraints
- Confirm capacity for immediate needs and future demands

Deliverables:

- Kickoff meeting summary

Task 5.2 – Regulatory and Funding Requirements Review

The Consultant will review applicable regulatory requirements and funding agency criteria so that the PER meets all necessary standards (e.g., USDA RD, EPA, state revolving fund programs, Resilient Florida, FEMA Hazard Mitigation Grant programs).

Activities:

- Review of design standards and regulatory thresholds
- Identification of compliance gaps
- Integration of funding agency PER requirements

Deliverables:

- Regulatory and funding requirements memorandum

Task 5.3 – Alternatives Development

The Consultant will identify feasible alternatives to address existing wastewater system deficiencies and future growth needs. Alternatives will consider technical, environmental, operational, and financial factors.

Activities:

- Development of multiple alternatives for treatment, conveyance, storage, or distribution
- Evaluation of capacity, constructability, permitting, and O&M implications
- Development of future-build out site Master Plan for three potential locations
- Develop and apply screening criteria as approved by the City

Deliverables:

- Alternatives analysis matrix
- Site plan layouts
- Short listed alternatives for detailed evaluation

Task 5.4 – Alternatives Evaluation and Cost Analysis

The Consultant will perform detailed evaluations of the shortlisted alternatives, including capital costs, O&M costs, lifecycle costs, environmental impacts, and implementation considerations. The Consultant will identify environmental impacts and permitting requirements associated with each alternative and the recommended solution.

Activities:

- Development of planning level cost estimates
- Lifecycle cost analysis (20 year or funding agency required horizon)
- Evaluation of environmental, social, and permitting impacts
- Identification of preferred alternative
- Identification of NEPA related considerations
- Review of wetlands, endangered species, cultural resources, and environmental justice factors
- Permitting pathway and schedule
- Permitting Plan to address potential technical and schedule issues
- Detailed alternatives evaluation including operability and constructability reviews

Deliverables:

- Cost estimates and lifecycle cost analysis
- Environmental and permitting summary
- Recommended alternative memorandum
- Alternatives Selection meeting minutes

Task 5.5 – Implementation Plan

The Consultant will develop a practical implementation plan for the recommended alternative, including phasing, schedule, funding strategy, and coordination needs.

Activities:

- Project phasing and sequencing
- Preliminary schedule
- Funding and financing options
- Coordination with roadway, stormwater, and utility projects

Deliverables:

- Implementation Plan
- Funding strategy memorandum

Task 5.6 – Draft and Final Preliminary Engineering Report

The Consultant will prepare a Draft PER that meets all applicable regulatory and funding agency requirements. Following review and comment, the Consultant will prepare a Final PER suitable for submission to funding agencies and regulatory authorities.

Deliverables:

- Report for 50% Progress Plan Submittals
- Draft 100% WWTF #3 PER
- Final WWTF #3 PER (PE stamped)
- Executive summary and 20-slide PowerPoint presentation materials

Task 5.7 – Stakeholder and Agency Coordination (if required)

The Consultant will support the Owner in coordinating with regulatory agencies, funding agencies, and stakeholders throughout the PER process.

Activities:

- Meetings with regulatory and funding agencies
- Presentation of findings to City leadership
- Support for public meetings

Deliverables:

- Meeting summaries
- Presentation materials

Task 6 Inflow & Infiltration (I/I) Management Services

The Consultant will evaluate and assess the City's ongoing I/I reduction efforts within the wastewater collection system. The City has been implementing I/I reduction methods for several years through pipe lining, manhole rehabilitation, and point repairs. This task will be divided into two distinct phases. Phase 1 will begin with the work order and evaluate and address the Clay Pipe Rehabilitation Program and the PEP Tanks. Phase 2 will begin in FY28 and will evaluate and address I/I characterization and reduction alternatives.

Task 6A.1 – I/I Planning

The Consultant will design and implement a temporary flow monitoring program to quantify dry weather and wet weather flows and identify basins with excessive I/I. The Consultant will support the City with identifying, prioritizing, conducting, and analyzing results from targeted field investigations in priority basins to identify specific I/I sources.

Activities:

- Selection of flow monitoring locations
- Development of procedures related to installation, calibration, and maintenance of flow meters and rain gauges. The Consultant will not perform these field activities.
- Data collection over a minimum monitoring period (typically 60–90 days)
- QA/QC of flow and rainfall data

Activities recommended for the City to perform may include:

- Smoke testing
- Dye testing
- Manhole inspections
- CCTV inspection of sewer mains and laterals
- Night flow isolation
- Building inspections

Deliverables:

- Flow monitoring plan
- Monthly flow monitoring summaries
- Final flow monitoring dataset
- Field investigation plan
- Review of Field logs and inspection reports for completeness
- GIS based mapping of defects and I/I sources

Task 6A.2 – I/I Analysis

The Consultant will analyze flow and rainfall data to quantify I/I volumes and identify basins with excessive infiltration or inflow.

Activities:

- Base flow separation and dry weather flow analysis
- Wet weather peaking factor analysis
- RDII (Rainfall Derived Inflow and Infiltration) modeling
- Identification of excessive I/I based on industry benchmarks
- Prioritization of basins for further investigation

Deliverables:

- Flow and rainfall analysis memorandum
- Basin prioritization matrix

Task 6A.2.1 – Coding of Pipe Defects

The Consultant will evaluate defects identified during City conducted field investigations and from review of smoke testing and CCTV footage and classify them based on severity, likelihood of I/I contribution, and rehabilitation urgency. Datasets will be coordinated with the City's asset management system and Capacity, Management, Operation, & Maintenance (CMOM) Program.

Activities:

- Pipeline Assessment Certification Program/Manhole Assessment Certification Program/Lateral Assessment Certification Program (PACP/MACP/LACP) coding of defects
- Assessment of structural vs. Operation & Maintenance (O&M) vs. I/I related defects
- Ranking of defects by severity and I/I contribution

Deliverables:

- Condition assessment summary
- Defect prioritization tables

Task 6A.2.2 – I/I Alternatives Analysis

The Consultant will develop and evaluate alternatives to reduce I/I in priority basins.

Activities:

- Identification of rehabilitation methods (CIPP, point repair, manhole rehab, lateral lining, root control, etc.)
- Development of basin level rehabilitation strategies
- Planning level cost estimates
- Cost effectiveness analysis (e.g., $/gallon removed)
- Evaluation of phased rehabilitation approaches

Deliverables:

- Alternatives analysis memorandum
- Recommended I/I reduction strategy

Task 6A.3 – I/I Mitigation Report

The Consultant will develop a practical, phased implementation plan for I/I reduction. The Consultant will prepare a Draft I/I Analysis Report summarizing all findings, analyses, and recommendations. Following review and comment, the Consultant will prepare a Final Report suitable for regulatory submission and CIP integration.

Activities:

- Identify Prioritized rehabilitation projects
- Recommend phasing and sequencing of projects
- Coordinate with roadway, stormwater management, and utility projects
- Review funding and financing options (State Revolving Loan Fund (SRF), grants, bonds)

Deliverables:

- Project sheets with scope, cost, and schedule
- Draft I/I Mitigation Report
- Final I/I Mitigation Report
- Executive Summary

Task 6B – I/I Clay Pipe Program

The program will address areas prone to flooding, especially in areas that have PEP Tanks. This task will focus on sewer services, lining services, and smoke testing. The Consultant will initiate the I/I Analysis with a kickoff meeting to confirm project goals, study area boundaries, data needs, and coordination protocols. A comprehensive data request will be issued to gather mapping, flow data, maintenance records, CCTV logs, and historical I/I studies. The project team will meet with Operations staff to develop an understanding of common system challenges, known I/I areas, and significant sources of I/I.

Task 6B.1 – Clay Pipe Program Data Initiation

The Consultant will review the existing collection system to establish baseline conditions and identify known or suspected I/I sources. This work is expected to take place after the existing wastewater collection system hydraulic model has been updated. Task 6 will inform the work associated with developing Master Plan under Task 2 regarding CIP forecasts for the Clay Pipe Program and the PEP tanks.

Activities:

- Review of GIS mapping, as-builts, and system attributes
- Review of historical SSO events, maintenance logs, and customer complaints
- Review of previous I/I rehabilitation efforts & compile as-is conditions
- Analyze system to identify high priority basins or sub basins
- Identify several CIP projects, develop project definitions & technical elements of RFPs
- Assess project results for benchmarking and future system improvement opportunities

Deliverables:

- Kickoff meeting summary

- Data request and compiled data inventory
- Existing Conditions Technical Memorandum
- Preliminary list of I/I concern and high priority areas
- Prepare up to five project definitions
- Benchmarking and future system recommendations Technical Memorandum

Task 6B.2 – Clay Pipe Rehabilitation Program

The City has an objective to formally implement a Clay Pipe Replacement Program so that the functionality of all pipe and conveyances throughout the City. Reportedly approximately 75 percent of the existing clay pipes have been lined through various historical maintenance projects. This work includes inspection, replacement, lining, and cleaning of sediment and debris from pipes located under main roads and has been ongoing for several decades. The Consultant will work with the City staff to reassess the effectiveness of areas of the collection system that were rehabilitated.

In parallel with the Task 2 Master Plan effort, the Consultant will review the information the City provides related to the Clay Pipe Rehabilitation Program. The Consultant will provide technical recommendations for areas to prioritize the Program related to mitigation and reduction for I/I.

Activities:

- Review of Pipe and Manhole Rehabilitation Program data sets
- Recommend updates to GIS attribute tables with information available from Program activities including closed in-house work orders and contractor invoices
- Recommend mapping of areas completed and those underway
- Recommend maintenance projects, produce project definitions where engineering design is needed for the City to implement projects utilizing its vendors and procurement processes

Deliverables:

- Create job orders for City utility Operations to oversee maintenance projects
- Project Definitions for engineering work to be issued through RFPs

Task 6C – I/I PEP Tank System

The Consultant will support the City with evaluating and advancing projects related to the PEP Tank System for the purpose of reducing I/I from entering the wastewater collection system. Work may consist of assessment, engineering, pilot testing different technologies, and conforming existing design specifications and standard details with current industry standards.

Task 6C.1 – PEP Tank System Assessment

The Consultant will conduct a technical assessment of the City's PEP tanks system. The first step will be to conduct a high-level engineering assessment over five days. City staff will accompany the Consultant to visit select tank locations. A four-hour workshop will be scheduled during this visit for staff to discuss historical rehabilitation/replacement work orders involving the PEP tanks. The City will take the Consultant team to approximately 10 PEP tank sites. These site visits will be utilized for a visual inspection of the system; documentation of operational challenges; engineering perspective observations; assessment of

the effectiveness of prior R/R activities; and brainstorming ideas for improving the effectiveness of the PEP tank systems. The Consultant recognizes the ultimate goals are to optimize system performance and reduce inflow/infiltration into the wastewater collection system. The Consultant will prepare a Technical Memorandum documenting the work delivered under this task.

In addition to the initial system evaluation, the Consultant will review and comment on capital projects and work orders focused on PEP tank system improvements. As part of the Master Plan Update, the Consultant will collaborate with the City to develop a prioritized long-term CIP program targeting PEP tank system improvements. The Consultant will coordinate with the City's stormwater management program to identify drainage patterns and runoff areas that may impact the performance of the PEP tanks. The Consultant will identify areas having PEP tanks located in backyard that could potentially be moved to a front yard or ROW for ease of access for routine maintenance.

Deliverables:

- PEP Tanks System Evaluation memorandum

Task 6C.2 PEP Tank System Engineering

PEP tank system engineering is the integrated hydraulic, structural, mechanical, electrical, civil, and regulatory design required to safely collect, pump, and convey wastewater from individual properties into a pressure sewer system. Under this task the Consultant will evaluate the following system components and provide the City with recommendations for improving system performance and optimizing future installations. These evaluations will be conducted for a representative set of installations and will not apply to all PEP tanks located throughout the City.

- **Hydraulic Engineering.** Review pump sizes based on total dynamic head (TDH), friction losses, and system curves. Review discharge pipe diameters. Evaluate pressure sewer network hydraulics, evaluate pump run times and cycling compared to manufacturer's recommendations, and review surge and transient analysis related to air release valves and check valves.
- **Structural and Tank Engineering.** To the greatest extent possible depending upon available information, the Consultant will evaluate tank materials, buoyancy control features (such as anti-flotation collars and deadman anchors), burial depth, soils loads, groundwater conditions, watertightness, structural integrity, risers, lids, and access points to grade.
- **Mechanical Engineering.** Review pump selections, pump curve alignment with system hydraulics, valves, venting requirements, anti-siphon and backflow protection, and pump removal and maintenance clearances.
- **Civil and Site Engineering:** Review tank siting relative to structures, driveways, and property lines, gravity building sewer connection, routing of pressure lateral to the main.
- **Operations and Maintenance Engineering:** Review pump life compared to the manufacturer's published life expectancy, alarm response procedures, tank cleaning and inspection intervals, spare parts strategy, homeowner/utility responsibility delineation, and asset management integration.

Task 6C.3 PEP Tank System Industry Standard Documentation

While there is no single national industry standard specifically for wastewater PEP tanks, but there are several widely accepted regulatory requirements, design criteria, and product standards that function as the de-facto framework for PEP tank design, installation, and performance. The Consultant will compare

the City's existing PEP tank system with the following criteria: plumbing and onsite wastewater rules, utility-specific design standards, manufacturer specifications, NSF/ANSI product certifications, and electrical/safety codes. Together these form the practical industry standard. There is no AWWA or WEF national standard dedicated solely to PEP tanks.

Commonly applied standards and codes are listed below.

- NSF/ANSI 40, 46, and 350. Covers treatment components, materials, and structural integrity. Often required for tanks used in decentralized wastewater systems
- ASTM Standards. Commonly referenced for tank materials. ASTM D3350 – HDPE resin classification, ASTM D3034 / F679 – PVC pipe compatibility, and ASTM C1227 – Precast concrete septic tanks (often applied to PEP tanks)
- UL / NEC Electrical Standards. For pumps, controls, and wiring: UL 778 – Motor-operated water pumps, UL 508A – Control panels, NFPA 70 (NEC) – Electrical installation requirements
- Florida utilities (e.g., Hillsborough, Pasco, Polk, Marion, Lee, Collier) all publish their own PEP tank standards.
- FDEP does not publish a standalone PEP tank standard, but PEP systems must comply with: F.A.C. 62-6 (Onsite Sewage Treatment & Disposal Systems), F.A.C. 62-604 (Collection Systems), and FDEP Permit Conditions.

Task 7 Potential Future Design-Build Services for WWTF

This task represents a future scope of work to be potentially included under the Wastewater Program Management and Owner's Representative contract. Any future Design-Build services shall be undertaken only pursuant to a separately negotiated and executed agreement for Design-Build delivery model.

Schedule for Performance of Work

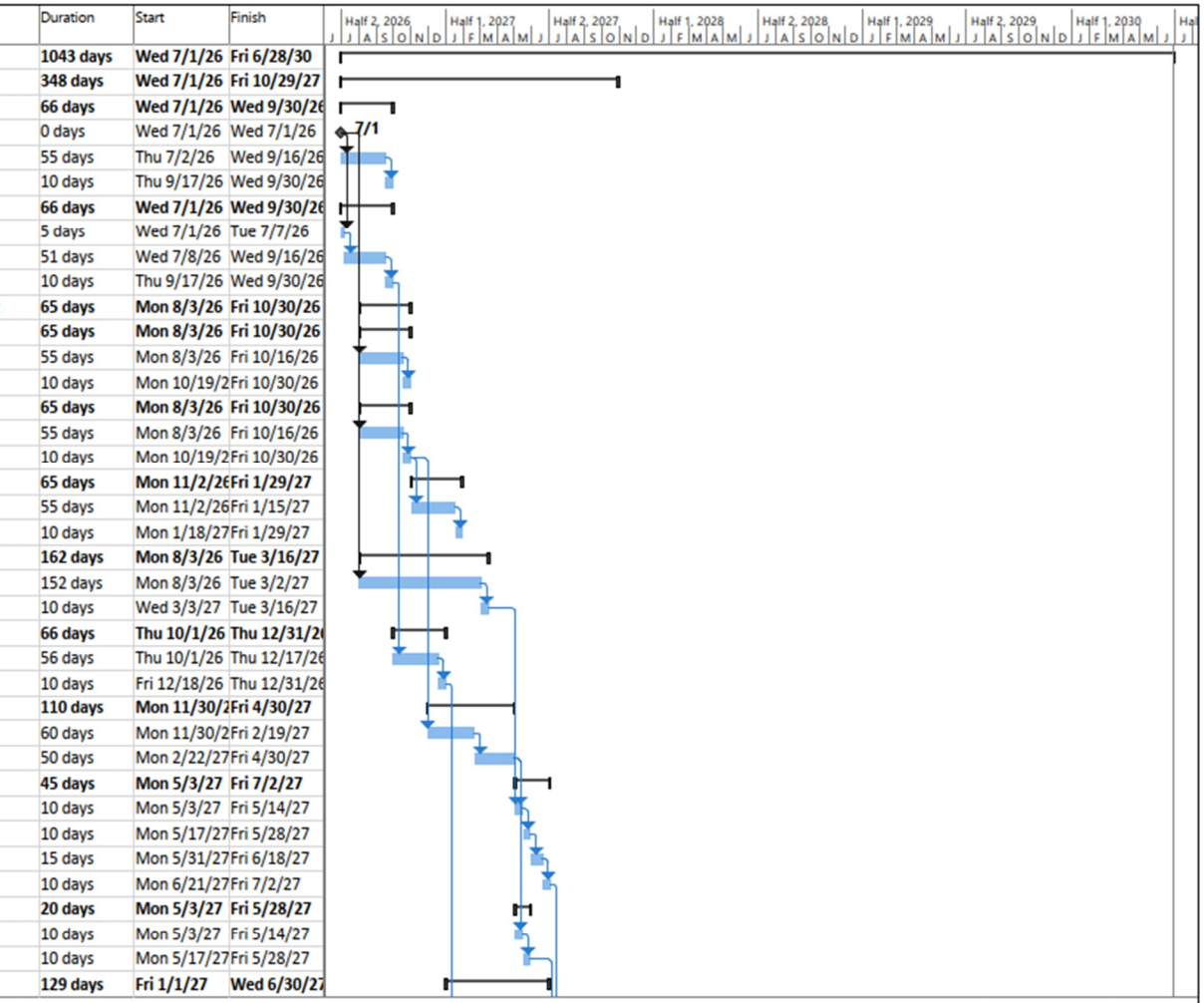
The following table provides a general schedule overview by Task. Tasks showing an end date of June 2029, may require additional services extending into the contract one year renewal window. A Work Order Amendment for a time extension will be necessary to continue progressing those tasks.

Table 2. General Schedule Overview

Project Task	Start Date	End Date
Task 1 Program Management	7/2026	6/2029
Task 2 Master Plan & Effluent Management Plan	7/2026	10/2027
Task 3 Consent Order Support	7/2026	6/2029
Task 4 WWTF #1 Construction Management & Owner's Representation	1/2027	6/2029
Task 5 WWTF #3 Preliminary Engineering Report	10/2026	7/2028
Task 6A I/I Planning, Analysis, & Mitigation	7/2026	6/2029
Task 6B I/I Services – Clay Pipe Program	7/2026	6/2029
Task 6C I/I Services – PEP Tanks	8/2026	12/2027
Task 7 Potential Future Design Build Services for WWTF	TBD	TBD

Detailed project schedules for Tasks 2, 5, and 6 are provided below.

ID	Task Name	Duration	Start	Finish
1	**Palm Coast Program Management Work Order**	**1043 days**	**Wed 7/1/26**	**Fri 6/28/30**
2	**Task 2 Wastewater Master Plan & Effluent Management Plan Schedule**	**348 days**	**Wed 7/1/26**	**Fri 10/29/27**
3	**Task 2.1 Project Initiation and Data Collection**	**66 days**	**Wed 7/1/26**	**Wed 9/30/26**
4	Kickoff Meeting	0 days	Wed 7/1/26	Wed 7/1/26
5	Data Collection	55 days	Thu 7/2/26	Wed 9/16/26
6	Kickoff Summary	10 days	Thu 9/17/26	Wed 9/30/26
7	**Task 2.2 Existing System Assessment**	**66 days**	**Wed 7/1/26**	**Wed 9/30/26**
8	Perform field verification	5 days	Wed 7/1/26	Tue 7/7/26
9	Existing System Assessment Technical Memorandum	51 days	Wed 7/8/26	Wed 9/16/26
10	Existing System Assessment Technical Memorandum Review Period	10 days	Thu 9/17/26	Wed 9/30/26
11	**Task 2.3 Population, Growth, Wastewater Flow & Loadings Forecasting**	**65 days**	**Mon 8/3/26**	**Fri 10/30/26**
12	**Population/Flow/Loadings Forecast Memorandum**	**65 days**	**Mon 8/3/26**	**Fri 10/30/26**
13	Develop wastewater flow and loadings forecast Memorandum	55 days	Mon 8/3/26	Fri 10/16/26
14	Wastewater Flow and Loadings Forecast	10 days	Mon 10/19/2	Fri 10/30/26
15	**WWTF #3 Capacity Basis Memorandum**	**65 days**	**Mon 8/3/26**	**Fri 10/30/26**
16	Develop WWTF #3 Capacity Basis Memorandum	55 days	Mon 8/3/26	Fri 10/16/26
17	WWTF #3 Capacity Basis Memorandum Review	10 days	Mon 10/19/2	Fri 10/30/26
18	**Task 2.4 Wastewater Treatment Facilities Capacity Modeling**	**65 days**	**Mon 11/2/26**	**Fri 1/29/27**
19	Develop WWTFs Capacity Analysis Memorandum	55 days	Mon 11/2/26	Fri 1/15/27
20	WWTFs Capacity Analysis Memorandum Review	10 days	Mon 1/18/27	Fri 1/29/27
21	**Task 2.5 Effluent Management Evaluation**	**162 days**	**Mon 8/3/26**	**Tue 3/16/27**
22	Develop Effluent Management Memorandum	152 days	Mon 8/3/26	Tue 3/2/27
23	Effluent Management Memorandum Review	10 days	Wed 3/3/27	Tue 3/16/27
24	**Task 2.6 Regulatory and Policy Review**	**66 days**	**Thu 10/1/26**	**Thu 12/31/26**
25	Develop Regulatory and Policy Review Memorandum	56 days	Thu 10/1/26	Thu 12/17/26
26	Regulatory and Policy Review Memorandum Review	10 days	Fri 12/18/26	Thu 12/31/26
27	**Task 2.7 Alternatives Development and Evaluation**	**110 days**	**Mon 11/30/2**	**Fri 4/30/27**
28	Alternatives Analysis Matrix	60 days	Mon 11/30/2	Fri 2/19/27
29	Recommended Improvement Strategies	50 days	Mon 2/22/27	Fri 4/30/27
30	**Task 2.8 CIP Development**	**45 days**	**Mon 5/3/27**	**Fri 7/2/27**
31	Draft CIP Recommendations	10 days	Mon 5/3/27	Fri 5/14/27
32	Project Fact Sheets	10 days	Mon 5/17/27	Fri 5/28/27
33	Phasing & Prioritization Framework	15 days	Mon 5/31/27	Fri 6/18/27
34	Prioritization of CIP Memorandum	10 days	Mon 6/21/27	Fri 7/2/27
35	**Task 2.9 Financial and Funding Strategy**	**20 days**	**Mon 5/3/27**	**Fri 5/28/27**
36	Develop Funding Strategy Memorandum	10 days	Mon 5/3/27	Fri 5/14/27
37	Funding Strategy Memorandum Review	10 days	Mon 5/17/27	Fri 5/28/27
38	**Task 2.10 Resilience, Sustainability, & Risk Assessment**	**129 days**	**Fri 1/1/27**	**Wed 6/30/27**



Project: Odor Control Project W
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Task · Split · Milestone · Summary · Project Summary · Inactive Task · Inactive Milestone · Inactive Summary · Manual Task · Duration-only · Manual Summary Rollup · Manual Summary · Start-only · Finish-only · External Tasks · External Milestone · Deadline · Progress · Manual Progress

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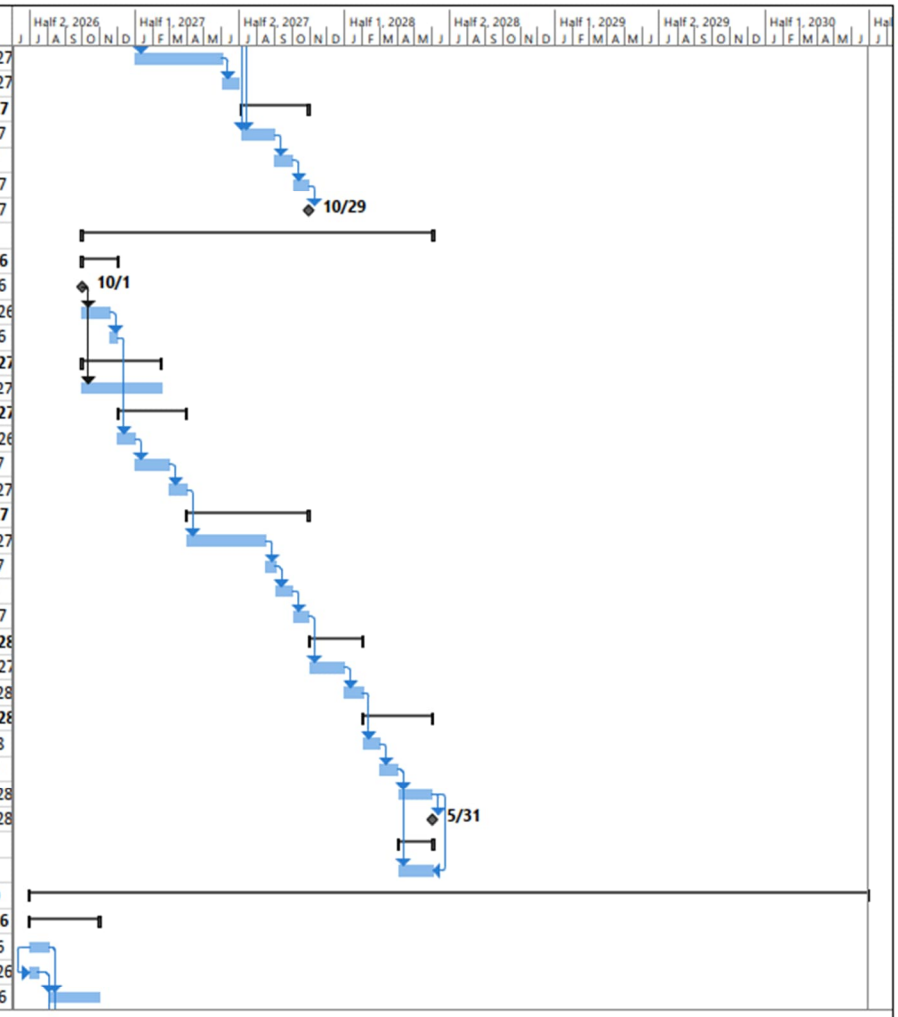
ID	Task Name	Duration	Start	Finish
39	Resilience & Risk Assessment Summary	107 days	Fri 1/1/27	Mon 5/31/27
40	Recommendations for System Hardening & Sustainability	22 days	Tue 6/1/27	Wed 6/30/27
41	**Task 2.11 Draft & Final Master Plan & Effluent Plan**	**85 days**	**Mon 7/5/27**	**Fri 10/29/27**
42	Report for 50% Progress Plan	42 days	Mon 7/5/27	Tue 8/31/27
43	Draft 100% Wastewater Master Plan & Effluent Management Plan	23 days	Wed 9/1/27	Fri 10/1/27
44	Final Wastewater Master Plan & Effluent Management Plan	20 days	Mon 10/4/27	Fri 10/29/27
45	Executive Summary and PowerPoint Presentation	0 days	Fri 10/29/27	Fri 10/29/27
46	**Task 5 WWTF #3 Preliminary Engineering Report Schedule**	**437 days**	**Thu 10/1/26**	**Fri 6/2/28**
47	**Task 5.1 Project Initiation and Data Collection**	**44 days**	**Thu 10/1/26**	**Tue 12/1/26**
48	Kickoff Meeting	0 days	Thu 10/1/26	Thu 10/1/26
49	Data Collection	34 days	Thu 10/1/26	Tue 11/17/26
50	Kickoff Summary	10 days	Wed 11/18/2	Tue 12/1/26
51	**Task 5.2 Regulatory & Funding Requirements Review**	**98 days**	**Thu 10/1/26**	**Mon 2/15/27**
52	Regulatory & Funding Requirements Memorandum	98 days	Thu 10/1/26	Mon 2/15/27
53	**Task 5.3 Alternatives Development**	**86 days**	**Wed 12/2/26**	**Wed 3/31/27**
54	Alternatives Analysis Matrix	22 days	Wed 12/2/26	Thu 12/31/26
55	Site Plan Layouts	42 days	Fri 1/1/27	Mon 3/1/27
56	Short-Listed Alternatives	22 days	Tue 3/2/27	Wed 3/31/27
57	**Task 5.4 Alternatives Evaluation & Cost Analysis**	**152 days**	**Thu 4/1/27**	**Fri 10/29/27**
58	Cost Estimates & Lifecycle Cost Analysis	98 days	Thu 4/1/27	Mon 8/16/27
59	Environmental & Permitting Summary	12 days	Tue 8/17/27	Wed 9/1/27
60	Recommended Alternatives Memorandum	22 days	Thu 9/2/27	Fri 10/1/27
61	Alternatives Selection Meeting Minutes	20 days	Mon 10/4/27	Fri 10/29/27
62	**Task 5.5 Implementation Plan**	**66 days**	**Mon 11/1/27**	**Mon 1/31/28**
63	Funding Strategy Memorandum	44 days	Mon 11/1/27	Thu 12/30/27
64	Implementation Plan	22 days	Fri 12/31/27	Mon 1/31/28
65	**Task 5.6 Draft and Final Preliminary Engineering Report**	**87 days**	**Tue 2/1/28**	**Wed 5/31/28**
66	Report for 50% Progress Plan	22 days	Tue 2/1/28	Wed 3/1/28
67	Draft 100% WWTF #3 PER	22 days	Thu 3/2/28	Fri 3/31/28
68	Final WWTF #3 PER	43 days	Mon 4/3/28	Wed 5/31/28
69	Executive Summary and PowerPoint Presentation	0 days	Wed 5/31/28	Wed 5/31/28
70	**Task 5.7 Stakeholder & Agency Coordination**	**45 days**	**Mon 4/3/28**	**Fri 6/2/28**
71	Presentation Materials	45 days	Mon 4/3/28	Fri 6/2/28
72	**Task 6 Inflow/Infiltration Evaluation Schedule**	**1043 days**	**Wed 7/1/26**	**Fri 6/28/30**
73	**Task 6.1 Clay Pipe Program & PEP Tanks Projects Initiation & Data Collection**	**88 days**	**Wed 7/1/26**	**Fri 10/30/26**
74	Kickoff Meeting & Summary	24 days	Wed 7/1/26	Mon 8/3/26
75	Data request and Compile Data Inventory	11 days	Wed 7/1/26	Wed 7/15/26
76	Existing Conditions Technical Memorandum	64 days	Tue 8/4/26	Fri 10/30/26



Project: Odor Control Project W
Date: Wed 6/3/26

Task | Split | Milestone | Summary | Project Summary | Inactive Task | Inactive Milestone | Inactive Summary | Manual Task | Duration-only | Manual Summary Rollup | Manual Summary | Start-only | Finish-only | External Tasks | External Milestone | Deadline | Progress | Manual Progress

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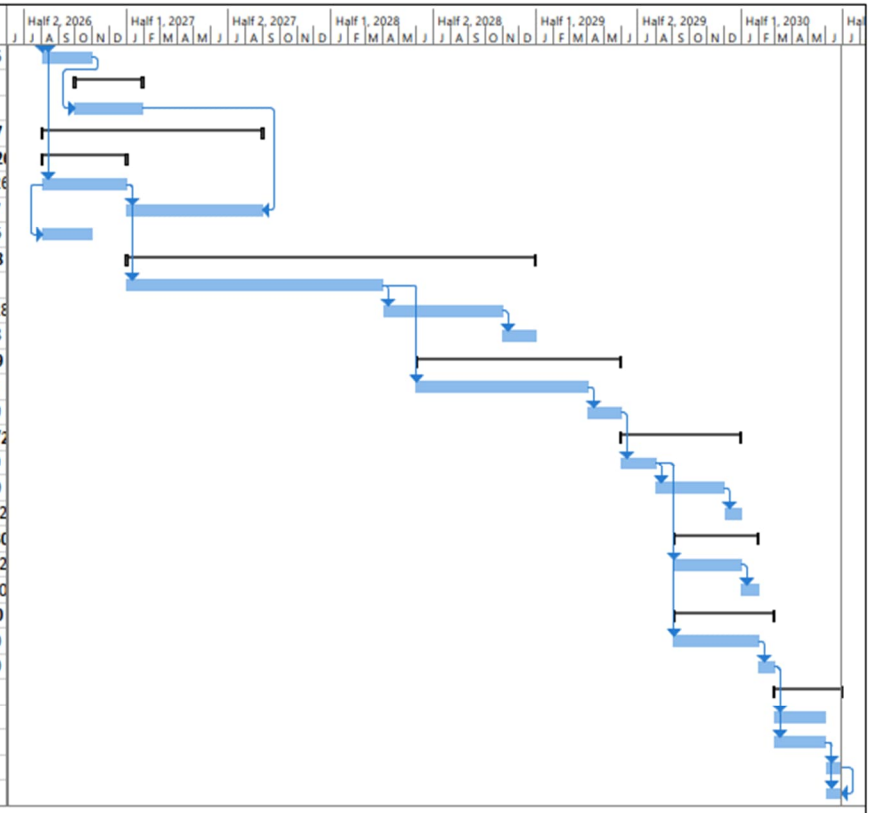
ID	Task Name	Duration	Start	Finish
77	Preliminary List of I/I Concern Areas	64 days	Tue 8/4/26	Fri 10/30/26
78	**Task 6.2 Clay Pipe Rehabilitation Program**	**87 days**	**Thu 10/1/26**	**Fri 1/29/27**
79	Clay Pipe Rehabilitation Program I/I Memorandum	87 days	Thu 10/1/26	Fri 1/29/27
80	**Task 6.3 PEP Tank System**	**281 days**	**Tue 8/4/26**	**Tue 8/31/27**
81	**Task 6.3.1 PEP Tank System Assessment**	**108 days**	**Tue 8/4/26**	**Thu 12/31/2**
82	PEP Tanks System Evaluation Memorandum	108 days	Tue 8/4/26	Thu 12/31/26
83	Task 6.3.2 PEP Tank System Engineering	173 days	Fri 1/1/27	Tue 8/31/27
84	Task 6.3.4 PEP Tank System Industry Standard Documentation	64 days	Tue 8/4/26	Fri 10/30/26
85	**Task 6.4 Flow Monitoring Plan Development**	**521 days**	**Fri 1/1/27**	**Fri 12/29/28**
86	Flow Monitoring Plan	326 days	Fri 1/1/27	Fri 3/31/28
87	Monthly Flow Monitoring Summaries	152 days	Mon 4/3/28	Tue 10/31/28
88	Final Flow Monitoring Dataset	43 days	Wed 11/1/28	Fri 12/29/28
89	**Task 6.5 Flow and Rainfall Data Analysis**	**261 days**	**Thu 6/1/28**	**Thu 5/31/29**
90	Flow & Rainfall Analysis Memorandum	218 days	Thu 6/1/28	Mon 4/2/29
91	Basin Prioritization Matrix	43 days	Tue 4/3/29	Thu 5/31/29
92	**Task 6.6 Coordination of Field Investigations**	**152 days**	**Fri 6/1/29**	**Mon 12/31/2**
93	Field Investigation Plan	43 days	Fri 6/1/29	Tue 7/31/29
94	Review of Field Logs & Inspection Reports for Completeness	88 days	Wed 8/1/29	Fri 11/30/29
95	GIS Based Mapping of Defects and I/I Sources	21 days	Mon 12/3/29	Mon 12/31/2
96	**Task 6.7 Condition Assessment and Defect Coding**	**108 days**	**Mon 9/3/29**	**Wed 1/30/30**
97	Condition Assessment Summary	86 days	Mon 9/3/29	Mon 12/31/2
98	Defect Prioritization Tables	22 days	Tue 1/1/30	Wed 1/30/30
99	**Task 6.8 I/I Reduction Alternatives and Cost Analysis**	**129 days**	**Mon 9/3/29**	**Thu 2/28/30**
100	Alternatives Analysis Memorandum	109 days	Mon 9/3/29	Thu 1/31/30
101	Recommend I/I Reduction Strategy	20 days	Fri 2/1/30	Thu 2/28/30
102	**Task 6.9 I/I Mitigation Report**	**86 days**	**Fri 3/1/30**	**Fri 6/28/30**
103	Project Fact Sheets	66 days	Fri 3/1/30	Fri 5/31/30
104	Draft I/I Mitigation Report	66 days	Fri 3/1/30	Fri 5/31/30
105	Final I/I Mitigation Report	20 days	Mon 6/3/30	Fri 6/28/30
106	Executive Summary	20 days	Mon 6/3/30	Fri 6/28/30



Project: Odor Control Project W
Date: Wed 6/3/26

Task | Split | Milestone | Summary
Project Summary | Inactive Task | Inactive Milestone | Inactive Summary
Manual Task | Duration-only | Manual Summary Rollup | Manual Summary
Start-only | Finish-only | External Tasks | External Milestone
Deadline | Progress | Manual Progress

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Fee for Scope of Work Services

A detailed fee schedule is provided in Appendix A. The following table provides a general summary of the estimated fee by task. All services will be provided as time and materials. The Rate Scheduled is provided in Appendix B.

Table 3. Summary of Estimated Fee by Task

Project Tasks	FY26	FY27	FY28	FY29*	Total Fee
Task 1 Program Management	$85,390	$278,228	$213,662	$114,228	**$691,508**
Task 2 Master Plan & Effluent Management Plan	$80,302	$869,852	$84,988	$-	**$1,035,142**
Task 3 Consent Order Support	$4,976	$25,492	$21,000	$17,560	**$69,028**
Task 4 WWTF #1 Construction Mgmt & Owner's Rep	$0	$570,226	$661,534	$475,978	**$1,707,738**
Task 5 WWTF #3 PER	$0	$276,524	$270,158	$0	**$546,682**
Task 6A I/I Mitigation Program	$15,960	$256,261	$71,896	$37,772	**$381,889**
Task 6B I/I Clay Pipe	$14,380	$33,339	$10,770	$8,292	**$66,781**
Task 6C I/I PEP System	$29,450	$145,420	$-	$-	**$174,870**
Task 7 Potential Future Design Build Services WWTF #3	$-	$-	$-	$-	**TBD**
Project Expenses	$5,000	$20,000	$20,000	$5,000	**$50,000**
Total Work Order Engineering Fee	**$230,458**	**$2,455,342**	**$1,334,008**	**$653,830**	**$4,723,638**

**Note: Services shown through June 30, 2029.*

Key Staff

The following key staff are assigned to this project

Table 4. Key Staff Assigned to Project

Project Task	Key Staff
Task 1 Program Management	▪ Leisha Pica ▪ Jose Ramos ▪ Ivan Trullenque Rodriguez ▪ Betzaida Montalvoa Cotto
Task 2 Master Plan & Effluent Management Plan	▪ Matthew Tennant ▪ Leisha Pica ▪ Allison Lewis ▪ Michelle Collins ▪ Samantha O'Farrell
Task 3 Consent Order Support	▪ Leisha Pica ▪ Jose Ramos ▪ Betzaida Montalvoa Cotto
Task 4 WWTF #1 Construction Management & Owner's Representation	▪ Samantha Hanzel ▪ Robert Parker ▪ Chris Reichart ▪ Grant Misterly ▪ Matt Tennant
Task 5 WWTF #3 PER	▪ Matt Tennant ▪ Jose Ramos ▪ Randy Boe ▪ and all design disciplines
Task 6A I/I Mitigation Program	▪ Michelle Collins ▪ Samantha O'Farrell ▪ Katie Bolmer ▪ Victoria Berry ▪ Misty Lam
Task 6B I/I Clay Pipes	▪ Jose Ramos ▪ Betzaida Montalvoa Cotto
Task 6C I/I PEP Tanks	▪ Adam Byard ▪ Ben Seri
Task 7 Potential Future Design-Build Services for WWTF #3	TBD

Assumptions, Limitations, and Clarifications

The Consultant notes the following related to performance of this Scope of Work.

Project Management

- The Consultant will submit invoices and progress reports to the City monthly for work performed during the prior month in accordance with the contract terms.
- The Project Management Plan will be substantially completed within 30 days of the fully executed Work Order from the City.
- The Consultant will present its desired information request at the Project Kickoff Meeting. The City will work to provide as much information as possible within 30 days of the request.
- Deliverables will be submitted electronically in PDF format unless otherwise specified.
- The Consultant will support the City with information needed for Public Outreach efforts. The scope of work does not include facilitating or attending public meetings. This work if desired can be performed under a separate Work Order or Work Order Amendment which will include a scope of work.
- The Consultant will support the City with providing information needed to update engineering portions of a Bond Report. The scope of work does not include preparation of the Engineer's Bond Report. This work if desired can be performed under a Work Order or Work Order Amendment which will include a scope of work.
- Meetings will be a combination of remote and in-person engagements. The City will provide the location for in-person meetings.

Assumptions & Clarifications

- The Consultant will reasonably rely upon the accuracy, timeliness, and completeness of the information/data provided by the City or other third parties without independent verification. Additional effort by the Consultant due to invalid data or information provided by the City or others may entitle the Consultant to additional compensation.
- The Consultant is not responsible for the accuracy of forecasted population growth and development. The best available information will be used for planning purposes.
- This scope of work does not include performing detailed condition assessment. The Consultant will not televise CCTV pipelines or assess the current condition of vertical assets located in confined spaces. This information shall be provided by the City to the greatest extent possible.
- This scope of work does not include field work related to testing the performance of assets.
- SCADA Systems Assessments – The Consultant's consultation, review, configuration, or study (as applicable) of City's software, hardware, products, or systems (collectively "City's System") in no way makes the Consultant responsible for the performance, operation, or security of City's System. The Consultant makes no warranty, whether expressed or implied, as to the viability or performance of City's System. Additionally, the Consultant cannot and does not provide any representation, warranty, or guarantee that its services will ensure City's System will not be vulnerable, susceptible, or open to outside infiltration, exploitation, hacking, or breach from third parties, outside entities or sources. The City is solely responsible for the security of the City's System, and the Consultant's services do not in

any way relieve City of any responsibility for the protection, firewalling, and/or overall security of City's System. The Consultant shall have no responsibility or liability for the security of the City's System and City shall indemnify and hold Jacobs harmless for any claims, liability, actions, damages, expenses, and/or costs of any kind the Consultant associated with any actual or alleged infiltration, data loss, data corruption, exploitation, hacking, or breach of City's System at any time regardless of the source or cause thereof.

- In providing opinions of cost, financial analyses, economic feasibility projections, for the project, the Consultant has no control over cost or price of labor and materials; unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures and market conditions; time or quality of performance by operating personnel or third parties; and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, the Consultant makes no warranty that City's actual project costs, financial aspects, economic feasibility, will not vary from the Consultant's opinions, analyses, projections, or estimates and the Consultant shall have no liability for such variances.
- The Consultant does not guarantee or warrant the project will qualify for grant or low-interest loan programs. The Consultant will identify potential opportunities for which the City may consider submitting applications or inquiries.
- Change in Law - Planning will be based on the federal, state, and local codes and standards in effect on the effective date of the authorization. The Consultant will make judgement calls and recommendations based on the best available information at the time the Master Plan was developed.

Construction Phase Services

- The Consultant's construction-phase services under Task 4 are limited to those expressly identified in this Scope of Work. The Consultant is the City's Owner's Representative for the WWTF #1 expansion and does not act as the Constructor, Construction Manager at Risk, Engineer of Record, design professional of record, inspector of record, or building official. The Consultant has no authority over and assumes no responsibility for: (i) the Contractor's construction means, methods, techniques, sequences, or procedures; (ii) the Contractor's safety precautions and programs or any work-site safety condition; (iii) the acts or omissions of the Contractor, its subcontractors, suppliers, or any other person performing the Work; (iv) certification of pay quantities for payment; or (v) compliance with applicable permits or environmental regulations. The Consultant's site visits and observations are for the purpose of assisting the City in determining, in general, whether the Work is being performed in conformance with the contract documents, and shall not be construed as continuous, exhaustive, or detailed inspection of the Work. Findings and reports by the Consultant are advisory; final acceptance of the Work and all decisions reserved to the Owner under the construction contract shall remain with the City.
- On-Site Services During Construction - 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 the 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's 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 the 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.

- Review of Third-Party Design - 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. Jacobs will reasonably rely upon the accuracy and completeness of the information/data provided by the City or other third parties.

Appendix A
Estimated Fee

Palm Coast Wastewater Program Management & Owner's Representation Services
Work Order Scope of Services

ESTIMATED JACOBS LABOR		Hours		Cost
Task 1	Program Management	3,156	$	691,508
Task 2	Master Plan & Effluent Management Plan	4,968	$	1,035,142
Task 3	Consent Order Support Services	212	$	69,028
Task 4	WWTF #1 Construction Mgmt & Owner's Rep	8,590	$	1,707,738
Task 5	WWTF #3 Preliminary Engineering Report	2,288	$	546,682
Task 6	I/I Services - Clay Pipe Rehabilitation	618	$	66,781
	I/I Services - PEP Tanks Engineering	720	$	174,870
	I/I Services - I/I Prioritization Plan	1,334	$	381,889
Task 7	Potential Future Design-Build Services WWTF #3	TBD		TBD
	Estimated Labor Totals	**21,886**	**$**	**4,673,638**

ESTIMATED JACOBS EXPENSES			
General Project Expenses		$	15,000
Mileage & Travel Expenses	-	$	35,000
Estimated Expense Total		**$**	**50,000**

ESTIMATED JACOBS LABOR AND EXPENSES		**$**	**4,723,638**

PROPOSED WORK ORDER AMOUNT:	**$**	**4,723,638**

Note: The Proposed Work Order Amount represents a not-to-exceed value.

Appendix B
Rate Schedule

Summary of Labor Category by Project Role

Labor Category	Years of Experience	Typical Roles
Design Technician 1	0-2	Entry-level intern
Design Technician 2	2-5	AA degree
Design Technician 3	5-10	Associate or Bachelor's degree
Design Technician 4	>10	Varies by role
Design Technician 5	>15	Varies by role
Engineer 1/Technologist 1	0-2	Engineering Interns, Entry-level Engineers,
Engineer 2/Technologist 2	2-5	Intermediate-level Engineer
Engineer 3/Technologist 3	4-8	Mid-level Engineer (PE), Professional Geologist (PG), Construction Site Engineer
Engineer 4/Technologist 4	6-10	Assistant Project Manager, Construction Site Engineer, Project Engineer, Cost Estimator, Scheduler
Engineer 5/Technologist 5	>10	Senior Engineer, Lead Discipline Engineer, Construction Manager, Modelers
Engineer 6/Technologist 6	>15	Project Manager, Senior Resident Project Representative, Lead Discipline Engineer, Senior Modelers
Engineer 7/Technologist 7	>15	Lead Discipline Engineer, Quality Control, Lead Cost Estimator, QC Modelers
Engineer 8/Technologist 8	>20	Senior Project Manager, Regional Practice Leader, Engineering Manager, Program Manager, Principal Modelers
Engineer 9/Technologist 9	>20	Regional Technology Leader, Quality Control Lead, Subject Matter Expert
Engineer 10/Technologist 10	>25	Global Practice Leader, Senior Technologist, Senior Program Manager, Senior Construction Manager
Engineer 11/Technologist 11	>25	Industry Leader – Technical Advisor, Senior Vice President
Engineer 12/Technologist 12	>25	Industry Leader – Technical Advisor, Executive Vice President, Principal
Project Assistant	Any	Varies by role
Note: This information represents typical information and is not necessarily relevant for every employee. Labor categories are generally assigned depending upon level of education, raw salary, technical experience, and industry expertise.		

City of Palm Coast
Wastewater Program Management & Owner's Representative Services
Jacobs Proposed Billing Rates

2026 Base Rate With 3% Escalation

Labor Category	2026	2027	2028	2029
Design Technician 1	$75	$77	$79	$81
Design Technician 2	$105	$108	$111	$114
Design Technician 3	$135	$139	$143	$147
Design Technician 4	$160	$165	$170	$175
Design Technician 5	$190	$196	$202	$208
Engineer 1/Technologist 1	$75	$77	$79	$81
Engineer 2/Technologist 2	$105	$108	$111	$114
Engineer 3/Technologist 3	$135	$139	$143	$147
Engineer 4/Technologist 4	$160	$165	$170	$175
Engineer 5/Technologist 5	$189	$195	$201	$207
Engineer 6/Technologist 6	$218	$225	$232	$239
Engineer 7/Technologist 7	$238	$245	$252	$260
Engineer 8/Technologist 8	$266	$274	$282	$290
Engineer 9/Technologist 9	$294	$303	$312	$321
Engineer 10/Technologist 10	$311	$320	$330	$340
Engineer 11/Technologist 11	$338	$348	$358	$369
Engineer 12/Technologist 12	$392	$404	$416	$428
Project Assistant	$90	$93	$96	$99

Note: rates shown above based on calendar year and include escalation
Escalation will be fixed at 3.0% per year starting 1/1/2027 and applied to all billing rates at the beginning of each calendar year.

Year	Escalation
2026	3%
2027	3%
2028	3%
2029	3%

Based on Notice-to-Proceed (NTP) 7/15/2026 and project duration of 3 years