

City of Palm Coast, Florida Agenda Item

Agenda Date: September 15, 2026

Agenda Item:
G.4

Department UTILITY Division PROJECT ENGINEERING AND CONSTRUCTION	Amount \$496,000.00 Org/Account # 54029000-034000
Subject: RESOLUTION 2026-XX APPROVING A WORK ORDER WITH JACOBS ENGINEERING GROUP, INC., FOR POTABLE WATER, WASTEWATER, AND RECLAIMED WATER HYDRAULIC MODELING SERVICES	
Presenter: Brian Roche, Director of Utility	
Attachments: 1. Resolution 2. Contract 3. Proposal	
Background: Council Priority: D. Sustainable Environment and Infrastructure Hydraulic modeling is an important planning and operational tool used by the City of Palm Coast to evaluate utility system performance and capacity, assess the impacts of growth and proposed development, identify system deficiencies, evaluate operating conditions, and support capital improvement planning. On November 4, 2025, City Council approved a work order with another engineering firm for hydraulic modeling services in an amount not to exceed \$448,447. The scope included potable water and wastewater model enhancements, development of raw water and reclaimed water models, validation/calibration activities, operational scenarios, documentation, and training. The raw water hydraulic model and associated project activities have been completed. The engineering firm subsequently requested to be released from completing the remaining hydraulic modeling services. The anticipated final invoice for the raw water modeling effort is approximately \$120,000, representing approximately 25 percent of the overall modeling effort. To continue the program, staff requested a proposal from Jacobs Engineering Group Inc. (Jacobs), one of the City's continuing professional utility engineering consultants. Jacobs proposed work will update, develop, and validate the City's potable water, wastewater, and reclaimed water hydraulic models.	

Jacobs' scope includes project management; data collection and site visits; development of water demands and wastewater flows; potable water model updates; wastewater model updates; and reclaimed water model development. The work is anticipated to extend approximately twelve months from execution of the work order and purchase order.

Jacobs proposes a not-to-exceed fee of \$496,000. This is approximately \$167,553 greater than the amount originally allocated in the original engineer's proposal for the portions of the modeling program remaining after the raw water model effort. The additional cost reflects the consultant transition, Jacobs' independent project mobilization and data review, and the effort required to assume responsibility for and complete the remaining model development and validation work.

Based on the anticipated final invoice from the initial consultant of approximately \$120,000 and the proposed Jacobs work order of \$496,000, the total anticipated expenditure for the hydraulic modeling initiative is approximately \$616,000, or approximately \$167,553 above the original City Council authorization to the original engineering firm.

Financial Summary:

Original Council authorization	\$448,447
Current Council Request	
Anticipated initial engineer's final invoice ~	\$120,000
Jacobs fee proposal	<u>\$496,000</u>
Total anticipated expenditure ~	\$616,000

Staff requests authorization to engage Jacobs Engineering Group, Inc. under RFSQ-SWE-24-12, to provide professional engineering services necessary to complete or develop the water, wastewater and reclaimed water hydraulic models in the amount of \$496,000.

Funds for this project are budgeted in the Utility's 5-year Capital Improvement Plan.

Source of Funds Worksheet FY26

54029000-034000

Original Budget: \$1,363,000.00

Total Expended/Encumbered to Date: \$479,315.50

Pending Work Orders.Contracts: \$0.00

Current (WO/Contract): \$496,000.00

Balance: \$387,684.50

Recommended Action:

ADOPT RESOLUTION 2026-XX APPROVING A WORK ORDER WITH JACOBS ENGINEERING GROUP, INC., FOR POTABLE WATER, WASTEWATER, AND RECLAIMED WATER HYDRAULIC MODELING SERVICES

RESOLUTION 2026-____
POTABLE WATER, WASTEWATER, AND RECLAIMED WATER
HYDRAULIC MODELING SERVICES

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE TERMS AND CONDITIONS OF A WORK ORDER WITH JACOBS ENGINEERING GROUP, INC., IN THE AMOUNT NOT TO EXCEED \$496,000.00 FOR POTABLE WATER, WASTEWATER, AND RECLAIMED WATER HYDRAULIC MODELING SERVICES; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE THE WORK ORDER; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Palm Coast desires to purchase Potable Water, Wastewater, and Reclaimed Water Hydraulic Modeling Services; and

WHEREAS, Jacobs Engineering Group, Inc. desires to sell the aforementioned Potable Water, Wastewater, and Reclaimed Water Hydraulic Modeling Services to the City of Palm Coast.

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 legislative and administrative findings of the City Council.

SECTION 2. APPROVAL OF THE WORK ORDER. The City Council of the City of Palm Coast hereby approves the terms and conditions of the work order with Jacobs Engineering Group, Inc. as attached hereto and incorporated herein by reference herein by reference as Exhibit “A.”

SECTION 3. AUTHORIZATION TO EXECUTE. The City Manager, or designee, is hereby authorized to execute any necessary documents.

SECTION 4. FUTURE AMENDMENTS. The City Manager, or designee is hereby authorized to approve any future amendment to Contract Agreements 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 the Contract Agreements 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 15th day of September 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" Work Order-Jacobs Engineering Group, Inc.

BPO Mgr. approved

DS
MR



CONTRACT EXECUTIVE OVERVIEW
(Non-Construction)

Vendor Name Jacobs Engineering Group, Inc.
Project Name: Professional Utility Engineering Services
Bid/Reference # RFSQ-SWE-24-12
Contract Type: Master Services Agreement (Professional Services)

Contract Value \$ Over \$50k

Resolution # 2024- 103

City Council Approval Date: 07/16/2024

Standard Contract Template (Y/N): Y
Length of Contract: 3 years
Renewable (Y/N): yes
City's Project Manager Alex Blake

If No, then Reviewed by
City Attorney: n/a

If Yes, # and length of
renewals: 2 at one year each

Brief Description/Purpose:
Professional Utility Engineering Services

Approvals:

Responsible Dept. Director Carl Cote
City Finance Helena Alves
City Attorney Marcus Duffy

Date: Sep 6, 2024 | 7:41 AM PDT
Date: Sep 6, 2024 | 12:38 PM EDT
Date: Sep 6, 2024 | 1:13 PM EDT

Acting City Manager Lauren Johnston

Date: Sep 6, 2024 | 1:13 PM EDT



city of PALM COAST

Finance Department
Budget & Procurement Office

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

Dear Supplier,

Please review and sign the attached agreement via DocuSign.

In addition, please attach proof of insurance which is compliant with the insurance requirements set forth in the Agreement.



Thank you.

Regards,
City of Palm Coast

Budget & Procurement Office





MASTER SERVICES AGREEMENT
(Professional Services)

THIS MASTER SERVICES AGREEMENT ("Agreement") made and entered into this 6th day of September, 2024 ("Effective Date"), between JACOBS ENGINEERING GROUP, INC. whose primary place of business is 200 West Forsyth Street, Suite 1520, Jacksonville, Florida 32202 ("SUPPLIER") and the CITY OF PALM COAST, a municipal corporation of the State of Florida, holding tax exempt status, whose address is 160 Lake Avenue, Palm Coast, Florida 32164, ("CITY"). CITY and SUPPLIER are collectively referred to herein as "Parties".

WITNESSETH:

WHEREAS, CITY desires to procure **PROFESSIONAL UTILITY ENGINEERING SERVICES** from a competent and qualified supplier and has conducted a formal Request for Statement of Qualifications # RFSQ-SWE-24-12 (RFSQ) requesting bids/quotes for the services; and

WHEREAS, SUPPLIER is in the business of providing said services, is competent and qualified to provide said services to CITY, responded to the RFSQ and desires to render said services to CITY in accordance with the terms and conditions stated herein;

NOW, THEREFORE, in consideration of the mutual understandings and covenants set forth herein, the receipt and sufficiency of which is hereby acknowledged, CITY and SUPPLIER agree as follows:

1. SUPPLY OF SERVICES:

- A. Work Order/Services.** This Agreement standing alone does not authorize performance of Services or require CITY to place any orders. During the term of this Agreement, subject to the terms of a work order ("Work Order"), attached to this Agreement as Exhibit A agreed to by CITY and SUPPLIER, SUPPLIER shall provide the services, including any deliverables ("Services"), set forth in such Work Order. At a minimum, each Work Order will set forth a brief project description, the specific tasks, activities and deliverables to be performed, a timeline for performance and completion, a budget, and a payment schedule, with milestone payments where applicable. Each Work Order must be executed by the Parties prior to the commencement of Services thereunder. SUPPLIER shall use its best efforts to provide Services to CITY as described herein; to keep CITY advised of the progress of the work; to provide CITY with such reports, presentations, charts, graphs, and the like as are appropriate to the nature of the services to be performed hereunder; and to maintain complete files and records of all Services provided. Execution of a Work Order shall be an affirmative and irrefutable representation by SUPPLIER to CITY that SUPPLIER is fully familiar with any and all requisite work conditions related to the provisions of the services.
- B. Quality of Services.** SUPPLIER shall make no claim for additional time or money based upon its failure to comply with this AGREEMENT. SUPPLIER has informed CITY, and hereby represents to CITY, that it has extensive experience in performing and providing the services described in this AGREEMENT, and that it is well acquainted with the components that are properly and customarily included within such Services and the requirements of laws, ordinances, rules, regulations, or orders of any public authority or licensing entity having jurisdiction over CITY Projects. SUPPLIER shall diligently and in a professional and timely manner perform and provide the Services included in each Work Order. All Services to be provided shall in the minimum be in conformance with commonly accepted industry and professional codes and standards, standards of CITY, and the laws of any Federal, State, or local regulatory agencies. SUPPLIER shall be responsible for keeping apprised of any changing laws applicable to the services to be performed under this Agreement. SUPPLIER shall be responsible for the professional quality, accepted standards, technical accuracy and the coordination of all services furnished by SUPPLIER under this Agreement, as well as the conduct of its staff, personnel, employees, and agents. SUPPLIER shall work closely with the CITY on all aspects of the provision of the services. SUPPLIER shall be responsible for the professional quality, technical accuracy, competence, methodology, and the coordination of all of the following which are listed for illustration purposes and not as a limitation: documents, analysis, reports, data, plans, plats, maps, surveys, specifications, and any and all other services of whatever type or nature furnished by SUPPLIER under this Agreement. SUPPLIER shall, without additional compensation, correct or revise any errors or deficiencies in his plans, analysis, data, reports, designs, drawings, specifications, and any and all other services of whatever type or nature.
- C. Schedule/Delivery.** Time is of the essence in the performance of this Agreement and any Work Order hereunder. SUPPLIER shall begin performing services upon execution by both Parties of the Work Order and written notification to proceed by CITY. SUPPLIER and CITY agree to make every effort to adhere to the schedules as described in each

Work Order. However, if SUPPLIER is delayed at any time in the provision of services by any act or omission of CITY or by any other supplier employed by CITY, the time of completion shall be extended for such reasonable time as the CITY may decide in its sole and absolute discretion. If SUPPLIER'S performance is affected by any event beyond its reasonable control, including fire, explosion, flood, or other acts of God; war, terrorist acts or civil commotion; strike, lock-out or labor disturbances; or failure of public utilities or common carriers, SUPPLIER shall not be liable in connection with this Agreement to the extent affected by such force majeure event; provided that SUPPLIER gives CITY immediate written notice of the force majeure event and exercises all reasonable efforts to eliminate the effects of the force majeure event on its performance as soon as and to the extent practicable. It is further expressly understood and agreed that SUPPLIER shall not be entitled to any damages or compensation, or be reimbursed for any losses, on account of any delay or delays resulting from any of the aforesaid causes or any other cause whatsoever.

- D. Change Orders.** No changes to a Work Order shall be made without the prior written approval of the Parties. The agreed upon changes shall be detailed in a Change Order. Each Change Order shall include a schedule of completion for the services authorized. Change Orders shall identify this Agreement and the appropriate Work Order number. Change Orders may contain additional instructions or provisions specific to the services to be provided. Such supplemental instructions or provisions shall not be construed as a modification of this Agreement. Execution of any Change Order shall constitute a final settlement and a full accord and satisfaction of all matters relating to the change including but not limited to scope, costs and adjustments to the schedule.
- E. Supplier Designated Representative/Key Personnel.** SUPPLIER shall furnish a SUPPLIER Designated Representative to administer, review, and coordinate the provision of services under this Agreement and each Work Order. Upon request by CITY, SUPPLIER shall submit to CITY detailed resumes of key professional personnel that will be involved in performing services described in the Work Order. CITY hereby acknowledges its acceptance of such personnel to perform services under this Agreement. If, at any time, SUPPLIER desires to change key professional personnel in an active assignment, it shall submit the qualifications of the new professional personnel to CITY for prior approval. Key professional personnel shall include the principal-in-charge, project managers, and others interfacing with CITY personnel.
- F. Replacement of SUPPLIER Personnel.** CITY reserves the right to reject at any time for any lawful reason whatsoever any of SUPPLIER'S personnel assigned by SUPPLIER in connection with any Work Order. SUPPLIER shall as soon as possible thereafter provide a replacement satisfactory to CITY. In no event shall performance of the Services be delayed or shall CITY be charged for any time required for any replacement SUPPLIER'S personnel to be trained to provide or become familiarized with the Services, whether the replacement is requested by CITY or not.
- G. CITY Premises.** At all times while on CITY'S premises, SUPPLIER shall comply with all rules and regulations of CITY. SUPPLIER shall be responsible for its employees and agents while on CITY'S premises.
- H. Ownership of Deliverables.** All deliverables, including any analysis, reference data, presentations, inventions, computer models, survey data, plans and reports, or any other form of written instrument or document and ideas made or conceived by SUPPLIER that result from or in connection with or during the performances of Services for CITY and any proprietary rights thereto, shall be the property of CITY. SUPPLIER agrees to assign, and does hereby assign, to CITY all right, title and interest of whatsoever kind and nature in and to all Deliverables and related proprietary rights. SUPPLIER shall execute, acknowledge, and deliver to CITY all such further papers as may be necessary to enable CITY to own, register, publish or protect said Deliverables and related proprietary rights in any and all countries and to vest title to said Deliverables and related proprietary rights in CITY. SUPPLIER grants to the City a non-exclusive, irrevocable, unlimited, royalty-free license to use every document and all other materials prepared by the SUPPLIER for the CITY under this Agreement.
- I. Acceptance Criteria.** For any milestone in which SUPPLIER submits a Deliverable, CITY shall have the right to review and test such deliverable for the functional requirements or acceptance criteria specified for such deliverable and shall notify SUPPLIER if there are any deficiencies. SUPPLIER shall use its best efforts to promptly cure any such deficiencies, and after completing any such cure, SUPPLIER shall resubmit the deliverable for review and testing as set forth above. Any applicable warranty period shall only commence after acceptance by CITY.

2. COMPENSATION:

- A. Costs and Expenses.** Compensation to SUPPLIER for the services performed on each Work Order shall be as set forth in the Work Order/Change Order. CITY shall only reimburse SUPPLIER for out-of-pocket expenses such as gas, tolls, mileage, meals, etc., that are directly attributable to the performance of work under a Work Order and have been approved in writing in advance by an authorized representative of CITY.

- B. Invoicing.** Each Work Order shall be invoiced separately. As work progresses for services satisfactorily performed, SUPPLIER shall render to the CITY, at the close of each calendar month, an itemized detailed invoice properly dated, describing all services rendered, proper documentation of the cost of the services, the name and address of SUPPLIER, Work Order Number, Contract Number, the billing period, if applicable, and all other information required by this Agreement. SUPPLIER shall not send any invoices with respect to Services, and no claim from SUPPLIER for payment (including any amount for fees or expenses) will be allowed for any work done by SUPPLIER with respect to such Services, prior to the Parties' executing the Work Order and CITY issuing a purchase order to SUPPLIER with respect to Services. Work performed by SUPPLIER without written approval by the City's Designated Representative shall not be compensated. Any work performed by SUPPLIER without written approval by CITY is performed at SUPPLIER'S own election. Except for charges or expenses of SUPPLIER expressly set forth in the applicable Work Order, CITY shall not be responsible for any other charges or expenses of SUPPLIER or any mark-ups on any expenses of SUPPLIER. SUPPLIER shall submit invoices to CITY with supporting documentation for approved expenses, signed by the Authorized Representative. Original invoices should be submitted via email to ap@palmcoastgov.com.
- C. Payment Terms.** The Florida Prompt Payment Act shall apply when applicable. Invoices which are in an acceptable form to CITY and without disputable items will be processed for payment under the Prompt Payment Act., Fla. Stat. 218.23; payments shall be made by CITY to SUPPLIER not more than once monthly. SUPPLIER shall continue to perform during any dispute of an invoice.
- D. Financial Reconciliation.** At the completion or termination of the Services and before the final payment will be made, SUPPLIER shall, upon request by CITY, provide CITY with a financial reconciliation of funds paid by CITY and tasks completed or partially completed.

3. TERM AND TERMINATION:

- A. Term.** This Agreement shall take effect on the Effective Date and shall terminate at the end of three (3) years. Following the initial term and at the sole option of CITY, this Agreement may be renewed for two (2) successive periods not to exceed one (1) year each. Expiration of the term of this Agreement shall have no effect upon Work Orders and Purchase Orders issued pursuant to this Agreement and prior to the expiration date. Work Orders shall remain in effect until delivery and acceptance of the work authorized by the Work Order as well as during periods of warranty and guarantee.
- B. Termination By CITY.**
- i. Termination Without Cause. CITY may terminate this Agreement at any time upon fifteen (15) days prior written notice; provided however, that any Work Order entered into shall survive such termination under the terms of this Agreement until the conclusion of such Work Order unless such Work Order is specifically terminated. CITY may terminate any incomplete Work Order at any time and for any or no reason upon written notice to SUPPLIER. In the event of such termination, SUPPLIER shall immediately cease all work in connection with the applicable Work Order after receipt of written notice from CITY unless such notice expressly provides otherwise.
 - ii. Termination for Cause. CITY may terminate this Agreement for cause at any time upon written notice allowing SUPPLIER five (5) days to remedy the breach. Cause shall include but is not limited to:
 1. If, in CITY'S opinion, adequate progress under a Work Order is not being made by SUPPLIER; or
 2. If, in CITY'S opinion, the quality of the services provided by SUPPLIER is/are not in conformance with commonly accepted professional standards, standards of CITY, the requirements of Federal or State regulatory agencies, and SUPPLIER has not corrected such deficiencies in a timely manner as reasonably determined by CITY; or
 3. SUPPLIER or any employee or agent of SUPPLIER is indicted or has a direct charge issued against him for any crime arising out of or in conjunction with any work that has been performed by SUPPLIER; or
 4. SUPPLIER becomes involved in either voluntary or involuntary bankruptcy proceedings, or makes an assignment for the benefit of creditors; or
 5. SUPPLIER violates the Standards of Conduct provisions herein or any provision of State or local law or any provision of the City Code of Conduct.

- iii. Except where CITY terminates for cause, SUPPLIER shall be entitled to payment for any work performed and accepted by CITY and any CITY approved expenses irrevocably committed prior to the effective date of termination. CITY shall be entitled to an appropriate refund for any amounts advanced to SUPPLIER for Services not yet performed as of the effective date of termination. SUPPLIER shall not be entitled to any damages for such early termination of Services. In no event shall CITY be responsible for any amounts in the aggregate greater than (i) the total that would have been due under such Work Order or (ii) the value of the work done by SUPPLIER in accordance with such Work Order and this Agreement with respect thereto prior to termination, whichever is less.
 - iv. Within five (5) days from the effective date of termination, SUPPLIER shall provide or make available to CITY all materials provided by CITY to SUPPLIER and all CITY materials, including any work-in-progress and all full and partial copies thereof, and shall also submit an invoice to CITY in accordance with the pricing set forth in such Work Order for all work done by SUPPLIER in accordance with such Work Order and this Agreement with respect thereto prior to termination.
- C. Termination By SUPPLIER.** SUPPLIER shall have the right to terminate this Agreement or any Work Order hereunder by way of a written notice, if CITY commits a material breach of the Agreement or a Work Order hereunder and fails to remedy such breach within fifteen (15) days after receipt of written notice of default.
- D. Cooperation.** Upon receipt of a notice for any termination of this Agreement and any Work Order hereunder, the Parties shall cooperate with each other and use all commercially reasonable efforts to effect a smooth transition process.
- E. Survivability.** The terms of this Agreement shall survive in full force and effect as to any incomplete Work Orders and Purchase Orders issued prior to the expiration of this Agreement and such Work Orders and Purchase Orders shall continue to be subject to this Agreement until such Work Orders and Purchase Orders are completed or terminated in accordance with this Agreement.

4. REPRESENTATIONS AND WARRANTIES.

A. SUPPLIER represents and warrants the following:

- i. The Services shall be performed strictly in accordance with and conform to this Agreement, the applicable Work Order and any applicable industry standards and practices.
 - ii. The Services shall be provided by qualified personnel, suitably skilled and trained in the performance of the Services, and performed in a diligent and professional manner.
 - iii. SUPPLIER has obtained, at its sole and exclusive expense, any and all permits, licenses, permissions, approvals or similar consents required to perform the Services.
 - iv. All deliverables, material, supplies or goods provided by SUPPLIER shall be free from defects and be of merchantable quality.
 - v. All deliverables provided shall be original and shall not infringe any copyright or violate any rights of any persons or entities whatsoever, except that SUPPLIER shall not be responsible for any claim arising solely from SUPPLIER'S adherence to CITY'S written instructions or directions which do not involve items of SUPPLIER'S origin, design or selection.
 - vi. SUPPLIER shall comply with Federal, State, and local environmental, health, and safety laws and regulations applicable to the Services provided to the City. SUPPLIER agrees that any program or initiative involving the work that could adversely affect any personnel involved, citizens, residents, users, neighbors or the surrounding environment shall ensure compliance with any and all employment, safety, environmental and health laws.
- B.** Without limiting any other rights that CITY may have, CITY reserves the right to refuse any Services if SUPPLIER does not, or the Services do not, conform to the foregoing. Acceptance of any part of the Services shall not bind CITY to accept any non-conforming Services simultaneously provided by SUPPLIER, nor deprive CITY of the right to reject any previous or future non-conforming Services.

- C. The representations and warranties contained herein are deemed to be material obligations and shall survive any payment by CITY and shall survive any termination or expiration of this Agreement and any termination or completion of any or all Work Orders.

5. INDEMNIFICATION/SOVEREIGN IMMUNITY AND INSURANCE.

- A. **Indemnification.** SUPPLIER shall indemnify and hold harmless CITY, and its officers and employees, from and against liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent the foregoing are caused by the negligence, recklessness, or intentionally wrongful conduct of the SUPPLIER and other persons employed or utilized by the SUPPLIER in performance of this Agreement, including damage to persons or property. The indemnification obligations herein shall not be limited to the amount of insurance coverage required herein or benefits payable by or for SUPPLIER or its agents under worker's compensation acts, disability benefits acts, or other employee benefits acts. This indemnification provision shall survive any termination or expiration of this agreement. PURSUANT TO FLORIDA STATUTES SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE IF THE REQUIREMENT OF THIS SECTION ARE MET.
- B. **Sovereign Immunity.** CITY expressly retains all rights, benefits and immunities of sovereign immunity and nothing herein shall be deemed to affect the rights, privileges, and immunities of City as set forth in Section 768.28, Florida Statutes.
- C. **Insurance.** SUPPLIER shall, at SUPPLIER'S own cost, procure insurance in accordance with Exhibit "B" Insurance Requirements, attached hereto and made a part hereof.

6. ALTERNATIVE DISPUTE/CONFLICT RESOLUTION.

- A. In the event of a dispute related to any performance or payment obligation arising under this Agreement, the Parties agree to exhaust the conflict resolution procedures reasonably imposed by CITY prior to filing suit or otherwise pursuing legal remedies.
 - B. SUPPLIER agrees that it will file no suit nor otherwise pursue legal remedies based on facts or evidentiary materials that were not presented for consideration in the dispute resolution procedures set forth in subsection (A) of this Section.
 - C. In the event that the CITY'S dispute resolution procedures are exhausted and a suit is filed or legal remedies are otherwise pursued, the Parties shall exercise their best efforts to resolve disputes through voluntary mediation. Mediator selection and the procedures to be employed in voluntary mediation shall be reasonably imposed by CITY. The costs of voluntary mediation shall be shared equally among the Parties participating in the mediation.
- 7. ASSIGNMENT.** SUPPLIER shall not assign this Agreement, any rights hereunder or any monies due or to become due, nor delegate or subcontract any obligations or work, without the prior written consent of CITY, and any such purported assignment without such written consent shall be void. This Agreement shall be binding on SUPPLIER'S heirs, executors, legal representatives, successors and permitted assigns.
- 8. AUDIT OF BOOKS AND RECORDS.** SUPPLIER shall maintain all books, documents, papers, accounting records and other evidence pertaining to this Agreement during the term of this Agreement and for five (5) years subsequent to the expiration or termination of this Agreement and/or final payment whichever is later. CITY or CITY'S authorized representative, may at all reasonable times during the term of this Agreement and for five (5) years thereafter and upon reasonable notice, inspect and audit the books, documents, papers, accounting records and other evidence pertaining to this Agreement and SUPPLIER shall make such materials available at SUPPLIER'S office upon CITY'S request. In the event any audit or inspection conducted after final payment reveals any overpayment by CITY under the terms of this Agreement, SUPPLIER shall refund such overpayment to CITY within thirty (30) days of notice by CITY. SUPPLIER agrees that if any litigation, claim, or audit is started before the expiration of the record retention period established above, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- 9. AUTHORIZED REPRESENTATIVE.** Each party hereto represents to the other that it has undertaken all necessary actions to execute this Agreement, and that it has the legal authority to enter into this Agreement, and to undertake all obligations imposed on it. The person(s) executing this Agreement for SUPPLIER certifies/certify that he/she/they is/are authorized to bind SUPPLIER fully to the terms of this Agreement.

- 10. CHOICE OF LAW/JURISDICTION.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Florida. In any action or proceeding required to enforce or interpret the terms of this Agreement, venue shall be of the Seventh Judicial Circuit in and for Flagler County, Florida, or the Middle District of Florida in Orlando, FL., if in federal court.
- 11. COMPLIANCE WITH LAWS.** SUPPLIER agrees to comply with all Federal, State, and City laws, ordinances, regulations, and codes applicable to the Services including, but not limited to, the following:
- A. Discrimination/ADA.** SUPPLIER shall not discriminate against any employee or applicant for employment for work under this Agreement because of race, color, religion, sex, age, national origin, or disability and shall take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, national origin, or disability. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. SUPPLIER, moreover, shall comply with all the requirements as imposed by the Americans with Disability Act, the regulations of the Federal government issued thereunder, and any and all requirements of Federal or State law related thereto. If SUPPLIER or an affiliate is placed on a discriminatory vendor list, such action may result in termination by CITY. SUPPLIER shall certify, upon request by CITY, that it is qualified to submit a bid under Section 287.134, Discrimination, (2) (c), Florida Statutes.
 - B. Drug Free Workplace.** SUPPLIER shall certify, upon request by CITY, that SUPPLIER maintains a drug free workplace policy in accordance with Section 287.0878, Florida Statutes. Failure to submit this certification may result in termination.
 - C. Immigration.** CITY shall not intentionally award publicly-funded contracts to any SUPPLIER who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) Section 274A(e) of the Immigration and Nationality Act (INA)]. CITY shall consider the employment by SUPPLIER of unauthorized aliens, a violation of Section 274A (e) of the INA.
 - D. Scrutinized Companies.** Contractor hereby certifies that it: a) has not been placed on the Scrutinized Companies that Boycott Israel List, nor is engaged in a boycott of Israel; b) has not been placed on the Scrutinized Companies with Activities in Sudan List nor the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and c) has not been engaged in business operations in Cuba or Syria. If City determines that Contractor has falsely certified facts under this paragraph or if Contractor is found to have been placed on the Scrutinized Companies Lists or is engaged in a boycott of Israel after the execution of this Contract, City will have all rights and remedies to terminate this Contract consistent with Section 287.135, F.S., as amended. The City reserves all rights to waive the certifications required by this paragraph on a case-by-case exception basis pursuant to Section 287.135, F.S., as amended.
 - E. Contractor Preference.** Pursuant to Section 287.05701, F.S., the City cannot give preference to a Contractor based on the Contractor's social, political, or ideological interests such as:
 - a. The Contractor's political opinions, speech, or affiliations;
 - b. The Contractor's religious beliefs, religious exercise, or religious affiliations;
 - c. The Contractor's lawful ownership of a firearm;
 - d. The Contractor's lawful engagement in lawful manufacture, distribution, sale, purchase, or use of firearms or ammunition;
 - e. The Contractor's engagement in the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, mining, or agriculture;
 - f. The Contractor's support of the state or federal government in combating illegal immigration, drug trafficking, or human trafficking;
 - g. The Contractor's engagement with, facilitation of, employment by, support of, business relationship with, representation of, or advocacy for any person described herein;
 - h. The Contractor's failure to meet or commit to meet, or expected failure to meet, any of the following as long as such Contractor is in compliance with applicable state or federal law: 1) environmental standards, including emissions standards, benchmarks, requirements or disclosures; 2) social governance standards, benchmarks, or requirements, including, but not limited to, environmental or social justice; corporate board or company employment composition standards, benchmarks, requirements, or disclosures based on characteristics protected under the Florida Civil Rights Act of 1992; or policies or procedures requiring or encouraging employee participation in social justice programming, including, but not limited to, diversity, equity, or inclusion training.

F. Conflict of Interest.

- i. SUPPLIER hereby certifies that no undisclosed conflict of interest exists with respect to the Agreement, including, but not limited to, any conflicts that may be due to representation of other clients, customers or vendees, other contractual relationships of SUPPLIER, or any interest in property that SUPPLIER may have.
- ii. SUPPLIER shall not engage in any action that would create a conflict of interest for any CITY employee or other person during the course of performance of, or otherwise related to, this Agreement or which would violate or cause others to violate the provisions of Part III, Chapter 112, Florida Statutes, relating to ethics in government.
- iii. SUPPLIER further certifies that any conflict of interest that arises during the term of this Agreement shall be immediately disclosed in writing to CITY.
- iv. Violation of this Section shall be considered as justification for immediate termination of this Agreement.

12. CONTRACT DOCUMENTS. The RFSQ and all submissions prepared by SUPPLIER in response to the RFSQ are incorporated herein by reference to the extent not inconsistent with the terms and conditions as set forth herein. Each Exhibit referred to and attached to this Agreement is an essential part of this Agreement. The Exhibits and any amendments or revisions thereto, even if not physically attached hereto, shall be treated as if they are part of this Agreement.

13. ENFORCEABILITY. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement. The waiver of a breach of any term or condition of this Agreement or Purchase Order hereunder shall not be deemed to constitute the waiver of any other breach of the same or any other term or condition hereunder. In addition, neither CITY'S review, approval or acceptance of, nor payment for, any Goods provided hereunder shall be construed to operate as a waiver of any rights under this Agreement or the Purchase Order.

14. ENTIRE AGREEMENT. This Agreement shall constitute the entire understanding of the Parties and shall not be changed, amended, altered or modified except in writing and signed by authorized representatives of the Parties with the same formality and equal dignity herewith. All prior agreements, whether written or oral between the Parties relating to the subject matter hereof are superseded by this Agreement and are of no further force or effect. Accordingly, it is agreed that no deviation from the terms of this Agreement shall be predicated upon any prior representations or agreements, whether oral or written. No term included in any invoice, estimate, confirmation, acceptance or any other similar document in connection with this Agreement or a Work Order hereunder shall be effective unless expressly stated otherwise in a writing signed by authorized representatives of the Parties with the same formality and equal dignity herewith. Any amendments to this Agreement must be in writing signed by both Parties. In the event of a conflict between this Agreement and a Work Order or any other writing, this Agreement controls over such inconsistent or additional terms.

15. E-VERIFY REGISTRATION AND USE. Effective January 1, 2021, public and private employers, contractors and subcontractors must require registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- A. All persons employed by Contractor to perform employment duties within Florida during the term of the contract; and
- B. All persons (including subvendors/subsconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the City. The Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the City of Palm Coast.

By entering into this Agreement, the Contractor becomes obligated to comply with the provisions of Section 448.05, F.S. (2023), "Employment Eligibility," as amended from time to time. This includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit to Contractor attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Contractor agrees to execute the same affidavit and to maintain a copy of such affidavits for the duration of this Agreement. Failure to comply with this paragraph will result in the termination of this Agreement as provided in Section 448.095, F.S. (2023), as amended, and the Contractor will not be awarded a public contract for at least one (1) year after the date on which the Agreement was terminated. Contractor will also be

liable for any additional costs to City incurred as a result of the termination of this Agreement in accordance with this section.

16. EXCLUSIVITY. The Parties agree that CITY hereunder is not guaranteeing that any minimum amount of Services will be ordered from SUPPLIER under this Agreement. The relationship between SUPPLIER and CITY is not one of exclusivity. Without limiting the foregoing, SUPPLIER agrees that CITY has the right to benchmark, whether formally or informally, any services offered by SUPPLIER or any terms of this Agreement or any Work Order and to competitively bid any project it may have.

17. INDEPENDENT CONTRACTOR. The relationship of the Parties established by this Agreement and all Work Orders is that of independent contractors. It is agreed that nothing herein contained is intended or should be construed as in any manner creating or establishing a relationship of co-partners between the Parties, or as making the SUPPLIER, (including its officers, employees, and agents), the agent, representative, or employee of CITY for any purpose, or in any manner, whatsoever. Persons employed by SUPPLIER in the performance of Services and functions pursuant to this Agreement shall have no claim to pension, workers' compensation, unemployment compensation, civil service or other employee rights or privileges granted to CITY'S officers and employees either by operation of law or by CITY.

18. INTERPRETATION. This Agreement is the result of bona fide arms length negotiations between CITY and SUPPLIER and all Parties have contributed substantially and materially to the preparation of the Agreement. Accordingly, this Agreement shall not be construed or interpreted more strictly against any one party than against any other party.

19. NOTICES. Whenever either party desires to give notice to the other, it must be given by written notice, sent by registered or certified United States mail, with return receipt requested, addressed to the party for whom it is intended at the place last specified and the place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this Section. For the present, the Parties designate the following as the respective places for giving of notice:

FOR CITY:

The City Manager
City of Palm Coast
160 Lake Avenue
Palm Coast, Florida 32164

FOR SUPPLIER:

Alberto Lazaro
Jacobs Engineering Group, Inc.
200 West Forsyth Street, Suite 1520
Jacksonville, Florida 32202

20. ORDER OF PRECEDENCE. In the event of a conflict between the terms and conditions of this Agreement and any related exhibits, attachments, proposals, or Work Orders, the terms of this Agreement shall take precedence and control over those of the exhibit, attachment, proposal, or Work Order unless otherwise agreed to in writing by all Parties. In the event of a conflict between the terms and conditions of a Work Order and any related exhibits, attachments, or proposals, the terms of the Work Order shall take precedence and control over those of the exhibit, attachment, or proposal thereto unless otherwise agreed to in writing by all Parties.

21. PUBLIC RECORDS LAW.

A. The Parties specifically acknowledge that this Agreement is subject to the laws of the State of Florida, including without limitation, Chapter 119, Florida Statutes, which generally make public all records or other writings made or received by the Parties. If SUPPLIER is either a "contractor" as defined in Section 119.0701(1)(a), Florida Statutes, or an "agency" as defined in Section 119.011(2), Florida Statutes, SUPPLIER shall:

- i. Keep and maintain all public records required by CITY to perform the Services herein; and
- ii. Upon request from CITY'S custodian of public records, provide CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S. or as otherwise provided by law; and
- iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement Term and following completion of the Agreement if SUPPLIER does not transfer the records to CITY; and
- iv. Upon completion of the Agreement, transfer, at no cost, to CITY all public records in possession of SUPPLIER or keep and maintain public records required by CITY to perform the Services herein. If SUPPLIER transfers all

public records to CITY upon completion of the Agreement, SUPPLIER shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If SUPPLIER keeps and maintains public records upon completion of the Agreement, SUPPLIER shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CITY, upon request from CITY'S custodian of public records, in a format compatible with the information technology systems of CITY.

B. All requests to inspect or copy public records relating to the Agreement shall be made directly to CITY. Notwithstanding any other provision of this Agreement to the contrary, failure to comply with the requirements of this paragraph shall result in the immediate termination of the Agreement, without penalty to CITY. A contractor who fails to provide the public records to CITY within a reasonable time may be subject to penalties pursuant to Section 119.10, Florida Statutes. Further, SUPPLIER shall fully indemnify and hold harmless CITY, its officers, agents and employees from any liability and/or damages, including attorney's fees through any appeals, resulting from SUPPLIER'S failure to comply with these requirements.

c. IF THE SUPPLIER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUPPLIER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CITY CLERK'S OFFICE AT 386-986-3713, cityclerk@palmcoastgov.com, 160 LAKE AVENUE, PALM COAST, FLORIDA 32164.

22. SEVERABILITY. If any term, provision or condition contained in this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such term, provision or condition to persons or circumstances other than those in respect of which it is invalid or unenforceable, shall not be affected thereby, and each term, provision, and condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law when consistent with equity and the public interest.

23. SUBCONTRACTORS. In the event that SUPPLIER, during the course of this Agreement, requires the Services of any subcontractors or other professional associates in connection with performance of this Agreement or any Work Order, SUPPLIER must first secure CITY'S prior express written approval. Any subcontract shall be in writing and shall incorporate this Agreement and require the subcontractors to assume performance of SUPPLIER'S duties commensurately with SUPPLIER'S duties to CITY under this Agreement, it being understood that nothing herein shall in any way relieve SUPPLIER from any of its duties under this Agreement or any Work Order hereunder. SUPPLIER shall remain fully responsible for the performance of subcontractors or other professional associates. SUPPLIER shall provide CITY with executed copies of all subcontracts.

24. WAIVER. The failure of CITY to insist in any instance upon the strict performance of any provision of this Agreement, or to exercise any right or privilege granted to CITY hereunder, shall not constitute or be construed as a waiver of any such provision or right and the same shall continue in force.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date below written for execution by the CITY.

CITY OF PALM COAST

JACOBS ENGINEERING GROUP, INC.

DocuSigned by:
By: Lauren Johnston
17644D609F7D434...

Signed by:
By: Alberto M. Lazaro
1E0E8558D77A446
(Authorized Signatory)

Print: Lauren Johnston

Print Name: Alberto M. Lazaro

Title: Acting City Manager

Title: Vice President

Date: Sep 6, 2024 | 1:13 PM EDT

Date: Sep 6, 2024 | 10:23 AM EDT

Exhibits

A - Work Order Template Form

B - Insurance Requirements

Exhibit A - Work Order Template Form



Work Order # _____ PO# _____ Project Mgr. _____

SUPPLIER NAME: _____

Contract Project Title _____ Work Order Project Title _____

Contract Bid # _____ Work Order Bid # _____

Contract Resolution # _____ Work Order Resolution # _____

TOTAL COST: \$ _____

1. **INCORPORATION BY REFERENCE** The provisions of the Contract referenced above dated _____ ("Agreement") are hereby expressly incorporated by reference into and made a part of this Work Order.
2. **METHOD OF COMPENSATION** (chose one): _____ FIXED FEE/LUMP SUM _____ UNIT BASED/ NOT TO EXCEED*
3. **PRICING** (chose one): _____ ATTACHED _____ INCLUDED IN CONTRACT
4. **SCHEDULE** (chose one): _____ AS NEEDED BASIS _____ SHALL BE COMPLETED BY - ____/____/20____
5. **DESCRIPTION OF SERVICES** (chose one): _____ ATTACHED _____ INCLUDED IN CONTRACT
6. **OTHER ATTACHMENTS TO THIS WORK ORDER:** _____ No _____ Yes If yes, identify: _____
7. **MISCELLANEOUS:** _____
8. **TIME IS OF THE ESSENCE:** The obligation of Supplier to perform services shall commence upon execution of this Work Order and shall be completed as set forth above. Time is of the essence. Failure to meet the completion date shall be a material default and may be grounds for termination of this Work order and the Agreement.
9. **CONFLICT:** In the event of a conflict between the terms and conditions of the Agreement and this Work Order, the terms of the Agreement shall govern unless otherwise agreed to in writing by all parties. In the event of a conflict between the terms and conditions of this Work Order and any attachments, the terms of this Work Order shall govern unless otherwise agreed to in writing by all parties.

WITNESS WHEREOF, the parties hereto have made and executed this Work Order on this _____ day of _____, 20____, for the purposes stated herein.

SUPPLIER APPROVAL

By: _____

Print: _____

Title: _____

Date: _____

CITY APPROVAL

By: _____

Print Name: _____

Title: Assistant City Manager or Designee

Date: _____

BPO Use Only:

Req # _____

Requisition Creator _____

Select one: _____ New PO _____ Increase to Existing/ P.O. Adjustment

EXHIBIT B
Insurance Requirements

1. GENERAL.

- 1.1. Prior to performance under this Agreement, SUPPLIER shall furnish CITY with a Certificate of Insurance signed by an authorized representative of the insurer evidencing the insurance required in Section 3 below. CITY, its officials, officers, and employees shall be named additional insured under the Commercial General Liability policy using CG 1185 or its equivalent, as well as additional insured under the business auto policy. Except as otherwise specified in the Agreement, the insurance shall become effective prior to the commencement of work by SUPPLIER and shall be maintained in force until the Agreement completion date. The insurance provided by SUPPLIER shall apply on a primary basis and any other insurance or self-insurance maintained by CITY or CITY'S officials, officers, or employees shall be in excess of and not contributing with the insurance provided by or on behalf of SUPPLIER. The Workers' Compensation Policy and the Commercial General Liability required by this Agreement shall be provided on an occurrence rather than a claims-made basis. The Certificate of Insurance shall provide that CITY shall be given not less than thirty (30) days written notice prior to the modification, cancellation or restriction of coverage.
- 1.2. Until such time as the insurance is no longer required to be maintained by SUPPLIER, SUPPLIER shall provide CITY with a renewal or replacement Certificate of Insurance not less than thirty (30) days before expiration or replacement of the insurance for which a previous certificate has been provided. In addition to providing the Certificate of Insurance, if required by CITY, SUPPLIER shall, within thirty (30) days after receipt of the request, provide CITY with a certified copy of each of the policies of insurance providing the coverage required.
- 1.3. SUPPLIER waives all rights against CITY for recovery of damages to the extent covered by Commercial General Liability, Commercial Umbrella Liability, Business Auto Liability or Workers Compensation and Employers Liability insurance maintained per requirements herein.
- 1.4. Neither approval by CITY nor failure to disapprove the insurance furnished by a subcontractor or another supplier shall relieve SUPPLIER of SUPPLIER'S full responsibility for performance of any obligation including SUPPLIER indemnification of CITY under this Agreement.
- 1.5. It shall also be the responsibility of SUPPLIER to ensure that all of its subcontractors performing Services under this Agreement are in compliance with the insurance requirements of this Agreement as defined above.
- 1.6. Compliance with the insurance requirements set forth herein shall not relieve SUPPLIER, its employees or agents of liability from any indemnification obligation under this Agreement.
- 1.7. Nothing herein shall be construed as a waiver of sovereign immunity by CITY beyond the limits set forth in Section 768.28, Florida Statutes.

2. INSURANCE COMPANY REQUIREMENTS.

- 2.1. SUPPLIER shall obtain or possess and continuously maintain the coverage from a company or companies, with a Best's Rating of "A" or better and a Financial Size Category of "VII" or better according to A.M. Best CITY. Companies issuing policies other than Workers' Compensation, must be authorized to conduct business in the State of Florida and prove same by maintaining Certificates of Authority issued to the companies by the Department of Insurance of the State of Florida. Policies for Workers' Compensation may be issued by companies authorized as a group self-insurer by Section 440.57, Florida Statutes.
- 2.2. If, during the period which an insurance company is providing the insurance coverage required by this Agreement, an insurance company shall: 1) lose its Certificate of Authority, 2) no longer comply with Section 440.57, Florida Statutes, or 3) fail to maintain the requisite Best's Rating and Financial Size Category, SUPPLIER shall, as soon as SUPPLIER has knowledge of any such circumstance, immediately notify CITY and immediately replace the insurance coverage provided by the insurance company with a different insurance company meeting the requirements of this Agreement. Until such time as SUPPLIER has replaced the unacceptable insurer with an insurer acceptable to CITY, SUPPLIER shall be deemed to be in default of this Agreement.

3. **COVERAGE.** Without limiting any of the other obligations or liability of SUPPLIER, SUPPLIER shall, at SUPPLIER'S sole expense, procure, maintain and keep in force amounts and types of insurance conforming to the minimum

requirements set forth in this subsection. The amounts and types of insurance shall conform to the following minimum requirements:

3.1. Workers' Compensation/Employer's Liability.

A. Workers Compensation Coverage SUPPLIER'S insurance shall cover SUPPLIER for liability which would be covered by the latest edition of the standard Workers' Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance, without restrictive endorsements. SUPPLIER will also be responsible for procuring proper proof of coverage from its subcontractors of every tier for liability which is a result of a Workers' Compensation injury to the subcontractor's employees. The minimum required limits to be provided by both SUPPLIER and its subcontractors is outlined in subsection (b) below. In addition to coverage from the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the Federal Employers' Liability Act and any other applicable Federal or State law. Subject to the restrictions of coverage found in the standard Workers' Compensation Policy, there shall be no maximum limit on the amount of coverage for liability imposed by the Florida Workers' Compensation Act, the United States Longshoremen's and Harbor Workers' Compensation Act, or any other coverage customarily insured under Part One of the standard Workers' Compensation Policy.

B. Employers Liability Coverage

\$500,000.00	(Each Accident)
\$500,000.00	(Disease-Each Employee)
\$500,000.00	(Disease-Policy Limit)

3.2. Commercial General Liability.

Using the latest edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01), as filed for use in the State of Florida by the Insurance Services Office, without the attachment of restrictive endorsements other than the elimination of Coverage C, Medical Payment and the elimination of coverage for Fire Damage Legal Liability:

LIMITS	
General Aggregate (per project)	\$2,000,000.00 or 2x Per Occurrence (whichever is greater)
Personal & Advertising Injury Limit	\$1,000,000.00
Each Occurrence Limit	\$1,000,000.00

The CGL limits may be satisfied by a combination of primary CGL and Umbrella/Excess coverage. When Umbrella/Excess is provided it shall follow form.

3.3. Business Auto Policy.

SUPPLIER'S insurance shall cover SUPPLIER for those sources of liability which would be covered by Part IV of the latest edition of the standard Business Auto Policy (ISO Form CA 00 01), as filed for use in the State of Florida by the Insurance Services Office, without the attachment of restrictive endorsements. Coverage shall include owned, non-owned and hired autos.

The minimum limits to be maintained by SUPPLIER (inclusive of any amounts provided by an Umbrella or Excess policy) shall be per accident combined single limit for bodily injury liability and property damage liability. If the coverage is subject to an aggregate, SUPPLIER shall maintain separate aggregate limits of coverage applicable to claims arising out of or in connection with the work under this Agreement. The separate aggregate limits to be maintained by SUPPLIER shall be a minimum of three (3) times the per accident limit required and shall apply separately to each policy year or part thereof.

The minimum amount of coverage under the Business Auto Policy shall be:

LIMITS	
Each Occurrence Bodily Injury and	\$1,000,000.00
Property Damage Liability Combined	

3.4. Professional Liability: SUPPLIER shall provide professional liability insurance as well as errors and omission insurance in a minimum amount of \$1,000,000 CSL or its equivalent, with a combined single limit of not less than \$1,000,000, protecting SUPPLIER against claims of the City for negligence, errors, mistakes, or omissions in the performance of Services to be performed and furnished by SUPPLIER.

FORM 5- E-VERIFY REGISTRATION AND USE AFFIDAVIT

A. Pursuant to section 448.095, Florida Statutes, beginning January 1, 2021, all Contractors (as defined by the statute) shall register with and use the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the work authorization status of all its employees hired on and after January 1, 2021.

B. Also, pursuant to section 448.095, Florida Statutes, Contractors shall also require all subcontractors performing work under to use the E-Verify system for any employees the subcontractors may hire.

C. Instructions - Provide evidence of compliance with section 448.095, Florida Statutes including an Affidavit stating all employees hired on and after January 1, 2021 have had their work authorization status verified through the E-Verify system and a copy of their proof of registration in the E-Verify system.

1. Please create an Affidavit on your company's letter head in a similar form to that attached below.
2. Have it signed and notarized.
3. Then attach the notarized affidavit and the proof of registration where indicated.

D. The successful proposer awarded the contract hereunder must obtain from all subcontractors providing goods or services under the awarded contract, an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined in section 448.095, Florida Statutes along with a copy of the subcontractor's proof of registration. The successful bidder must maintain a copy of each subcontractor affidavit and proof of registration during the duration of the contract awarded and provide to City upon request.

E. Failure to comply with this provision is a material breach of the awarded contract and shall result in the immediate termination without penalty to the City. Proposer shall be liable for all costs incurred by the City to secure a replacement contract, including but not limited to, any increased costs for the same services, any costs due to delay, and rebidding costs, if applicable.

Jacobs Engineering Group Inc. Name of Proposer Alberto Lazaro Name and Titles of Authorized Representative(s)  Signature(s) May 23, 2024 Printed Date

[Company Letter Head]
CONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that Jacobs Engineering Group Inc. [insert contractor company name] does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of Jacobs Engineering Group Inc. [insert contractor company name] proof of registration in the E-Verify system is attached to this Affidavit.

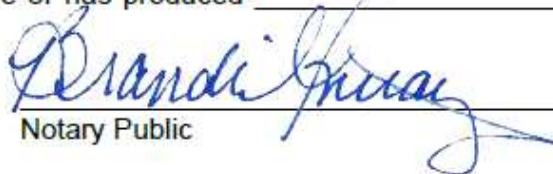


Print Name: Alberto Lazaro
Title: Vice President
Date: May 23, 2024

STATE OF FLORIDA

COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☒ online notarization this 23rd day of May, 2024 by Alberto Lazaro [name of officer or agent, title of officer or agent] of Jacobs Engineering Group Inc. [name of contractor company acknowledging], a Florida [state or place of incorporation] corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ [type of identification] as identification.


Notary Public

[NOTARY SEAL]



Brandi Lee Murray
Name typed, printed or stamped

My Commission Expires: January 29, 2025

FORM 6 – PUR 1355**FOREIGN COUNTRY OF CONCERN ATTESTATION (PUR 1355)**

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in Rule 60A-1.020, F.A.C.

Jacobs Engineering Group Inc. is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity. Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true

Printed Name: Alberto Lazaro

Title: Vice President

Signature: 

Date: May 23, 2024



AFFIDAVIT OF COMPLIANCE WITH ANTI-HUMAN TRAFFICKING LAWS

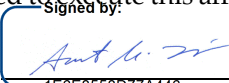
State of Florida

County of Duval

In accordance with section 787.06 (13), Florida Statutes, the undersigned, on behalf of Jacobs Engineering Gro
(the "Lender"), hereby attests under penalty of perjury, that the Lender does not use coercion for labor or
services as defined in Section 787.06, Florida Statutes, entitled "Human Trafficking."

The undersigned representative of the Lender is authorized to execute this affidavit on behalf of the Lender.

Date: Sep 6, 2024 | 10:23 AM EDT

Signed: 
1E6E8558D77A446...

Entity: Jacobs Engineering Group, Inc.

Name: Alberto M. Lazaro
Title: Vice President

Sworn to (or affirmed) and subscribed before me this ____ day of _____, 2024, by
_____.

Notary Signature

PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known _____
OR Produced Identification _____
Type of Identification Produced _____



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
08/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LIC #0437153 1-212-948-1306 Marsh Risk & Insurance Services CIRT_Support@jacobs.com 633 W. Fifth Street Los Angeles, CA 90071 USA	CONTACT NAME: PHONE (A/C. No. Ext): FAX (A/C. No): 1-212-948-1306 E-MAIL ADDRESS: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: ACE AMER INS CO</td> <td>22667</td> </tr> <tr> <td>INSURER B: INDEMNITY INS CO OF NORTH AMER</td> <td>43575</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: ACE AMER INS CO	22667	INSURER B: INDEMNITY INS CO OF NORTH AMER	43575	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: ACE AMER INS CO	22667														
INSURER B: INDEMNITY INS CO OF NORTH AMER	43575														
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															
INSURED Jacobs Engineering Group Inc. C/O Global Risk Management 555 South Flower Street, Suite 3200 Los Angeles, CA 90071 USA															

COVERAGES
CERTIFICATE NUMBER: 751277419
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ CONTRACTUAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			HDO G4892007A	07/01/24	07/01/25	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			ISA H10739585	07/01/24	07/01/25	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☒ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below			WLR C5072041A (AOS)	07/01/24	07/01/25	☒ PER STATUTE ☐ OTH-ER
A				SCF C57256710 (WI)	07/01/24	07/01/25	E.L. EACH ACCIDENT \$ 500,000
A				WCU C57256564 (OH) *	07/01/24	07/01/25	E.L. DISEASE - EA EMPLOYEE \$ 500,000
A				WLR C57256667 (AZ)	07/01/24	07/01/25	E.L. DISEASE - POLICY LIMIT \$ 500,000
A	PROFESSIONAL LIABILITY			EON G21655065 015	07/01/24	07/01/25	PER CLAIM/PER AGG 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PROJECT MGR: Samantha Ofarrell. CONTRACT MGR: Cindy Kahl. RE: Master Service Agreement for Professional Utility Engineering Services. CONTRACT END DATE: 09-06-2027. SECTOR: Public. City of Palm Coast, its officials, officers, and employees are added as an additional insured for general liability & auto liability as respects the negligence of the insured in the performance of insured's services to cert holder under contract for captioned work. The General Liability and Auto Liability insurance policies are primary and the certificate holder's insurance is excess and non-contributory. Waiver of subrogation is hereby granted in favor of cert holder for GL, AL and WC. Coverage includes U.S. Longshore and Harbor Workers Compensation Act Coverage and Outer Continental Shelf Lands Act Coverage. *THIS IS A

CERTIFICATE HOLDER
CANCELLATION

City of Palm Coast 160 Lake Avenue Palm Coast, FL 32164 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2016/03)

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SUPPLEMENT TO CERTIFICATE OF INSURANCE		DATE 08/30/2024
NAME OF INSURED: Jacobs Engineering Group Inc.		
<u>Additional Description of Operations/Remarks from Page 1:</u> SAMPLE CERTIFICATE ONLY*. THE ACTUAL CERTIFICATE FOR THE PROPOSED PROJECT WILL COMPLY WITH THE TERMS AND CONDITIONS NEGOTIATED IN THE FINAL CONTRACT, CONSISTENT WITH POLICY TERMS AND CONDITIONS.		
<u>Additional Information:</u> *\$2,000,000 SIR FOR STATE OF: OHIO		

AFFIDAVIT OF COMPLIANCE WITH ANTI-HUMAN TRAFFICKING LAWS

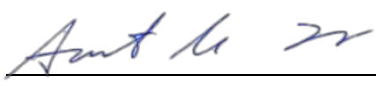
State of Florida

County of Duval

In accordance with section 787.06 (13), Florida Statutes, the undersigned, on behalf of Jacobs Engineering Group, Inc. (the "Lender"), hereby attests under penalty of perjury, that the Lender does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, entitled "Human Trafficking."

The undersigned representative of the Lender is authorized to execute this affidavit on behalf of the Lender.

Date: 9/6/2024

Signed: 

Entity: Jacobs Engineering Group, Inc.

Name: Alberto M. Lazaro

Title: Vice President

Sworn to (or affirmed) and subscribed before me this 6th day of September, 2024, by Alberto M. Lazaro.



Notary Signature



PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known x

OR Produced Identification

Type of Identification Produced

**RESOLUTION 2024 -103
CONTINUING SERVICE AGREEMENTS FOR
PROFESSIONAL UTILITY ENGINEERING SERVICES**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PALM COAST, FLORIDA, APPROVING MASTER SERVICES
AGREEMENTS FOR PROFESSIONAL UTILITY
ENGINEERING SERVICES: PROVIDING LEGISLATIVE AND
ADMINISTRATIVE FINDINGS; PROVIDING FOR FUTURE
AMENDMENTS; PROVIDING FOR SEVERABILITY;
PROVIDING FOR CONFLICTS; PROVIDING FOR
IMPLEMENTING ACTIONS; AND PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, Professional Utility Engineering consultants have expressed a desire to provide utility engineering services throughout the City of Palm Coast; and

WHEREAS, the City Council of the City of Palm Coast desires enter approve contracts with the top seven (7) ranked firms for the above-mentioned services for the City of Palm Coast.

**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 legislative and administrative findings of the City Council.

SECTION 2. APPROVAL OF AGREEMENTS. The City Council of the City of Palm Coast hereby approves the terms and conditions of the master services agreements with Wright-Pierce, Inc., Freese & Nichols, Inc., McKim & Creed, CPH, Inc., Jacobs Engineering Group, Inc., Four Water Engineering, Inc., Infrastructure Solution 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 has the authorization 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 the Master Services Agreement for

changes totaling less than \$50,000.00 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 the Master Price Agreement on behalf of the City for any other changes that may be necessary.

SECTION 5. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part 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 16th day of July 2024.

ATTEST:


KALEY COOK, CITY CLERK

CITY OF PALM COAST


DAVID ALFIN, MAYOR

APPROVED AS TO FORM AND LEGALITY


MARCUS DUFFY, CITY ATTORNEY

Attachment: Exhibit "A" – MSA Draft Contracts



Professional Utility Engineering Services – Citywide Potable Water, Wastewater, and Reclaimed Water Hydraulic Modeling

Date:	September 2, 2026	643 SW 4th Ave
Project name:	City of Palm Coast – Potable Water, Wastewater, and Reclaimed Water Hydraulic Models Development	Gainesville, FL 32601
Attention:	Raynetta Marshall, PE Carole Smith, PE	United States
Client:	City of Palm Coast	T +1.352.335.7991
Prepared by:	Baha Mirghani, PhD, PE	www.jacobs.com
Reviewed by:	Jose A. Ramos, PE, Matt Tennant, PhD, PE	
Copies to:	Brian Roche, PE, CPA	

The City of Palm Coast (City) seeks hydraulic modeling services for its potable water, wastewater, and reclaimed water systems. In this proposal Jacobs Engineering Group Inc. ("Supplier" or "Jacobs") will develop and validate the City's potable water, wastewater, and reclaimed water models.

The scope of work outlined below is provided in accordance with our Contract for Professional Utility Engineering Services dated September 6, 2024 (RFSQ-SWE-24-12).

Project Background

The City of Palm Coast owns, operates, maintains, and manages large utility systems that include:

- Potable Water System: three water treatment plants (WTPs) and approximately 675 miles of water mains.
- Wastewater System: two wastewater treatment facilities (WWTFs), over 700 miles of gravity mains, approximately 186 lift stations (LSs), approximately 200 miles of force mains, and 14,000 pretreatment effluent pumping (PEP) tanks.
- Reclaimed Water System: two high service pump stations (HSPs) and approximately 150 miles of reclaimed water mains.

To manage these utility systems, the City previously developed potable water and wastewater models that simulate working conditions within the pressure pipe networks. Now, the City has requested Jacobs to update and/or develop hydraulic models for its potable water, wastewater, and reclaimed water systems using most up to date information and then validate functional performance for these models.

Using these models, the City can run operational scenarios that model existing or future conditions to assist the City's engineering and operations staff to make informed operational and capital improvement decisions.

Scope of Services

The intent of this scope is categorized in Tasks 1 – 6 below:

Task 1 – Project Management

Task 2 – Data Collection and Site Visits

Task 3 – Water Demands and Wastewater Flows

Task 4 – Potable Water Model Update

Task 5 – Wastewater Model Update

Task 6 – Reclaimed Water Model Development

Task 7 – Run Operational Scenarios (Exclusion)

Task 8 – Model Calibration (Exclusion)

To provide comprehensive modeling service, the following goals will be addressed:

- Model update and/or development,
- Model validation/calibration and testing,
- Establish baseline and conduct specific model scenarios.

Task 1 – Project Management

Jacobs will perform project management activities and conduct the following subsections as described below:

1.1 Project Management

This task includes planning, scheduling, budgeting, staff management, invoicing, preparing monthly status reports, and all communication with subconsultants and the City. Also, Jacobs will set up a SharePoint File Transfer Protocol (FTP) site for the project to enable information exchange.

1.2 Project Meetings

Jacobs will prepare a meeting agenda for each meeting prior to the meeting and a meeting summary to document key meeting items in a PDF that will be distributed to all attendees after the meeting.

- **Project Kickoff Meeting (In person)** – Following receipt of the fully executed Work Order and Purchase Order, a project kickoff meeting will be conducted at the City office (or any other place coordinated between the City and Jacobs), up to two Jacobs staff members will attend in-person; others will attend via Microsoft Teams ("Teams") as necessary. The goal of the meeting will be to review scope, schedule, budgeting, communication, deadlines, and critical success factors.
- **Coordination and Review Meetings (up to 12 meetings total)** – Meetings will serve as coordination and/or review sessions over the course of the project, as well as activities such as fire flow testing and wastewater lift station drawdown testing. The specific topics to be covered in each meeting and the dates associated with each meeting will be coordinated between the City and Jacobs. All coordination and review meetings will be hosted virtually on Microsoft Teams, with the option to hold up to two on-site meetings as needed.

Task 1 Deliverable:

The following deliverables will be provided electronically in pdf format:

- Kickoff Meeting Notes
- Coordination and Review Meeting Notes

Task 2 – Data Collection and Site Visits

Jacobs will collect the data needed to develop and/or update the hydraulic models, and will conduct site visits to key facilities to better understand facility operations. Data and site visit notes from other Jacobs projects, such as Wastewater Program Management & Owners Representation Services, will be used whenever possible.

2.1 Data Collection and Review

Jacobs will submit a data request of information to be obtained from the City. Jacobs will review data provided by the City as outlined below:

- Review the previous hydraulic models and past reports related to potable water distribution, wastewater collection, and reclaimed water systems.
- Geographical information systems (GIS) files that define spatial configuration, connectivity, lengths, material, and diameters of the piping systems within the City service area including potable water distribution, wastewater collection including force mains and gravity mains, and reclaimed water.
- Boundary condition GIS shapefiles or spreadsheets that define spatial configuration, connectivity, diameters, height, material, type, speed, elevations, etc. for vertical elements including lift stations, manholes, WWTFs, WTPs, storage tanks, booster pump stations, and reclaimed water HSPs and tanks.
- Reclaimed water HSPs, booster pump stations, and lift station as-built drawings and pump information (pump capacity information, pump curves).
- GIS shapefiles for the City potable water, wastewater, and reclaimed water service area, parcels, land use and future population growth (number of planned residential units/commercial space).
- Customers billing/meter records GIS file that includes customer consumptions (potable water and reclaimed water billing records) for the last 2 years, and meter locations. Advanced metering infrastructure (AMI) data (if available).
- Rainfall data collected at the WWTFs.
- Ground infiltration data for the service area.
- 1-foot contour maps derived from a county-wide Light Detection and Ranging (LiDAR) data that covers potable water, wastewater, and reclaimed water service area.
- Digital Evaluation Model that covers the water distribution, wastewater collection, and reclaimed water system service area (if available).
- Supervisory control and data acquisition (SCADA) system data for 2 years including WTPs water production, storage tanks data, WWTF influent flow data, pumps data, pressures, and flow readings within the potable water, wastewater, and reclaimed water systems.
- Previous performance studies including Operations and Maintenance records for water distribution, wastewater collection, and reclaimed water systems.
- Level of Service (LOS) goals, LOS will be used to assess the hydraulic performance of the modeled potable water, wastewater, and reclaimed water systems. At the applicable meetings, Jacobs will work with the City to finalize the LOS parameters and ranges for the system authorized for

modeling. LOS goals will be established after the initial model runs and in collaboration with the City, considering model results, City preferences and standards, FDEP regulatory requirements, and guidance from AWWA M32 (Computer Modeling of Water Distribution Systems) and WEF Manual of Practice FD-17 (Design of Wastewater and Stormwater Pumping Stations). Preliminary LOS goals parameters include:

- Maximum Velocities: 8 fps (maximum) and 5 fps (design) for all systems
- Minimum Velocity: 2 fps for wastewater
- Maximum Pressures: 60, 80, and 100 psi thresholds, depending on operating conditions and system
- Run times, wet wells high level, surcharges, sanitary sewer overflows (SSOs) for wastewater, and pump operating points.

The intent of this task is to update and/or develop base models utilizing collected information to reflect the existing system's condition and attributes. The objective is to use validated models to run various scenarios that help to analyze the utility systems and identify future improvement options.

2.2 Site Visits

Jacobs will conduct site visits to the three WTPs, two WWTFs, selected lift stations, two reclaimed water HSPs, booster stations, and storage tanks as outlined below:

- Schedule site visits to the two WWTFs, selected lift stations, and reclaimed water HSPs to meet with the operations staff to document WWTFs and pump stations operation and control philosophy. Site visits will include WWTF #1 and #2, 2 reclaimed water HSPs, and up to 15 selected lift stations.
- Schedule site visits to the three WTPs, pump stations, and tanks to meet with the operations staff to document WTPs, pump stations, and tanks operation and control philosophy. Site visits will include 3 WTPs, booster pump stations, and storage tanks.
- The site visit notes will be documented and transmitted electronically to the City.

Task 2 Deliverables

The following deliverables will be provided electronically in pdf format:

- Data Request List
- Draft/Final Site Visit Notes

Task 3 – Water Demands and Wastewater Flows

In this task the water demands, wastewater flows, and reclaimed water demands will be allocated across the City service area to allow the potable water, wastewater and reclaimed water models to be significantly validated and used for scenario evaluations. Jacobs will process 2025 and available 2026 potable water and reclaimed water billing records, parcel data, and available SCADA records (for WTPs daily water production, reclaimed HSPs daily flow, WWTFs daily flow, and lift stations) to develop spatial demand and flow allocations for the models. This demand and flow allocation provides the basis for meaningful model validation and scenario evaluations. With this allocation, the models will be able to serve as a reliable tool to support capital and operational planning. This task includes the following subsections:

3.1 Develop Potable Water Demands

- Develop the water demand distribution to include new developments.
- The demands will be developed using three components:

- Customer demands (meter records) – ADD and MDD will be allocated spatially
- Routine flushing demands
- Water loss (supply minus customer demands minus routine flushing demands).

3.2 Develop Wastewater Flows

- Develop wastewater flow distribution to include new developments.
- The flows will be developed using three components:
 - Base sanitary flow – based on a portion of customer water demand – AADF will be allocated spatially by sewershed
 - Based infiltration – based on groundwater infiltration data provided
 - Rainfall derived inflow and infiltration (RDII) - for each sewershed and each WWTP.

3.3 Develop Reclaimed Water Demands

- Develop reclaimed water demand distribution to include new developments.
- The demands will be developed using 2 components:
 - Customer demands (meter records) – ADD and MDD will be allocated spatially
 - Water loss (supply minus customer demands).

Task 3 Deliverable:

- Develop geocoded customer demands for potable water and reclaimed water, and spatially allocated wastewater flow per sewershed in GIS shapefiles.

Task 4 – Potable Water Model Update

In this task, the existing potable water model will be converted to Bentley WaterGEMS, updated with up-to-date infrastructure (via GIS) and then validated. The validated model will be used to evaluate the hydraulic performance of the existing system and make improvement recommendations.

4.1 Potable Water Model Creation

Steps to update the potable water model are described in the subsections below.

4.1.1 Potable Water System Primary Boundary Conditions

- WTP Pump Stations: Incorporate record drawings information and operations provided by the City:
 - Pump station components: Incorporate provided data including quantity of pumps, tanks, piping dimensions, lengths, elevations, piping, local loss elements, and connection configurations.
 - Pump performance curves: Add pump curves data to the model. This step is so that flow rates and system head relationships are accurately simulated.
 - Catalog pump curves: Develop an Excel file to track pump curves used in the model and those in the field.
 - Operations: Confirm that the model accurately represents discharge pressure versus station capacity at each station.

- **Water Distribution System Tanks:** Incorporate record drawings information and operations as needed:
 - **Tanks:** Include data on dimensions, levels as applicable, fill valves, piping information, local loss elements, and connection configurations.
 - **Operations:** Include operations and controls data so that the model accurately simulates valves operation.

4.1.2 Potable Water System Network

- Include the piping network using the provided up-to-date GIS data, supplemented by record drawings (preferred) for developments not yet captured in GIS. The minimum pipe diameter to include in the model is 4-inch.
- Convert nominal diameter to inside pipe diameters based on materials and the City's pipe specifications.
- Include Hazen-Williams coefficients (C-values) to reflect piping materials, sizes, and pipe conditions.
- Assign elevations to model nodes using the GIS elevation datum.
- Assign the potable water demands developed as part of Task 3 to model nodes.

4.2 Potable Water Model Validation

A high-level validation can be conducted for the hydraulic model including the following:

- **Hydrant flow testing:** Conduct up to 10 hydrant flow tests in a single day. Record hydraulic test results, booster pump discharge pressures and flow rates, pump station performance, and distribution tank water surface elevations. Hydrant flows will be recorded manually; the remaining data is expected to be obtained from SCADA, although manual field recording is acceptable if needed. Also, previous hydrant tests performed by the City (approximately 100 tests) will be considered.
- **Field data collection plan:** Jacobs will prepare a plan defining roles and responsibilities of the City.
- **Model validation:** Use collected data to validate hydraulic performance of the model. Observed and simulated booster pump discharge pressures and flow rates, as well as hydrant pressures (static and residual), will be compared. Minor adjustments to Hazen-Williams C-factors and, if necessary, boundary conditions adjustment may be made to better align simulated outputs with observed data.
- **Model verification** should confirm that model connectivity is 99+% and physical attributes (tanks, pumps, pipes, etc.) have been accurately represented. 'Adjustment' step should include connectivity issues as best as possible based on flow test results.
- **Outcome:** This abbreviated validation effort will either confirm the model is suitable for scenario evaluation and system planning or provide sufficient information to guide a more targeted field data collection program (under Task 8, Model Calibration - not included in this scope) to support development of calibration if needed. Validation criteria will be discussed and mutually agreed upon with the City. LOS goals and criteria highlighted in Section 2.1 will be used. Recording

pressures using data loggers at strategic locations in the system could be included in the calibration effort (Task 8 below).

4.3 Perform Scenarios and Document Results

After the model is developed and validated, it can then be used with confidence to perform scenarios and evaluate system performance.

4.3.1 Perform Scenarios

Three steady-state scenarios listed below are recommended to be performed for the existing system to evaluate performance against LOS goals; however, additional two extended period simulation (EPS) scenarios can be added per the City request:

- Average Annual Day Demand (AADD): This scenario will provide insight into average daily performance and typical pressure conditions.
- Peak Hour Demand (PHD): This scenario is used to evaluate peak customer demands and is required by regulations for system sizing and evaluation. PHD can be determined for the entire system by reviewing and analyzing fresh water production and HSPs diurnal adjusted for areas with reclaimed water service versus areas without reclaimed water service.
- Maximum Day Demand (MDD) + Fire Flow (FF): This scenario is used to evaluate fire flow capability under MDD conditions and required by regulations for proper sizing of the system.

Jacobs will meet with the City to review results, assess the ability of the system to satisfy LOS goals, and discuss potential improvements. Following this review, Jacobs will test up to two improvement alternatives using the established scenarios and will review the results with the City. Recommended improvements will then be finalized.

4.3.2 Document Results

Develop a Potable Water Hydraulic Model Technical Memorandum (PWHM TM) documenting the model update and validation process and results. Deliver the PWHM TM to the City for review. Meet with City to review the PWHM TM.

4.3.3 Finalize Model

Based on the PWHM TM review, incorporate any comments into the model and finalize model. The final electronic versions of the model software files and associated data will be provided to the City for their use. Also, Jacobs will help the City to operate the model within their system.

Task 4 Deliverable:

- Draft and Final Technical Memorandum submitted electronically in PDF format
- Final potable water model files

Task 5 – Wastewater Model Update

In this task, the existing wastewater model will be converted to Bentley SewerGEMS, updated with up-to-date infrastructure (via GIS) and then validated. The validated model will then be used to evaluate the hydraulic performance of the existing system and make improvement

recommendations.

5.1 Wastewater Model Updates

Wastewater model development activities are described in the subsections below:

5.1.1 Wastewater System - Primary Boundary Configuration

- Force main discharges at WWTFs:
 - Discharge Piping: Include accurate sizes, lengths, local loss elements, and discharge elevation, as applicable, as well as their connection configurations to improve flow and headloss estimates.
- Lift stations:
 - Compare pump station data in the existing model with the data provided by the City related to the pump stations such as wet well diameters, elevations, gravity invert elevations, operational elevations, quantity of pumps, diameters of on-site lift station piping, estimate local loss elements, and connection configurations.
 - Review and compare record drawings for up to 10 lift stations with the corresponding model stations, and update the model as needed. Pump station model-to-record drawing comparisons are usually limited to large capacity stations, stations on critical locations, or stations anticipated to have a significant hydraulic impact on the overall system.
 - For the new City-owned lift stations not yet in the model, incorporate record drawing information in the model as needed. This will include wet well diameters, elevations, gravity invert elevations, operational elevations, quantity of pumps, diameters of on-site lift station piping, estimate local loss elements, and their connection configurations.
 - Pump performance curves: Obtain and review actual pump curves against model inputs and update the model as needed to confirm curves are correctly represented. Add accurate pump curve data where curves are missing and for new lift stations. This update will allow pumping behavior, flow rates, and system head relationships to be accurately simulated.
 - Catalog pump curves: Develop an Excel file to document pump curves used in the model and those in the field. This step is important for stations that contain many pumps.
 - Assign the wastewater flows developed as part of Task 3 to applicable wet wells.
- PEP Tanks
 - Modeling of individual 14,000 PEP tank systems are excluded from this scope of work. However, Jacobs will model lift stations downstream of PEP tanks and include aggregated flows provided by these PEP tanks.

5.1.2 Wastewater System - Network Configuration

- The network will be updated using most updated GIS data, supplemented by record drawings for improvements not yet captured in GIS.
 - Update model force mains by doing the following:

- Converting nominal diameter to inside pipe diameters based on materials and the City's pipe specifications. The minimum pipe diameter to include in the model is 4-inch.
- Incorporating force main high point elevations and discharge elevations.
- Updating Hazen-Williams coefficients (C-values) to reflect the actual materials, sizes, and pipe conditions.
- Update model gravity mains and manholes by doing the following:
 - Converting gravity main nominal diameter to inside pipe diameters based on materials and the City's pipe specifications. The minimum pipe diameter to include in the model is 4-inch.
 - Review for negative or flat slopes, then populate missing gravity main invert elevations, manhole diameters, and invert elevation with information contained in GIS. New features not yet in the model and missing in GIS will be populated with record drawing information.
 - Updating Manning's n values to reflect the actual materials, sizes, and pipe conditions. This can be provided in spreadsheet format then added to the model.
- Assign the applicable wastewater model flows developed as part of Task 3 to model manholes.

5.2 Validate the Wastewater Model

A high-level validation can be conducted for the updated wastewater model including the following:

- Drawdown testing: Conduct up to 16 drawdown tests over a two-day period. For these tests, the City will confirm lift station discharge piping contains a valved connection for installation of calibrate pressure gauges.
- Field data collection plan: Jacobs will prepare a plan defining roles and responsibilities of the City and Jacobs for the drawdown testing.
- Model validation: Jacobs will review daily WWTFs influent flow records and select potential days for model validation that serve as the following:
 - Dry weather flow (DWF) day — approximately an annual average daily flow (AADF) day
 - Wet weather flow (WWF) day — approximately a maximum daily flow (MDF) day.
 - Jacobs will select 3 days for each scenario for potential used. For these days, the City will provide hourly WWTFs influent flow data and available lift station SCADA data.
 - Jacobs will observe and simulate WWTFs influent flow and lift station runtimes and make a comparison using the collected data.
 - Minor adjustments to Hazen-Williams C-factors, Manning n-values and, if necessary, boundary conditions may be made to better align simulated outputs with observed data.
- Outcome: This simplified validation effort including lift stations will either confirm the model is suitable for scenario valuation and system planning or suggest a more targeted field data collection program (under Task 8, Model Calibration – not included in this scope) to support development of calibration if needed. Validation criteria will be discussed and mutually agreed upon with the City. LOS goals and criteria highlighted in Task 2 will be used. Recording pressures using data loggers at strategic locations in the system could be included in the additional model calibration effort.

5.3 Perform Scenarios and Document Results

After validating the wastewater model, it can then be utilized with confidence to perform scenarios and evaluate system performance.

5.3.1 Performance Scenarios

Jacobs will conduct the following scenarios for the existing modeled system and evaluating performance against LOS goals. All model scenarios will be run with the validated model.

- DWF (approximately AADF) 24-hour extended period simulation (EPS) scenario: Jacobs will perform this scenario and assess system performance with respect to the LOS goals. Diurnal can be developed by using influent data collected at WWTP. For this scenario, modeled lift station pump will turn on and off as they do in the actual system in response flow conditions and wet well levels.
- WWF (approximately MDF) 24-hour EPS scenario: Jacobs will perform this scenario and assess system performance with respect to the LOS goals. Note that the maximum flow hour during this scenario will mimic peak hour flow conditions. For this scenario, modeled lift station pump will turn on and off as they do in the actual system in response flow conditions and wet well levels.
- Model verification should confirm model connectivity is 99+% and physical attributes (wet-wells, pumps, pipes, etc) have been accurately represented.
- Baseline steady state scenario: this study state scenario will consist of turning all duty pumps on (i.e., all pumps on except for the largest pump, which will be off) and assessing system performance with respect to the LOS goals.

Jacobs will meet with the City to review results, assess the ability of the system to satisfy LOS goals, and discuss potential improvements. Following this review, Jacobs will test up to two improvement alternatives using the established scenarios and will review the results with the City. Recommended improvements will then be finalized.

5.3.2 Document Results

Develop a Wastewater Hydraulic Model Technical Memorandum (WWHM TM) documenting the model development process and results. Deliver the WWHM TM to the City for review. Meet with City to review the WWHM TM.

5.3.3 Finalize Model

Based on the results of the WWHM TM Meeting, incorporate any comments into the model and finalize model. The final electronic versions of the model software files, and associated data will be provided to the City for their use. Also, Jacobs will help the City to operate the model within their system.

Task 5 Deliverable:

- Draft and Final Technical Memorandum submitted electronically in PDF format
- Final wastewater model files

Task 6 – Reclaimed Water Model Development

Create the reclaimed water model using Bentley WaterGEMS and City provided up-to-date GIS data including the location of reclaimed water mains, storage facilities, and pumping facilities.

6.1 Reclaimed Water Model Creation

6.1.1 Reclaimed Water System Primary Boundary Conditions

- Pump Station Representation: Incorporate record drawings information and operations provided by the City:
 - Pump station components: Incorporate provided data including quantity, dimensions, sizing, diameters, lengths, as applicable, for tanks, pumps, piping, local loss elements, and their configurations. The intent is to predict flow and pressure.
 - Pump performance curves: Obtain and include pump curves data to the model.
 - Catalog pump curves: Develop an Excel file to track pump curves used in the model and those in the field.
 - Operations: Confirm the model accurately represents discharge pressure versus station capacity at each station.

6.1.2 Reclaimed Water System Network

- Incorporate the pipe network using the provided up-to-date GIS data. Minimum pipe diameter to include in the model is 4-inch.
- Include Hazen-Williams coefficients (C-values) to reflect piping materials, sizes, and pipe conditions.
- Assign elevations to model nodes using the provided GIS elevation datum.
- Assign the reclaimed water demands developed as part of Task 3 to model nodes.

6.2 Reclaimed Water Model Validation

- Minimal validation to check mass balance and verify pump flow rates:
 - Compare reclaimed water production flows at pump stations with model predictions.
 - Check model predictions align with actual operational data (pump flow rates). Model connectivity and attributes will be verified, confirmed, and checked with the City team.
 - Model verification should confirm that model connectivity is 99+% and physical attributes (pumps, pipes, etc.) have been accurately represented.

6.3 Perform Scenarios and Document Results

After the model is created and validated, it can then be used to perform scenarios and evaluate system performance.

6.3.1 Perform Scenarios

Jacobs anticipates performing the following steady-state scenarios for the existing system and evaluating performance against LOS goals; however, the specific scenarios can be adjusted as requested by the City.

- AADD: The operations of the HSPs and tanks will match water system operation. The scenario provides operating staff with insight into average daily performance and typical pressure conditions.
- PHD: The operations of the HSPs and tank will match water system operation. The scenario is used to evaluate peak customer demands and required by regulations for system sizing and evaluation.

Jacobs will meet with the City to review results, assess the ability of the system to satisfy LOS goals, and discuss potential improvements. Following this review, Jacobs will test up to two improvement alternatives using the established scenarios and will review the results with the City. Recommended improvements will then be finalized.

6.3.2 Document Results

Develop a Reclaimed Water Hydraulic Model Technical Memorandum (RDWHM TM) documenting the model development process and results. Deliver the RDWHM TM to the City for review. Meet with City to review the RDWHM TM.

6.3.3 Finalize Model

Upon completion of model creation and validation tasks, Jacobs will incorporate any comments into the model and finalize model. The final electronic versions of the model software files and associated data will be provided to the City for their use. Also, Jacobs will help the City to operate the model within their system.

Task 6 Deliverable:

- Draft and Final Technical Memorandum submitted electronically in PDF format
- Final reclaimed water model files

Task 7 – Run Additional Scenarios (Exclusion)

This is an “as-needed” task to perform operational scenarios utilizing any of the developed models. Once an operational scenario is identified and discussed, Jacobs will develop a short task description with hour estimate. Upon receipt of a fully executed Change Order to the Work Order and a Purchase Order, Jacobs will complete the work and provide results via summary email or technical memorandum, depending on complexity. The time charges for each operational scenario will be charged to this task.

Task 7 Deliverable:

- Operational scenario results via summary email or draft and final technical memorandum submitted electronically in PDF format

Task 8 – Model Calibration (Exclusion)

Based on the model validation results for a given model, Jacobs may recommend overall or targeted calibration of the model. Some hydraulic models initially fail to align well with field data when they are first created or updated. The calibration effort will start by determining the reasons for the discrepancies and then making necessary adjustments to improve the model's accuracy. It is important to note that the simplified pump station representations, flow distribution, and pipe friction coefficient of the base model suggest that the model may be more suitable for master planning than operational-level modeling. Model

validation is included in the scope above and provides a minimal number of checks to validate the model based on system specific needs. The model calibration described in this task may be recommended following validation. This Task only proceed if authorized by the City via the receipt of a fully executed Change Order to the Work Order and a Purchase Order.

8.1 Water Model Calibration

Based on validation outcomes, steady-state calibration and/or 24-hour EPS calibration may be recommended. Activities may include:

- Field data collection plan
- Up to 10 additional hydrant tests with manual data collection, SCADA, and data loggers
- Recording system flows/pressures over time via SCADA and data loggers
- Comparing field monitoring data to model predictions at key points
- Calibrating under steady-state and/or 24-hour EPS conditions

8.2 Wastewater Model Calibration

Based on validation outcomes, 24-hour EPS calibration may be recommended. Activities may include:

- Field data collection plan
- Up to 20 additional drawdown tests to verify pump flow rates over time
- Recording system pressures at strategic air release valve (ARV) locations and WWTFs/LS SCADA over time
- Comparing field monitoring data to model predictions at key points
- Calibrating using one or more of the above datasets under 24-hour EPS conditions

8.3 Reclaimed Water Model Calibration

If warranted by validation, targeted calibration activities may include:

- Reclaimed Water Distribution Monitoring:
 - Using City provided pressure monitoring results.
 - Compare field monitoring data to model predictions to confirm that they align with actual system behavior.
- Verify Seasonal Demand Predictions:
 - Compare model predictions for reclaimed water demand seasonal variations with actual usage patterns from previous seasons.

Task 8 Deliverable:

- Draft and final technical memorandum submitted electronically in PDF format
- Calibrated hydraulic models

Key Project Staff

The key project staff are as follows:

Title	Name	Contact Number	Email
Project Manager/Technical Lead	Baha Mirghani, PhD, PE	352-614-8411	baha.mirghani@jacobs.com
Client Service Manager	Jose Ramos, PE	352-262-7223	jose.ramos1@jacobs.com
Quality Control/Assurance	Manish Kumar	352-335-7991	manish.kumar@jacobs.com
Water Engineer/Modeler	Rency Sangani	352-335-7991	rency.sangani@jacobs.com
Wastewater Engineer/Modeler	Hrishikesh Kane	352-335-7991	hrishikesh.kane@jacobs.com

Meetings and Site Visits

Jacobs will conduct a series of meetings as outlined above to facilitate coordination with the City throughout the duration of the project. In addition, Jacobs will conduct site visits to the utility facilities as described in Task 2. The meetings will be conducted online using Microsoft Teams unless otherwise specified. Each meeting is scheduled to be approximately 90 minutes in duration. Jacobs will prepare a PowerPoint presentation to facilitate meetings. During the meeting, the PowerPoint presentation will be updated with key discussion topics, and it will serve as final meeting notes. The following meetings and site visits are anticipated:

- Kickoff meeting
- Site visits for the utility systems
- Coordination and review workshops (total of 12)

Schedule

This task order duration is expected to last twelve (12) months from receiving the fully executed Work Order (WO) and Purchase Order (PO) from the City. Table below presents the estimated duration by task. Adjustment to the proposed schedule will be considered as per the City's request. Jacobs' support in outside of the scope of work defined herein and exceeding the anticipated duration period, may be considered out of scope and will be subjected to additional service. If the Work Order duration needs to be extended, Jacobs will submit a request for a Change Order.

Proposed Schedule

Task	Days
Task 1: Project Management	365 (after receipt of the fully executed WO and PO)
Task 2: Data Collection & Site Visits	30 (after receipt of the fully executed WO and PO)

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Task 3: Water Demands & Wastewater Flows	60 (after Task 2)
Task 4: Potable Water Model Update	150 (after Task 3)
Task 5: Wastewater Model Update	180 (after Task 3)
Task 6: Reclaimed Water Model Development	210 (after Task 3)

Basis of Compensation and Resources Breakdown

The compensation outlined below is provided in accordance with our Contract for Professional Utility Engineering Services dated September 6, 2024 (RFSQ-SWE-24-12). Jacobs has created an initial estimate of the hours and team roles needed for this proposal, and our fee reflects an estimated 2,892 billed hours of labor. As the work is conducted, the actual hours may change. The work will be performed on a unit based/not to exceed basis with staff members plus reimbursable expenses.

Task	Estimated Fee Amount
Task 1: Project Management	\$ 62,579
Task 2: Data Collection & Site Visits	\$ 55,293
Task 3: Water Demands & Wastewater Flows	\$ 68,391
Task 4: Potable Model Update	\$ 107,867
Task 5: Wastewater Model Update	\$ 125,016
Task 6: Reclaimed Water Model Development	\$ 68,275
Expenses	\$ 8,579
TOTAL PROPOSED FEE ¹	\$ 496,000
¹ Hourly Rates Based on Attached Schedule of Fee	

Jacobs will invoice monthly based on project progress.

The following table presents the resources planned to execute the work defined in this Scope of Work with their corresponding billing rates.

Work Order Proposal

Job Title	Labor Category	Year 1		Year 2		Total Cost (\$)
		Rate (\$)	No. of Hours	Rate (\$)	No. of Hours	
PM/Technical Lead	Engineer9/ Technologist 9	273	184	281	368	153,640
Senior Technologist/ Modeling QC	Engineer 5/ Technologist 5	176	167	181	335	90,027
Modeler/Engineer	Engineer 3/ Technologist 3	126	529	130	1,056	203,946
GIS/CAD Technician	Design Technician 4	154	66	159	131	30,993
Technical Editor	Design Technician 4	154	18	159	38	8,814
Labor						\$ 487,420
Expenses						\$ 8,580
Total						\$ 496,000

Figures presented in this table are rounded to the nearest whole number, decimal place, or specified unit. Consequently, certain totals may not reconcile exactly with the sum of their components, and displayed amounts may differ slightly from underlying calculations.

Assumptions, Limitations and Clarifications

The scope of work and fee estimate for this project is based on the following assumptions:

- The City will provide all relevant documents, data, and background information, including previous hydraulic models for potable and wastewater, record plans and specifications, hydraulics studies and reports, etc. The City will be responsible for providing data as stated in Task 2. Jacobs will reasonably rely upon the accuracy and completeness of the information/data provided by the City or other third parties without independent verification. Additional effort by Jacobs due to invalid data or information provided by the City or others, may entitle Jacobs to additional Compensation.
- Tasks 7 and 8 are not included in the current scope of work. Any work associated with Tasks 7 and 8 would require additional resources and effort beyond the current scope.
- Jacobs will have access to the utility systems and other necessary infrastructure details.
- This proposal assumes the City will provide all field monitoring equipment needed to monitor and collect data for model verification and calibration for various systems. If needed, Jacobs can assist the City in leasing/purchasing equipment to be used for the field monitoring.
- This proposal assumes the City will install field monitoring equipment needed to monitor and collect data for model verification and calibration for various systems.
- This proposal assumes the City will open/close hydrants/valves/LSs and operate its equipment as needed to support field data collection.
- The potable water, wastewater, and reclaimed water modeling scope considers minimum pipe diameter of 4 inches.
- Jacobs will run the final models within the City's system, assuming the City has the necessary computing capabilities and software to operate the models.
- This proposal assumes that the scope of the wastewater model excludes PEP tanks modeling.
- Permitting, Survey, Geotechnical Investigation, Services during Construction, Cost Estimating work, SCADA connection or configuration, and groundwater infiltration monitoring are not included in this task assignment.
- Development of water master plans, future flow projection, and running future condition model scenarios are not included in this task assignment.
- Drawings will be sketches using existing as-builts or aerial photos as backgrounds; CAD will not be used.
- Meetings. will be conducted virtually using Teams unless otherwise specified.
- Deliverables will be submitted electronically in Adobe Acrobat (pdf) format.
- Travel expenses will be billed without markup and will include lodging, rental car, mileage, meals, reproduction, postage, and miscellaneous expenses.
- The City Site Safety Training. The Jacobs staff visiting/working at the City sites will be adequately trained by the City and by Jacobs prior to conducting the work.

- If other health and safety training is required by the City for Jacobs staff, the training will be provided by the City and coordinated through Jacobs's project manager. All costs incurred for health and safety training for staff related to this Task Assignment and provided by the City or Jacobs will be billed to the City and considered part of the services under this assignment.
- 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.
- In providing opinions of cost, financial analyses, economic feasibility projections, for the project, the Jacobs has no control over cost or price of labor and materials; unknown or latent conditions of existing equipment or structures that may affect operations 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, Jacobs makes no warranty that the City's actual project costs, financial aspects, economic feasibility, will not vary from Jacobs' opinions, analyses, projections, or estimates.
- SCADA/City S/W Systems Assessments and/or Programing Services - Jacobs consultation, review, configuration, or study (as applicable) of City's software, hardware, products or systems (collectively "City's System") in no way makes Jacobs responsible for the performance, operation or security of City's System. Jacobs makes no warranty, whether expressed or implied, as to the viability or performance of City's System. Additionally, Jacobs 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. City is solely responsible for the security of City's System and Jacobs' services do not in any way relieve City of any responsibility for the protection, firewalling and/or overall security of City's System. Jacobs shall have no responsibility or liability for the security of City's System and City shall indemnify and hold Jacobs harmless for any claims, liability, actions, damages, expenses, and/or costs of any kind 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.