

TASK ORDER

**ENGINEERING DESIGN, PERMITTING, BID PHASE, AND LIMITED
ENGINEERING SERVICES DURING CONSTRUCTION FOR ELECTRICAL SWITCHGEAR REPLACEMENT
RICHARD A. HEYMAN ENVIRONMENTAL PROTECTION FACILITY**

This TASK ORDER is issued under the terms and conditions of the MASTER AGREEMENT TO PROVIDE GENERAL ENGINEERING SERVICES TO THE CITY OF KEY WEST ("AGREEMENT") between the City of Key West ("CITY") and Jacobs Engineering Group, Inc. ("CONSULTANT") executed on February 12, 2026.

A. SCOPE OF SERVICES

Specific services which the CONSULTANT agrees to furnish are summarized on the "Scope of Services". This Task Order, when executed, shall be incorporated in and shall become an integral part of the AGREEMENT.

B. TIME OF COMPLETION

Start date for this project will be no later than ten days after execution of this authorization. The duration of this TASK ORDER is estimated in one hundred forty-three (143) weeks.

C. COMPENSATION

Compensation for Labor portion of Task A under TASK ORDER will be on a Lump Sum Basis as stipulated in Article 5, Paragraph 5.1.1 and Labor portion of Task B will be on a Cost Reimbursable (Time and Expenses) basis as stipulated in Article 5, Paragraph 5.1.2 of the AGREEMENT. Compensation for other direct charges will be on Cost Reimbursable basis as stipulated in Article 5, Paragraph 5.2 of the AGREEMENT. The estimated compensation is shown as Attachment A.

D. ACCEPTANCE

By signature, the parties each accept the provisions of this TASK ORDER and authorize the CONSULTANT to proceed at the direction of the CITY's representative in accordance with the "SCOPE OF SERVICES."

For Jacobs Engineering

For City of Key West

 2/13/2026

Andrea Suárez Abastida
Manager of Projects

Brain L. Barosso
City Manager

 2/13/2026

Erik Jorgensen, P.E.
Senior Project Manager

Dated the ____ day of _____, 2026.

ATTEST:

TASK ORDER

ENGINEERING DESIGN, PERMITTING, BID PHASE, AND LIMITED ENGINEERING SERVICES DURING CONSTRUCTION FOR ELECTRICAL SWITCHGEAR REPLACEMENT RICHARD A. HEYMAN ENVIRONMENTAL PROTECTION FACILITY

SCOPE OF SERVICES

Background

The CITY owns and operates the Richard A. Heyman Environmental Protection Facility (RAHEPF) under Florida Department of Environmental Protection (FDEP) Domestic Wastewater Facility Permit FLA147222. Keys Energy provides electricity utility service to the RAHEPF. Key Energy intends to replace existing onsite transformers with new transformers in the near future. The City previously procured switchgear from Eaton Industries to replace existing switchgear as part of RAHEPF refurbishment program. The City now wants to install the new electrical switchgear in space being made available by removal of the old Key Energy transformers. The new space affords installation of the electrical switchgear prior to demolition of the existing switchgear, thereby reducing the time needed for temporary power.

The CONSULTANT's proposed scope of work is to prepare construction documents for the removal and replacement of RAHEPF electrical switchgear, modification to the proposed space for the new switchgear including architectural and HVAC modifications needed for code compliance and to match industry practices as well as preparation of performance specifications for temporary facilities needed to complete the work. The Construction work will include the following:

1. Modifications to the space made available by the removal of Keys Energy's existing services transformers.
2. Installation of Owner Furnished Equipment including Eaton Industries electrical switchgear including modification to the switchgear to allow for split alignment in new space.
3. New service connection from Key Energy's new replacement transformers.
4. Replacement of cabling from new electrical switchgear to each Motor Control Center (MCC) serviced directly from the new electrical switchgear.

Task A – Design Documents

Subtask A.1 –Project Kickoff and Site Visit

The CONSULTANT will conduct an onsite kickoff meeting at the RAHEPF attended by the CONSULTANT's Project Manager and an Electrical Engineer to complete field observation of existing conditions and to collect information from the field in support of the project.

During the kickoff meeting with the CITY, the scope of work and project schedule will be reviewed as well as an initial data request will be submitted to the CITY. The CONSULTANT will work with the operator of the RAHEPF to obtain flow data and process information needed to support the project.

Deliverables (issued electronically in .pdf format)

1. Consultant will conduct the following meetings as well as prepare meeting agendas minutes:
 - a. Kickoff Meeting onsite at the RAHEPF.
2. A Request for Information (RFI) to gather the relevant information and other information discussed during the kickoff meeting.
3. Baseline Project Schedule and Updated Project Schedule.

Subtask A.2 – Intermediate Design Submittal

The CONSULTANT will advance an intermediate set of drawings to submit to the CITY for review. The CONSULTANT will conduct a virtual design review workshop to obtain comments and input from the CITY.

Deliverables (issued electronically in .pdf format)

1. Consultant will conduct the following meetings as well as prepare meeting agendas minutes:
 - a. Virtual intermediate design submittal review meeting.
2. Intermediate design drawings.
3. Class 5 AACE International construction cost estimate.

Subtask A.3 – Final Design Submittal

The CONSULTANT will prepare pre-final design and incorporate the comments received on the intermediate submittal. This deliverable includes the preparation of required pre-final design drawings and technical specifications. The CONSULTANT will conduct a virtual design review meeting with the CITY to obtain comments and input on the pre-final submittal. Consultant has assumed comments on the pre-final submittal will be minor and only minor edits will be needed for submittal of the technical drawings and specifications for advertisement. The CONSULTANT will prepare a Class I Cost Estimate after final comments are obtained.

Deliverables (issued electronically in .pdf format)

1. Meeting agenda and design review meeting minutes for final submittal.
2. Pre-Final Design Drawings (11" x 17") and Technical Specifications.
3. Class 1 AACE International construction cost estimate.
4. Construction schedule in electronic format (PDF) and one hard copy.
5. Final Design Drawings and Technical Specifications for advertisement.

Subtask A.4 – Permitting Assistance Services

CONSULTANT will prepare and submit a minor permit modification to FDEP for Domestic Wastewater Treatment Permit No. FLA147222 and conduct a pre-application meeting with FDEP to inform FDEP of the planned replacement of the RAHEPF electrical switchgear. The CONSULTANT will respond to FDEP Requests for Additional Information associated with the replacement of the RAHEPF Electrical Switchgear.

Consultant will prepare a plan set for submittal to the local authority having jurisdiction over building safety, the local Building Department. The CONSULTANT will support City Utility Department staff responding to the local Building Department requests for additional information.

Deliverables (issued electronically in .pdf format)

Permit application for minor permit modification, a pre-application meeting, and responses to additional information request from FDEP relevant to the replacement of the electrical switchgear. Plan set submittal to the local Building Department and assistance to City Utility Department staff to respond to the Building Department's request for additional

information.

Task B – Bid Services and Services During Construction

Subtask B1 – Bid Services

The CONSULTANT will provide engineering support to assist the CITY during bidding of the project. The services include attendance at a pre-bid meeting and responses to requests for information (RFI) and preparation of an addenda.

Subtask B2 – Limited Construction Phase Engineering Services

CONSULTANT will provide engineering support to assist the CITY during the construction of the project. The services include the review of submittals and requests for information (RFI), and preparation of record drawings, which are described in more detail below:

1. CONSULTANT'S project manager to attend one (1) pre-construction meeting.
2. CONSULTANT'S project manager to virtually attend construction progress meetings once a month.
3. Review of shop drawings and other data that the Contractor is required to submit. CONSULTANT shall review and approve or take other appropriate action upon Contractor's submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents. Reviews shall be completed within 14 calendar days after the package is transmitted electronically by the CITY to the CONSULTANT. It is assumed that the Contractor shall submit complete and timely shop drawings. This scope and fee assume a total of 14 submittals with 4 resubmittals.
4. Provide technical interpretations of the drawings, specifications, and Contract Documents, and evaluate requested deviations from the approved design or specification. This scope and fee assume a total of 48 requests for information (RFIs).
5. Review of Contractor's as-built drawings and preparation of Record Drawings.

The assumed construction duration is approximately 27 months.

Deliverables (electronically, in pdf format):

1. Consultants PM attends pre-bid meeting.
2. Responses to questions during bidding.
3. Consultants PM virtually attends pre-construction meeting and monthly construction progress meetings.
4. Responses to submittals and RFIs during construction.
5. Record Drawings.

Compensation

Compensation for Labor portion of Task A in the amount of \$188,377 will be on a Lump Sum basis as stipulated in Article 5, Paragraph 5.1.1 of the Agreement and Labor portion of Task B in the amount of \$94,370 will be on a Cost Reimbursable (Time and Expenses) basis as stipulated in Article 5, Paragraph 5.1.2 of the AGREEMENT. Compensation for other direct charges will be on Cost Reimbursable basis as stipulated in Article 5, Paragraph 5.2 of the AGREEMENT. Estimated other direct charges include an allowance for permit fees up to \$750 and an allowance for reimbursement of travel expenses up to \$10,890. The breakdown of the total estimated compensation in the amount of \$294,387 is provided in Attachment A.

Schedule

The design Phase may begin within ten days from the NTP. Periods of performance shown below are assumed to run consecutively, with the Kick-off meeting occurring within two weeks of receiving NTP.

Task Name	Task Start (wk)	Task End (wk)	Task Duration (wk)
Task A – Design Documents			
Subtask A.1 – Kickoff Meeting and Site Visit	1	3	3
Subtask A.2 – Intermediate Design Submittal	4	15	14
CITY review and CONSULTANT Review Meeting	16	17	1
Subtask A.3 (A) – Pre-Final Submittal	18	25	8
CITY review and CONSULTANT Review Meeting	26	27	1
Subtask A.3 (B) – Final Submittal	28	29	2
Subtask A.4 – Permitting	17	29	13
Task B – Bid Services and Services During Construction			
Subtask B.1 – Bid Services	30	33	4
Subtask B.2 – Limited Engineering Services During Construction	40	143	104

The estimated project duration includes approximately 29 weeks for preparation of plans and 113 weeks for bid services and limited engineering services during construction resulting in a total estimated duration of 143 weeks.

Assumptions

The following assumptions were used in the development of this Task Order:

1. CONSULTANT will reasonably rely upon the accuracy, timeliness, and completeness of the information/data provided by the CITY or other third parties without independent verification. Additional effort by CONSULTANT due to invalid data or information provided by the CITY or others, may entitle CONSULTANT to additional compensation.
2. The project is a straightforward replacement installation of Owner Furnished Eaton Electrical Switchgear. The CONSULTANT assumes the CITY's proposed switchgear alignment modification can readily be accomplished by Eaton and the proposed installation space can be readily modified to satisfy code requirements. The cost for modification to the pre-purchased electrical switchgear will be burdened on

the CITY as a project related expense.

3. The Contractor will be responsible for the design of the temporary power plan. The Consultant responsibility will be limited to development of a performance specification for temporary power.
4. CONSULTANT standard specifications will be used for this project. Technical specifications will follow the Construction Specifications Institute numbering system (Divisions 1- 49). CITY will provide the Division 0.
5. CITY will prepare front-end documents for advertisement. The CONSULTANT's submittal requirement is limited to technical plans and specifications. The CONSULTANT shall use a standard set of Division 1 specifications with minimal customization.
6. CITY will reproduce and distribute the contract bidding documents and addenda, maintain the plan holders list, tabulate bids, and make award recommendations.
7. In providing opinions of cost, financial analyses, economic feasibility projections, for the project, CONSULTANT has no control over cost or price of labor and materials; unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures and market conditions; time or quality of performance by operating personnel or third parties; and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, CONSULTANT makes no warranty that CITY's actual project costs, financial aspects, economic feasibility, will not vary from CONSULTANT'S opinions, analyses, projections, or estimates and the CONSULTANT shall have no liability for such variances.
8. The CONSULTANT assumes that modification of the CITY pre-purchased electrical switchgear may take up to a year to complete. During the period of electrical switchgear modification, the project team will have little or no activity other than activities supporting completion of the space planned for installation.
9. The CITY will be responsible for providing full-time on-site inspection during construction and start-up activities, prepare daily diaries and maintain document control for all construction documents. CONSULTANT will receive copies of these diaries. CITY shall be responsible for keeping submittal and RFI logs as well as preparation of construction progress meeting minutes.
10. The presence or duties of CONSULTANT personnel at a construction site, whether as onsite representatives or otherwise, do not make CONSULTANT or CONSULTANT'S personnel in any way responsible for those duties that belong to CITY and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction Contract Documents and any health or safety precautions required by such construction work.
11. CONSULTANT AND CONSULTANT'S personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction contractor(s) or other entity or any other persons at the site except CONSULTANT'S own personnel.
12. The presence of CONSULTANT'S personnel at a construction site is for the purpose of providing to CITY a greater degree of confidence that the completed construction work will conform generally to the construction documents and that the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the construction contractor(s). CONSULTANT neither guarantees the performance of the construction contractor(s) nor assumes responsibility for construction contractor's failure to perform work in accordance with the construction documents.

Exclusions from the Scope of Services

The following are not included in the proposed scope of services and thus are excluded from this TO:

1. CONSULTANT produced Operations and Maintenance manuals are not included in this scope of services.
2. Review of pay applications and change order requests are not included in this scope of work.
3. Construction Inspections are not included in this scope of work.
4. Environmental site assessments or environmental mitigation services are not included in this scope of work.

**ATTACHMENT A
ESTIMATED LEVEL OF EFFORT
ENGINEERING DESIGN, PERMITTING, BID PHASE, AND LIMITED ESDC FOR ELECTRICAL SWITCHGEAR REPLACEMENT
THE RICHARD A. HEYMAN ENVIRONMENTAL PROTECTION FACILITY**

	STAFF CLASSIFICATIONS					Total Hours	Fee
	Eng 7	Eng 5	Eng 4	Tech 4	Administrative Assistant		
Tasks \ Rates	\$283.00	\$229.00	\$200.00	\$132.00	\$119.00		
Task A - Design Documents							
Subtask A1 - Project Kickoff/Site Visit/Data Request	16	52	8	0	2	78	\$ 18,274
Subtask A2 - Intermediate Submittal	32	130	62	157	6	387	\$ 72,664
Subtask A3 - Final Submittal	33	192	49	188	4	465	\$ 88,203
Subtask A4 - Permitting Assistance	16	8	12	0	4	40	\$ 9,236
Subtotal	97	382	131	345	16	970	\$ 188,377
Task B - Bid Services and Services During Construction							
Subtask B1 - Bid Services	10	40	8	0	2	60	\$ 13,828
Subtask B2 -Limited Engineering Support During Construction	26	224	78	26	24	378	\$ 80,542
Subtotal	36	264	86	26	26	438	\$ 94,370
Total Hours	133	646	217	371	42	1,408	
Labor Fee	\$ 37,545	\$ 147,836	\$ 43,450	\$ 48,918	\$ 4,998		\$ 282,747
Allowance for Permit Fees							\$ 750
Allowance for Travel Expenses							\$ 10,890
Total Esitmated Fee							\$ 294,387

