

TASK ORDER  
ENGINEERING, DESIGN, AND PERMITTING,  
FOR ATLANTIC BOULEVARD PAVING REHABILITATION

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 April 16, 2026, which are incorporated herein by this reference.

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 seventy-six (76) 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

 4/21/2026  
\_\_\_\_\_  
Andrea Suárez Abastida, PMP  
Manager of Projects

\_\_\_\_\_  
Brian L. Barosso  
City Manager

 4/21/2026  
\_\_\_\_\_  
Steve Wallace, P.E.  
Senior Project Manager

Dated the \_\_\_\_ day of \_\_\_\_\_, 2026.

ATTEST:

TASK ORDER  
ENGINEERING, DESIGN, AND PERMITTING,  
FOR ATLANTIC BOULEVARD PAVING REHABILITATION

SCOPE OF SERVICES

## Background

The CITY owns the public right-of-way throughout the streets and roadways connecting businesses with residents and tourism. Atlantic Boulevard is a City-owned roadway subject to tidal influence and recurring localized flooding. The City intends to rehabilitate pavement and improve drainage performance to enhance roadway resilience while minimizing impacts to adjacent private properties and environmental resources. The local stormwater management plan makes use of collection systems, pumps, outfalls, drainage structures, and outfalls. Existing environmental conditions include coastal seawater and ecosystems, natural tidal pool (likely made dike from storm), local wetland/animal species, and standing permits from local development.

The CONSULTANT's proposed scope of work is to prepare calculations, design reports, environmental permits, cost evaluation technical memo, design and construction plans, and an Engineers Opinion of Probable Construction (EOPC) cost.

The Construction work may include the following:

1. Local Paving of portions/all of Atlantic Boulevard, sidestreets (only part of design)
2. Replacement, installation, inspection, rehabilitation, or modification of existing drainage structures
3. Installation of any approved pump upgrades or rehabilitation.
4. Special Detail design of concrete, asphalt, embankment, sand, landscaping, shoring for improvements near maintenance boat launch access ramp (near the parking area).

## Task A – Design and Construction Plans, Specifications, and EOPC

### *Subtask A.1 –Preliminary Engineering*

The CONSULTANT shall review available City-provided data, including prior studies, available survey, GIS mapping, utility information, and relevant hydrologic and tidal data. Based on this review, the Consultant shall develop a preliminary conceptual layout for roadway and drainage improvements within the existing City right-of-way.

The Consultant shall document the conceptual evaluation and recommended alternative in a Technical Memorandum and submit it to the City for review and approval prior to proceeding with 60% design.

### *Deliverables (issued electronically in .pdf format) (Memo Phase-45 days)*

1. Meetings as requested by city (assume 3)
2. Technical Memorandum
3. Schedule and QC Plan

### *Subtask A.2 – Design Plans (60%)*

The CONSULTANT will coordinate and prepare the final items for the 60% task:

- Request a pre-application meeting with the South Florida Water Management District (SFWMD) if project is not expected to be exempt, prior to completion of 60% plans.
- Collect all known utility information, RGB's, and record drawing information and add to 60% plans.
- Request an 811 utility design ticket to verify all utilities are accounted for
- Prepare Design Plans which will include:
  - Cover Sheet
  - Signature Sheet
  - Typical Section
  - Project Layout/Survey Control Sheet
  - Plan Sheet (including drainage)
  - Signing/Pavement Marking Sheets
  - Drainage Structure Detail Sheets
  - Construction Detail Sheets (outfall berm if necessary, boat launch improvements if necessary)
  - Traffic Control Plan
  - Utility Adjustment Sheets/SUE Data
  - Summary of Pay Items
- EOPC for 60% quantities

#### *Subtask A.21 – Roadway Design Plans*

- Pavement/Materials recommendations
- Typical Section – Atlantic Boulevard, Sidestreet Detail Section (1 common)
- Roadway Plan Sheets – 1" = 40' (560' LF/Sheet half-size; 11"x17")
  - Incorporate provided survey (CITY provided); establish topo and base-mapping for roadway
  - Showing paving limits/paving profile grade elevations
  - Proposed Drainage improvements; existing drainage where known
  - Showing limits of known utilities
  - Signing and Pavement Markings (SPM) shown on roadway plans; no separate striping plan set
  - Traffic Control Phasing (TCP) Typical (contractor to submit TCP plan for approval at construction kickoff meeting or earlier).
  - Cross-sections where needed for elevation detail; Profile Sheets will set pavement grade

#### *Subtask A.22 – Drainage Design*

- Review existing permits
- Support SFWMD permitting (calculations, exhibits, figures as needed)
- Review tidal elevations, existing flood elevation photography, and design storm elevations to tabulate flood and ponding elevations
- Review existing drainage information and outfalls
- Evaluate opportunities for additional basin inlets to be added at additional sidestreet locations.
- Design of at least two (2) additional inlets to be added to existing outfall trunk.
- Evaluation of temporary drainage during TCP
- Drainage Design Documentation Report (Memo Format)

#### Assumptions/Exclusions

1. Assume Floodplain impacts/permitting is not part of this scope

### *Subtask A.23 – Environmental Services*

The CONSULTANT shall prepare the application forms and supporting documents to submit the following anticipated regulatory permit applications:

- USACE 404/10 Permit: The CONSULTANT will prepare a Pre-Construction Notification (PCN) for authorization under Nationwide Permit 3 Maintenance. Services will include:
  - Attend one (1) meeting with USACE to coordinate permitting requirements
  - The permit application along with the required supporting information will be forwarded to the CITY for signatures prior to submittal using the RRS online system.
  - Consultant will respond to one minor request for additional information (RAI) unless otherwise specified by the CITY in writing. It is assumed mitigation is not required.
- A SFWMD Environmental Resource Permit (ERP) Exemption Verification, (expected for paving operations and Streetscaping)
  - Attend one (1) meeting with SFWMD to coordinate permitting requirements
  - The CONSULTANT shall finalize the ERP Exemption Verification application along with the required supporting information to the CITY for signatures, prior to submittal to the DISTRICT.
  - The CONSULTANT shall respond to one minor RAI, unless otherwise specified by the CITY in writing.
  - The CITY shall be responsible for permitting fees, if applicable.
- The CONSULTANT shall perform a Cultural and Archaeological desktop evaluation and provide the results of that evaluation to the CITY in a brief summary report. It is assumed there are no cultural resources present to prohibit the project.

#### *Environmental Services include:*

- Review existing permits
- Support SFWMD permitting (calculations, exhibits, figures as needed)
- Review tidal elevations
- Coordination with City staff; assume two (2) meetings; minimum one (1) field review

#### Assumptions/Exclusions

1. Assume a City of Key West Building Permitting is not applicable

#### Environmental Deliverables (issued electronically in .pdf format)

1. USACE Pre-Application Meeting Minutes or correspondence, as required
2. USACE 404 NWP PCN, as required
3. SFWMD Pre-Application Meeting Minutes or copy of correspondence, as required
4. SFWMD ERP Permit documents and RAI, as required
5. DRAFT Habitat and Threatened and Endangered Species Site Visit Summary Report, as required
6. Final Habitat and Threatened and Endangered Species Site Visit Summary Report, as required
7. DRAFT Cultural and Archaeological Desktop Evaluation Summary Report, as required
8. FINAL Cultural and Archaeological Desktop Evaluation Summary Report, as required

### *Subtask A.24 – Signing/Marking Services (SPM)*

- The CONSULTANT will show SPM on the roadway plans.
- No separate component set for SPM
- Striping to be restored to existing striping layout

#### 60% Deliverables (issued electronically in .pdf format)

1. Copy of review comments/responses/resolution
2. Drainage Design/Environmental Report
3. Pre-Final Design Drawings (60%) (11" x 17")
4. SFWMD Pre-application meeting and meeting minutes
5. EOPC

### *Subtask A.3 – Final Design Pre-Submittal (95%)*

The CONSULTANT will coordinate and prepare the final items for the 95% task:

- Develop and finalize SFWMD permitting if permit exemption is not used for the project.
- Verify all utilities are shown correctly in the plans. Setup utility design meeting if utility conflicts need to be coordinated.
- Send 95% plans to utility owners for verification.
- Complete Design Plans, incorporating:
  - City comments
  - SFWMD comments
  - Utility Owner comments
  - Regulatory comments during permit coordination

#### *Deliverables (issued electronically in .pdf format)*

1. Copy of review comments/responses/resolution
2. Design Documentation (Roadway/Drainage/Environmental)
3. Final Design Drawings (95%) (11" x 17")
4. Final Permitting Documents
5. Specifications (outside of standard specifications)
6. EOPC

### *Subtask A.4 – Final Design Submittal (100%)*

The CONSULTANT will coordinate and prepare the final items for the 100% task:

- Incorporate comments from 95% submittal
- Update EOPC
- Finalize Plans

#### *Deliverables (issued electronically in .pdf format)*

1. Copy of review comments/responses/resolution
2. Design Documentation (Roadway/Drainage/Environmental)
3. Final Design Drawings (100%) (11" x 17")
4. Final Permitting Documents
5. Specifications (outside of standard specifications)
6. EOPC

## **Task B – Bid Services and Services During Construction**

### *Subtask B1 – Bid and Limited Construction Support Services*

Services provided during bidding and construction will include but not limited to:

1. Assisting the city prepare and review bid documentation and support the final recommendation for construction award.
2. Provide clarification and answer questions during the bid process.
3. Support the city in responding to Request for Information (RFI) submittals., design inquiries, and questions by the contractor.
4. Services also include the review, comment, and approval of shop drawings submitted during construction.
5. Help the city resolve design changes, changes in unforeseen circumstances, and support the contractor complete construction.

### *Subtask B2 – Limited Construction Phase Engineering Services - N/A*

Deliverables (electronically, in pdf format):

Shop drawing reviews, response to RFI's, and plan sheets for design changes requested by the field engineer

## Compensation

Compensation for Labor portion of Task A in the amount of \$161,823.00 Task B in the amount of \$6,659.00 will be on a Lump Sum basis as stipulated in Article 5, Paragraph 5.1.1 of the Agreement. The expense portion in the amount of \$10,890.00 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. The breakdown of the total estimated compensation in the amount of \$180,122 is provided in Attachment A.

## Schedule

The design Phase may begin within ten days from the NTP. Milestone submittal duration will follow the schedule below:

- NTP
- Technical Memorandum, 45-days after NTP
- Design Alternative Selection, 2 weeks after Technical Memorandum
- Design Scoping/NTP, 2 weeks
- Design NTP, TWO Approval

The estimated project duration includes approximately 24 weeks for preparation of plans and 52 weeks for bid services and limited engineering services during construction resulting in a total estimated duration of 76 weeks.

## Assumptions

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

1. CONSULTANT will assume existing roadbed sub-grade will support surface layer improvements (block-cracking and water intrusion cannot be repaired without full depth reconstruction of all pavement layers).
2. Assume a South Florida Water Management District Permitting exemption if improvements are only overlay and minor drainage.

## 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. Modeling for design or permitting
2. Survey/SUE
3. Public Involvement

# Attachment A

