

**WORK ORDER #4**

This Work Order and any exhibit or attachment are subject to and incorporates all terms and conditions of the Master Services Agreement dated July 13, 2017.

Contractor shall perform the following Services:

- PM and Development Review
  - Task 1 – Project Management
  - Task 2 – Daily Operations Support
    - Development Reviews
    - Drainage/Hydrology Report Review

Cost: \$ \$75,000

- Completion Date: June 9, 2019

Contractor shall obtain approval from Capital Projects Delivery Manager prior to any changes in scope.

**JACOBS ENGINEERING GROUP**

**CITY OF COMMERCE CITY**

\_\_\_\_\_

\_\_\_\_\_

Christine Bisio, Manager of Projects

Brian McBroom, City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Joe Wilson, Director of Public Works

Date: \_\_\_\_\_

**JACOBS**  
**Work Order #4**  
**SCOPE OF SERVICES**  
**February 18, 2019**

**Overview**

The City of Commerce City (the "City") is contracting with the Jacobs Engineering Group (the "Consultant") to provide daily operations support to the City of Commerce City Public Works.

This is the fourth work order on the master services agreement between the City and the Consultant dated July 13, 2017.

**Specific Tasks**

The following are the specific tasks for Work Order #4

**Task 1: Project Management of the On-Call Work Order #4**

The Consultant will provide project management of the work order #4. The Consultant will:

- Coordinate with City PM on a monthly basis
- Provide work order oversight
- Provide contract set-up
- Prepare monthly progress reports and invoices

*Deliverables:*

- Progress Report and Invoices (3)

**Task 2: Daily Operation Support**

The Consultant will provide daily operation support to the City's Public Works team. The daily operation support will include:

- Development Review Support
  - This effort is scoped as approximately one (1) time full time equivalent (FTE)
  - The Consultant will review development review plans and provide comments
  - The Consultant will help ensure that comments are incorporated by developers into final plans
- Drainage/Hydrology Report Review Support
  - The Consultant will review one (1) Drainage/Hydrology Reports and provide comments
  - The Consultant will help ensure that comments are incorporated into the final reports

*Deliverables:*

- Development Review Comments
- Drainage/Hydrology Report #1 Review Comments

**Summary**

<b>Task #</b>	<b>Task</b>	<b>Cost</b>
1	Project Management of the On-Call Work Order (6 Months)	\$988
2	Daily Operations Support	\$73,442
<b>Sub-Total</b>		<b>\$74,430</b>
<b>Reimbursable Expenses</b>		<b>\$570</b>
<b>Total</b>		<b>\$75,000</b>

See attached spreadsheet for specific task breakdown.

**Jacobs Fee**  
**PROJECT: Public Works On-Call Support**  
**Work Order #4**

**CLIENT: City of Commerce City**  
**Date: February 18, 2019**

Senior Project Manager Danielle Yearsley	Senior Project Engineer Lindy Howard and Doug Stewart	Senior Project Engineer Andrea Vaughan	Senior Administrative Assistant Loretta LaRiviere	Total Hours
---	--	---	--	-------------

Hourly Rate    \$175    \$132    \$132    \$72

Specific Tasks					
<b>Task 1 - Project Management of the On-Call Work Order #3 (6 Months)</b>					
Coordination with City PM ( PM- Weekly Principal-Monthly)	4			4	8
<b>Subtotal Hours</b>	4	0	0	4	8
<b>Subtotal Labor Costs</b>	\$700	\$0	\$0	\$288	\$988
<b>Task 2 - Daily Operations Support</b>					
Development Reviews ( Lindy Howard & Andrea Vaughan)		260	205		465
Drainage/Hydrology Report Review #1 (Doug Stewart)	2	40	40	16	98
<b>Subtotal Hours</b>	2	300	245	16	563
<b>Subtotal Labor Costs</b>	\$350	\$39,600	\$32,340	\$1,152	\$73,442
<b>Total Hours =</b>	6	300	245	20	571
<b>Total Cost=</b>	\$1,050	\$39,600	\$32,340	\$1,440	\$74,430
<b>Reimbursable Expenses</b>					
Mileage =					\$570
Photocopying and Graphic Expenses =					\$0
Postages and Deliveries =					\$0
<b>Subtotal Reimbursable Expenses</b>					\$570
<b>Total Project Cost=</b>					\$75,000