

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

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

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