

**EXHIBIT A**  
**SCOPE OF SERVICES**

**CITY OF MARCO ISLAND FLORIDA**  
**DESIGN FOR NWTP BIOLOGICALLY ACTIVATED FILTER**  
**(BAF) IMPROVEMENTS**

DATE: December 18, 2025

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This SERVICE AUTHORIZATION, when executed, shall be incorporated in and shall become an integral part of the AGREEMENT between the CITY and the CONSULTANT

Number: Contract # 20-020

Dated: October 14, 2020

Title: Design for NWTP Biologically Active Filtration (BAF) Improvements

## **I. Background**

Through Purchase Order #00220344, CONSULTANT was Authorized to provide design, permitting, bidding and limited engineering services during construction in the amount of \$392,000 for the Biologically Activated Filter (BAF) Project. This was based on Jacob's Proposal dated November 23, 2021.

Additional design, permitting, bidding and limited engineering services during construction for the Lake Transfer Pump Station Upgrade and Electrical Improvements were authorized in the amount of \$150,448, based on CONSULTANT's Proposal dated October 19, 2022. The value covered by Purchase Order #00220344-001 was increased by the same amount to \$542,448.00

The above BAF project is currently in construction. Additional services have been, and will be, provided as part of this project:

- 1) Adjustments to the elevation of the new facilities to accommodate the increased FEMA flood levels. This required changes to flood elevations and modifications to grading and drainage plans and structural drawings. The FEMA flood levels were changed late 2024 after the design was completed and the contractor was authorized to start construction.
- 2) Updated deliverables and renewed coordination with Collier County planning and building departments for the Insubstantial Change to the Site Development Plan (SDPI) and Building Permit.
- 3) Review of shop drawing submittals, over and above what was assumed in the original task order. Currently, 68 shop drawings have been reviewed and documented whereas the original task order assumed 56 shop drawings.
- 4) Participation in progress meetings, over and above what was assumed in the original task order. Currently, 21 progress meetings (and counting) have been attended whereas the original task order assumed 8 progress meetings.
- 5) Site visits by the design engineers to observe the progress and quality of the work and to determine, in general, if the work is proceeding in accordance with the design intent of the Contract Documents. The scope assumes one site visit per month for a total of 6 visits for the expected 6-month construction duration. The outstanding duration of the construction work is about 11 months requiring 8 additional visits.

## **II. Scope of Services**

The sections below provide a more detailed description of each task with corresponding sub-task activities, deliverables, and assumptions.

### **Task 1 – Detailed Design Services**

No Changes.

## Task 2 – Limited Services During Construction

The following construction services will be provided by CONSULTANT during the construction of the improvements. The services include construction administration, submittal review, and resident inspection, which are described in more detail below:

- Update design drawings for changes in FEMA flood levels late 2025.
- Submit and coordinate updated drawings with the Collier County Planning and Building Departments for updated SDPI and Building permits.
- Review shop drawings and other data that the Contractor is required to submit. These shall be reviewed for general conformance with the design concept of the project and general compliance with the information given in the Contract Documents. This review will be completed within 14 days of document delivery to CONSULTANT. This scope assumes 24 additional submittals or resubmittals for a total of 160 engineering hours.
- Periodic site visits by design engineers to observe progress and quality of the work and to determine, in general, if the work is proceeding in accordance with the design intent of the Contract Documents. This scope assumes one site visit per month by a CONSULTANT representative for the expected 11-month additional construction duration and six additional engineer of record site visits.
- Related project management for the above additional services.

### ***Deliverables***

1. Updated drawings with modified elevations.
2. Responses to submittals.
3. Site visits summaries.

## III. Budget and Basis of Compensation

Compensation for this Service Authorization will be paid on a Time and Materials Per Diem Labor Rate not to exceed basis in accordance with Article Five in the CONTRACT dated October 14, 2020, at a cost of \$79,875. Estimated labor hours and expenses are shown in the table on the next page.

## IV. Scheduled Completion Dates

The following is an estimated schedule for completion of the work:

TASK	COMPLETION SCHEDULE
<b><u>Task 2 – Limited Services During Construction</u></b>	
Meetings / Site Inspections	As scheduled by the City with 2 weeks advance notice.
Submittal Review	Within 4 weeks of receipt

<div>Engineering Cost Summary</div> <div>Marco Island NWTP</div> <div>FEMA Flood Level and Building Code Changes and Additional SDCs</div>					Engineer 4	Engineer 4	Engineer 4	Engineer 4	Engineer 3	Technician 5		Administrative Assistant 3	Administrative Assistant 2	Engineer 6	Hotel	Meals	Mileage	Parking	Incidentals	Reprographics
Per Diem Rate:					\$160.00	\$160.00	\$160.00	\$160.00	\$140.00	\$160.00		\$90.00	\$90.00	\$225.00	\$150	\$50	\$0.55	\$15	\$10	\$1
Task 2 – Construction Services																				
SubTask	Hours	Labor	Expense	Task Total																
FEMA flood level changes	72	\$12,040	\$0	\$12,040	32		8	8		16				8						
Coordination w ith Collier County	64	\$12,840	\$0	\$12,840	24									40						
Additional Submittal Review	160	\$26,160	\$0	\$26,160	8	32	56	24	24					16						
Extra Site Inspections / Construction Review	96	\$15,040	\$3,181	\$18,221	16	16	32	16	16						8	8	2560	8	6	6
Record Draw ings	0	\$0	\$0	\$0																
Project Management	56	\$10,440	\$174	\$10,614									16	40			320			
Subtotal for Task 2	448	\$76,520	\$3,355	\$79,875	80	48	96	48	40	16		0	16	104	8	8	2,880	8	6	6
Grand Total	448	\$76,520	\$3,355	\$79,875	80	48	96	48	40	16		0	16	104	8	8	2,880	8	6	6

## **V. ASSUMPTIONS**

The presence or duties of CONSULTANT's personnel at a construction site, whether as onsite representatives or otherwise, do not make CONSULTANT or CONSULTANTs personnel in any way responsible for those duties that belong to the CITY and/or the construction contractor or other entities, and do not relieve the construction contractor 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.

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 Jacobs' own personnel.

The presence of CONSULTANT's personnel at a construction site is for the purpose of providing the 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.

## **VI. Designated Consultant Project Manager**

The designated consultant project manager for this project is GJ Schers.

This SERVICE AUTHORIZATION is approved contingent upon the CITY'S continued satisfaction with the services rendered in previously issued SERVICE AUTHORIZATIONS. IF the CITY'S, in its sole discretion, is unsatisfied with the services provided in this or previously issued SERVICE AUTHORIZATIONS, the CITY may terminate this SERVICE AUTHORIZATION in accordance with the terms of the AGREEMENT without incurring any further liability.

The CONSULTANT may not commence work on this, or any SERVICE AUTHORIZATION approved by the CITY to be included as part of the AGREEMENT without a formal notice-to-proceed from the CITY.

Approved by:

CITY OF MARCO ISLAND

CONSULTANT



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Jeff Poteet

General Manager, Water and Sewer

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Diana F. Francois, P.E.

Manager of Projects

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

12/18/2025  
Date: \_\_\_\_\_