

TASK ASSIGNMENT 2025-1
ISSUED UNDER AN AGREEMENT FOR CONTINUING PROFESSIONAL SERVICES

THIS TASK ASSIGNMENT 2025-1 is entered into by and between **Levy County, a political subdivision of the State of Florida** (the "County") and **JBrown Professional Group, Inc., a Florida Corporation** (the "Consultant") pursuant to the Agreement between Levy County and Consultant for Continuing Professional Services dated December 8, 2020 (the "Continuing Professional Services Agreement.")

1. Scope of Services. Commencing on May 6, 2025, Consultant shall provide engineering review of Development (Site) Plans and Subdivision Plats (the "Services") as described in the Proposal attached as Exhibit "A" (consisting of two pages.)

Services will be requested by the County in writing and on an as-needed per project basis. The following County staff are each authorized to request Services on behalf of the County: Tara Howell, Planning and Zoning Director (email: Howell-Tara@levycounty.org and phone: 352-486-5203) and Avea Martinez, Administrative Assistant II (email: Martinez-Avea@levycounty.org and phone: 352-486-5203). The County Manager may authorize additional staff to request services from time to time.

All requests for services will be sent via email to Kyle Willems, PE at kyle.willems@jbpro.com, whose phone contact is 352-375-8999 x1204.

2. Compensation. County shall compensate Consultant for its performance of the Scope of Services as set forth in the Proposal. Invoices or requests for payments to Consultant shall be made in accordance with the Florida Local Government Prompt Payment Act, sections 218.70 through 218.79, Fla. Stat.

3. In the event of a conflict between the documents attached or incorporated by reference to this Task Assignment, the documents will be given precedence in the following order:

First: Task Assignment 2025-1; and

Second: The Continuing Professional Services Agreement.

All other terms of the Continuing Professional Services Agreement not in conflict with this Task Assignment shall apply to Consultant's services to be provided.

IN WITNESS WHEREOF, the parties have entered into this Task Assignment as of the last date of signature for parties set forth below.

Consultant
JBPro

By: _____

Title: _____

Date: _____

BOARD OF COUNTY COMMISSIONERS
OF LEVY COUNTY, FLORIDA

Desiree Mills, Chair

Date: _____

ATTEST: Matt Brooks, Clerk of
Circuit Court and Ex-Officio Clerk to the
Board of County Commissioners

Matt Brooks

Approved as to form and legal sufficiency

Nicolle M. Shalley, County Attorney

Exhibit A



Timeline of Review and Return for Submitted Plans

Upon receipt of the site plan submittal from Levy County staff, a JBPro Staff Engineer will perform a review of the entire project within 7 business days. After the initial review, a JBPro Project Manager meets with the Staff Engineer to discuss the review comments. Any additional comments and design suggestions are compiled within 10 business days and a complete review is returned to the County within 14 working days. For simple projects the reviews can be accomplished even sooner, and subsequent re-submittal reviews are often handled within a week or less.

JBPro Review of Project Plans	7 business days within receipt of plans
Compiled Comments and Suggestions	10 business days within receipt of plans
Complete Review Returned to County	14 business days within receipt of plans

JBPro will bring understanding and experience in reviewing site plans and subdivisions. We have a unique skill set in assuring Levy County is protected in the design and detailing of all review projects. We are very comfortable working with County staff, attorneys, and Commissioners, as needed to best represent the County's interests with developers and applicants. We also are very comfortable participating and representing the County at any required public hearings where the development plan petitions are reviewed.

While each plan or plat is unique we can provide our average review rates over the past three years for a view of our competitive rates. We typically provide estimates at an hourly or not-to-exceed price (rate sheet on following page) depending on the complexity of the plan set.

Year	Average Plan Review Cost
2023	\$1,235
2022	\$1,250
2021	\$1,480



JBrown Professional Group

CIVIL ENGINEERING • LAND SURVEYING • PLANNING

3530 NW 43rd Street • Gainesville, FL 32606 • 352.375.8999 • JBProGroup.com

Hourly Rate Fee Schedule

(Effective November 16, 2020)

<u>Position</u>	<u>Hourly Rate</u>
<u>Civil Engineering</u>	
Principal Engineer	\$175.00
Project Manager	\$150.00
Project Engineer	\$125.00
Staff Engineer	\$105.00
Engineering Technician	\$ 75.00
Construction Manager	\$125.00
Land Planner	\$100.00
<u>Surveying</u>	
Principal Surveyor	\$105.00
3-Person Field Crew	\$150.00
2-Person Field Crew	\$130.00
1-Person Field Crew	\$100.00
Surveying Technician	\$ 75.00
<u>Administrative</u>	
Project Coordinator	\$ 70.00
Administrative Assistant	\$ 60.00
Intern	\$ 50.00