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**SUPPLEMENTAL WORK ORDER INITIATION FORM  
for the CITY OF CLEARWATER**

<b>Date:</b>	<b>August 10, 2016</b>
<b>Project Number:</b>	<b>60436796</b>
<b>City Project Number:</b>	<b>15-0027-EN</b>
<b>Plan Set Number:</b>	<u><a href="#">2015054</a></u>

**1. PROJECT TITLE:**

Cooper's Point Hydrologic Improvement Project

**2. SCOPE OF SERVICES:**

This Work Order is for the Cooper's Point Hydrologic Improvement Project Work Order (WO) dated July 13, 2015, and will supplement the design scope of the original WO. The additional scope included in this Supplemental WO includes extra design and permitting efforts that were not anticipated, but required by regulatory agencies. Additional tasks include:

- |           |   |
|-----------|---|
| Task 1.1: | Two additional field visits by AECOM environmental staff to examine spoil mounds for mitigation to compensate for mangrove impacts; |
| Task 1.2: | The creation of additional plan sheets to show the results from the field reviews;  |
| Task 1.3: | The creation of additional specifications with regards to the removal of the spoil mounds;  |

- Task 1.4: The modification of plan sheets to show the planting of the banks of the dredged channel with *Spartina alterniflora* and additional specifications associated with plantings;
- Task 1.5: The drafting of a turbidity monitoring plan to be used during dredging, and the modification of plan sheets and quantities to show the additional turbidity screens required;
- Task 1.6: Creation of an additional plan sheet to show the separation of temporary and permanent impacts to mangroves in the dredged channel; and
- Task 1.7: Additional Detail Review and QA/QC (Quality Assurance/Quality Control) checks after each revision.

**3. PROJECT GOALS:**

The project goal is to complete permitting tasks associated with this project and secure regulatory permits from the US Army Corps of Engineers and the Southwest Florida Water Management District. The remaining items in the original scope (100% Plans and Technical Specifications and Final Plans and Technical Specifications) will be completed under the original Scope of Services.

**4. BUDGET:**

Attachment "B" provides the fee estimate detail. This price includes all labor and expenses anticipated to be incurred by AECOM for the completion of these tasks in accordance with Professional Services Method "A" – Cost Times Multiplier Basis, **for a fee not to exceed Eight thousand seven hundred twenty nine dollars and no cents (\$8,729.00).**

**5. SCHEDULE:**

The submittal schedule presented with this Supplemental WO supersedes the schedule from the original WO dated July 13, 2015 and amends the submittal due dates discussed in the project kick-off meeting held on August 10, 2015. The schedule is based upon the assumption of the CITY reviews of the project work products will be completed in two (2) weeks from the date of submission. The remaining project deliverables are to be phased as follows:

<b>90% Plans and Technical Specifications</b>	<b>September 15, 2016</b>
<b>Final Construction Documents</b>	<b>September 30, 2016</b>

**6. STAFF ASSIGNMENT (Consultant):**

<b>Officer-in-Charge:</b>	<b>Dana Tallman, P.E., BCEE</b>
<b>Project Manager:</b>	<b>Susan Durrance</b>
<b>Engineer V:</b>	<b>Russell Pratt, P.E.</b>
<b>Senior Designer:</b>	<b>James Scheuerman</b>
<b>Admin Assistant:</b>	<b>Lisa Lanier</b>

**7. CORRESPONDENCE/REPORTING PROCEDURES:**

Engineer's project correspondence shall be directed to Sarah Kessler, City of Clearwater. All City project correspondence shall be directed to Susan Durrance with copies to others as may be appropriate.

**8. INVOICING/FUNDING PROCEDURES:**

Invoices for work performed shall be submitted monthly to the City of Clearwater, Engineering Department, Attn.: Veronica Josef, Senior Staff Assistant, PO Box 4748, Clearwater, Florida 33758-4748.

**City Invoicing Code: 0327-96664-561300-535-000-0000**

**9. INVOICING PROCEDURES**

At a minimum, in addition to the invoice amount(s) the following information shall be provided on all invoices submitted on the Work Order:

- A. Purchase Order Number and Contract Amount.
- B. The time period (begin and end date) covered by the invoice.
- C. A short narrative summary of activities completed in the time period
- D. Contract billing method – Lump Sum or Cost Times Multiplier
- E. If Lump Sum, the percent completion, amount due, previous amount earned and total earned to date for all tasks (direct costs, if any, shall be included in lump sum amount).
- F. If Cost Times Multiplier, hours, hourly rates, names of individuals being billed, amount due, previous amount earned, total earned to date for each task and other direct costs (receipts will be required for any single item with a cost of \$50 or greater or cumulative monthly expenses greater than \$100).
- G. If the Work Order is funded by multiple funding codes, an itemization of tasks and invoice amounts by funding code.

**10. SPECIAL CONSIDERATIONS:**

The consultant named above is required to comply with Section 119.0701, Florida Statutes (2013) where applicable.

**PREPARED BY:**

  
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Dana K. Tallman, PE, BCEE  
Vice President  
AECOM

**Date**

August 10, 2016

**APPROVED BY:**

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Michael D. Quillen, PE  
City Engineer  
City of Clearwater

**Date**

## **WORK ORDER INITIATION FORM**

### **CITY OF CLEARWATER DELIVERABLES STANDARDS**

#### **FORMAT:**

The design plans shall be compiled utilizing one of the following standards:

City of Clearwater CAD standards or Consultant's CAD standards (please provide all supporting documents when utilizing Consultant's Standards).

#### **DATUM:**

Horizontal and Vertical datum shall be referenced to North American Vertical Datum of 1988 (vertical) and North American Datum of 1983/90 (horizontal). The unit of measurement shall be the United States Foot. Any deviation from this datum will not be accepted unless reviewed by City of Clearwater Engineering/Geographic Technology Division.

#### **DELIVERABLES:**

A minimum of two (2) signed and sealed Plans and Contract Documents (specifications book) labeled "ISSUED FOR BID" shall be provided at the onset of the bid phase, as well as electronic copies. Electronic plan copies in PDF and CAD and electronic contract documents in PDF and MS Word.

The design plans shall be produced on bond material, 24" x 36" at a scale of 1" = 20' unless approved otherwise. The consultant shall also deliver all digital files in CAD drawing format and PDF format together with all project data in AutoCAD Civil 3D file format. All references, such as other drawings attached, images and graphic files, custom fonts and shapes shall be included in hard copy and electronic copy.

Prior to the City Council award date, a minimum of two (2) copies of signed and sealed plans and contract documents (specifications book) labeled "CONFORMED" shall be provided. All revisions made during the bid phase shall be included in the plan sets and noted in the revision block or as a footnote. Copies of each Addendum shall be included at the front of the contract and all revisions made during the bid phase shall be incorporated into the Contract Documents.

Electronic copies of "CONFORMED" plans (PDF and CAD) and contract documents (PDF and MS Word) shall be provided prior to the City Council award date.

#### **NOTES:**

- If approved deviation from using Clearwater CAD standards, the consultant shall include all necessary information to aid in manipulating and printing/plotting the drawings. Please address any questions regarding file format to Mr. Tom Mahony, Geographic Technology Manager, at (727) 562-4762 or email address: [tom.mahony@myclearwater.com](mailto:tom.mahony@myclearwater.com).

## COOPER'S POINT HYDROLOGIC IMPROVEMENT PROJECT



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### WORK ORDER INITIATION FORM PROJECT BUDGET

Task	Description	Other Direct Costs	Labor	Total
1	Design			
1.1	Additional Permitting Services	\$0	\$8,729.00	\$8,729.00
		\$0		
Grand Total				\$8,729.00

## **REVIEW PERIOD SUBMITTAL REQUIREMENTS**

This list is intended as a guideline of the items to be completed at various levels of project completion. The specific list for each project shall be finalized in the work order.

### **30% Construction Plans**

Requirements for the 30% submittal shall include the following:

- Cover Sheet,
- Legend and Abbreviations per City standards,
- Key Sheet,
- Demolition Plans indicating existing improvements, utilities, and topography, and identification of trees to be removed,
- Preliminary layout of the proposed improvements, existing right-of-way and easements, subdivision, block, and lot number, and plat book and page for adjacent parcels,
- Engineer's/Architect's preliminary opinion of probable construction cost, based on the 30 % submittal.

### **60% Construction Plans**

In addition to the items in the 30% submittal, requirements for the 60% submittal shall include the following:

- General Construction Notes related to best management practices, utilities, and other conditions relevant to the project,
- Typical pavement sections shall indicate typical cross sectional slopes, median improvements, pavement requirements, right-of-way lines, sidewalks, curbs, gutters, and landscaped areas,
- Grading, Paving, and Drainage detail sheets, including standard and nonstandard stormwater management structures, retaining walls, and related notes,
- Erosion control and tree protection details, including best management practices applied to the project,
- Existing private utilities, as available, such as gas, electrical, telephone, fiber optic, and cable TV,
- Detailed Cross Sections,
- Wetland Planting Plans and Details,
- Utility Plan including utility relocation/adjustment details indicating utility conflicts, relocation design, proposed utility structures, and conflict manholes, design details, and specific profiles, if required,
- Permit Applications,
- Estimated construction quantities,
- Engineer's/Architect's updated opinion of probable construction cost and duration based on the 60% design submittal, and
- Engineer/Architect will review City's standard technical specifications and modify or supplement as necessary for the project.

## **90% Construction Plans**

The 90% construction plans shall include the design items required for the construction of the project, including the special provisions and technical specifications. In addition to the items in the 60% submittal, requirements for the 90% submittal shall include the following:

- a. Maintenance of Traffic Plan,
- b. Structural plans, details, and calculations, including design and details of shallow foundations, pedestrian bridge abutments, retaining walls, structural reinforcing, tiebacks, and stability analyses for slopes and retaining walls,
- c. Detailed construction quantities based upon 90% design,
- d. Engineer's/Architect's updated opinion of probable construction cost and duration based on the 90% design submittal, and
- e. Technical specifications and Special Provisions.

## **Final (100%) Construction Documents**

The 100% submittal shall address the City's final review comments.

Engineering Projects prepared and/or submitted shall be reviewed and checked by a civil engineer registered in the state of Florida as the Engineer of Record. The Engineer of Record shall sign, seal and date the design calculations, technical specifications and contract drawings as required by Florida law.

See Attachment "A" – Deliverables – for specific labeling requirements.