



# WORK ORDER

Date: January 27, 2027

## 1.0 PROJECT INFORMATION:

Project Title: 2026 Living Seawall Project

City Project Number: 24-0077-EN

City Plan Set Number: N/A

Consultant Project Number: US0023965

## 2.0 SCOPE OF SERVICES:

The City of Clearwater, Florida (City), has requested assistance from WSP USA, Inc. (WSP) to provide design consulting services to rehabilitate and convert four existing seawalls into living seawalls/shorelines. The four seawalls selected, along with their approximate lengths and the assumed flood control solution, are as follows:

- Mandalay East Seawall, below SR 60 (285 LF)
  - Height of existing seawall will be increased by a maximum of two feet; Sea tiles will be added to the front of the seawall
- North Seawall below Sand Key Bridge (170 LF)
  - Height of existing seawall will be increased by a maximum of two feet; Sea tiles will be added to the front of the seawall
- South Seawall at Coachman Park along Condominium Building (228 LF)
  - Height of existing seawall will be increased by a maximum of two feet; Sea tiles will be added to the front of the seawall; Planter boxes will be added in front of the seawall
- South End of Bayview Avenue (200 LF)
  - Height of existing seawall will be increased by a maximum of two feet; Sea tiles will be added to the front of the seawall; Artificial oyster reef structures will be placed offshore; salt-tolerant plants will be added in the upland area behind the seawall (no inclusion of mangroves)

**TASK 1: PROJECT MANAGEMENT**

This task includes efforts associated with the WSP Project Manager coordinating with the team to maintain individual and overall project schedules, monitoring the approved project budget, and completing other project management-related tasks, such as reviewing and approving monthly subcontractor costs and preparing monthly invoices in accordance with contract requirements. Additionally, it includes other Project Management-related activities such as monitoring change management, risk management, tracking out-of-scope changes, and maintaining project communication both with the project team and the City. To accomplish this, the WSP Project Manager will be responsible for scheduling and executing reoccurring internal and external project planning calls to discuss task and deliverable status and address identified project risks or issues.

**TASK 2: SITE INSPECTION AND SURVEYING**

WSP will conduct a field inspection to each site to evaluate the site, determine any change in conditions since the mid-2025 site inspection, and collect data required to develop the ecological and built aspects of the project design, such as the locations of sea tile placement. WSP will collect data on existing vegetative and benthic communities, wetland limits, tidal limits, drainage features, and infrastructure to support the design of the project. This includes data collection and documentation to support delineation of the mean higher-high water line. Based on our experiences with similar projects, WSP also proposes completing the following surveys in support of permitting the project:

- Seagrass Survey (Bayview Avenue Site Only). WSP will conduct a limited seagrass survey in the proposed project area and provide the footprint survey in a shapefile. WSP will also provide a shapefile of seagrass patches, if any are present in the survey area. If seagrass is present, WSP will also sample an appropriate number of random quadrats to characterize percent cover and species composition utilizing the Submerged Aquatic Vegetation Survey Guidelines for the Federal review process.
- Threatened and Endangered Species. WSP will analyze and document any potential federally listed species and any suitable habitat within the proposed project area pursuant to the Endangered Species Act. WSP will provide a summary to include the use of U.S. Fish and Wildlife and U.S. National Marine Fishery Service Programmatic Consultation and Biological Opinions with the U.S. Army Corps of Engineers Regulatory Division to provide species-specific assessments. WSP will provide an assessment for coordination with the Fish and Wildlife Conservation Commission.
- Essential Fish Habitat, WSP will analyze and document any potential essential fish habitat pursuant to the Magnuson-Stevens Act.

WSP will complete the following topographic and bathymetric surveying in support of the project design. Survey scope items will include:

- Establish one benchmark at each site.
- Conduct a Mean High Water Line Survey for each site.

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- Conduct a topographic and bathymetric survey within 15 feet of the seawall at each site.
- Complete a bathymetric survey extending 100 feet into the water from the existing seawall at the Bayview Avenue site.

### Deliverable:

Electronic delivery of the Ecological Evaluation Report, including the Seagrass Survey, Threatened and Endangered Species Survey, and Essential Fish Habitat Survey. Shapefiles of seagrass footprint and shapefiles of relevant species and fisheries resources. AutoCAD file of the topographic and bathymetric surface for each site.

### **TASK 3: ENGINEERING ANALYSES**

WSP will conduct a desktop background review to provide the foundation for completing a well-informed engineering design. This will include a review of publicly available literature to characterize aspects of each site that are critical for design development. This will consist of collecting data on historical and future water levels in Saint Joseph Sound and Old Tampa Bay, reviewing historical aerial imagery, and collecting data from nearby meteorological stations. Such meteorological parameters of importance include wind speed, wind direction, and rainfall. This data will be compiled to produce recurrence intervals for design storms that are input into the design calculations. WSP will also review Automated Identification System data, conduct literature reviews, and contact relevant marinas directly to properly document vessel activity at each site. WSP will complete empirical calculations of vessel wake and wind waves and use publicly available models, such as the USACE South Atlantic Coastal Study, to design features at each site. WSP will also empirically assess propeller washout forces from the vessels to assess scouring along the seawalls.

WSP will document the engineering analyses within the Design Memo, which is discussed in Task 6. The analyses and write-up will be updated with each subsequent design submittal to reflect changes and updates to the design.

### **TASK 4: CONCEPTUAL DESIGN**

To assist the City with selecting the appropriate shoreline approach, WSP will draft up a conceptual design alternative that could be implemented at each site. Each alternative will be developed using AutoCAD Civil3D and will consist of one plan view drawing sheet and one standard detail sheet. WSP will develop a high-level cost estimate (+50% / -30%) for each alternative. WSP will organize and lead a presentation meeting with the City to review the conceptual design for each site, discuss the benefits and drawbacks of each design, and agree upon a preferred approach for each site.

### Deliverables:

- One conceptual design per site (four total) in electronic Acrobat (PDF) format.
- Presentation to City stakeholders (PPT presentation document)

**TASK 5: PRE-APPLICATION MEETINGS AND AGENCY COORDINATION**

Pre-application coordination will include one (1) pre-application meeting with the Florida Department of Environmental Protection (FDEP) to discuss the Environmental Resources Permit (ERP) and one (1) pre-application meeting with the U.S. (United States) Army Corps of Engineers (USACE) to discuss the Federal 404 permit. These two meetings may be held concurrently, depending on agency availability. This Scope of Work includes the submittal of information required for listed species, as required by the U.S. Fish and Wildlife Service and the Florida Fish and Wildlife Conservation Commission.

Deliverables:

- Attend and lead two pre-application meetings.
- Electronic Adobe Acrobat (PDF) copy of the meeting agendas, meeting minutes, and the presentation from each meeting with regulatory agencies.

**TASK 6: DESIGN DEVELOPMENT (30%, 60%, 90%, AND 100%)**

The design team will progress through a series of structured phases—30%, 60%, 90%, and 100% design — as described in tasks 6.1-6.4, each building on field data, City goals, and community vision. Alongside these efforts, a focused permitting task will ensure regulatory compliance and timely approvals from local, state, and federal agencies. Together, this phased approach will transform conceptual ideas into a fully permitted, bid-ready living shoreline project.

**Task 6.1**      30% Design Package

WSP will not begin Task 6.1 until the City has selected the preferred alternative for each site. During the 30% design phase, the team will develop a preliminary (30%) design for each site. This concept will reflect known physical site conditions—such as slope, existing hard armoring, seagrass presence, and tidal range—and propose a solution based on the assumed approach listed on Page 1 of this proposal. This phase will also identify site constraints, such as infrastructure, access points, and stormwater outfalls, which may influence design options. Deliverables will include a narrative design memo, design drawings, and a preliminary cost estimate (+50% / -30%) to support early decision-making and stakeholder discussion. All four sites will be included in the same design drawing package.

Deliverables:

- Electronic Submittal of 30% Design Package (Design Memo, Design Drawings, and Preliminary Cost Estimate).

**Task 6.2:**      60% Design Package (Issued For Permitting)

After completing Task 4.2, WSP will begin the development of the 60% level design package, which will include drawings and specifications. These design drawings will incorporate comments from the City and its stakeholders addressing engineering and permitting issues received during the 30% design review. The drawings will be advanced

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to a level suitable for external agencies and permit discussions and submittals for regulatory review. A more detailed construction cost estimate (+30% / -20%) will be provided. All four sites will be included in the same design drawing package.

### Deliverables:

- Electronic submittal of 60% Design Package (Design Drawings, Design Specifications, Construction Cost Estimate).

### Task 6.3: 90% Design Package

At 90% design, the plans will be almost complete. All major features, dimensions, materials, and methods will be clearly shown. Comments from permitting agencies, the City, and its stakeholders during the 60% Design Phase will be addressed. This version will be reviewed to confirm constructability and completeness before the final stamped set is issued. An updated (+20% / -15%) construction cost estimate will be included. All four sites will be included in the same design drawing package.

### Deliverables:

- Electronic submittal of 90% Design Package (Design Memo, Design Drawings, Updated Design Specifications, Updated Cost Estimate).

### Task 6.4: 100% Design Package (Issued For Bidding)

WSP will develop 100% (Issued for Bidding) Design Package. This design package will incorporate comments from the City and its stakeholders, addressing engineering and permitting issues received from the 90% design review. The drawings will be advanced to a level suitable to be used by the City for contractor bidding. A final (+15% / -10%) cost estimate will be provided. All four sites will be included in the same design drawing package.

### Deliverables:

- Electronic submittal of 100% Design Package (Design Memo, Design Drawings, Final Design Specifications, Final Cost Estimate).

## **TASK 7 PERMIT APPLICATION, ENVIRONMENTAL DOCUMENTS, AND AGENCY COORDINATION**

This agreement will require the collection of information necessary to apply for state and federal permits and will include the compilation of environmental information in the form of an environmental narrative to be submitted to the regulatory agencies with the permit applications. The environmental documents will include graphics, Uniform Mitigation Assessment Method (UMAM) forms, and other agency-required data sheets. This includes the necessary delineations for the coastal waterbodies and abutting coastal wetlands. The project's intent is to expand coastal wetlands, so it is anticipated that mitigation would not be required since the project is fundamentally a wetland restoration, which will be reflected by the functional gain identified in the UMAM results. WSP will

provide an assessment of the project purpose, project design, and the direct and indirect environmental effects the activities will cause to demonstrate the net environmental benefits. In addition to the Threatened and Endangered species assessment, the Essential Fish Habitat assessment, an assessment of the baseline ecological conditions with relevant mapping, will be provided. Additional tasks include a desktop evaluation to identify any known cultural or historic properties within the project area. To ensure compliance with Section 106 of the National Historic Preservation Act. WSP will coordinate with the City of Clearwater on potential cultural resource surveys that may be required after the initial desktop evaluation. If the final project design includes dredging, an evaluation will be conducted of upland disposal areas for the deposit of dredged material. WSP will respond to up to two (2) Requests for Additional Information (RAI) from each regulatory agency. No additional Field data collection is anticipated to respond to the RAIs.

#### **TASK 8: BIDDING SERVICES**

WSP will provide the City with the information necessary to prepare a bid package, publish a public notice, solicit bids, conduct pre-bid meetings, and respond to bid questions in accordance with the City's procurement process.

WSP will assist the City in securing bids for the construction project as follows:

- Prepare Bid Documents – Using standard City requirements, the Consultant will help the City prepare contract documents for bidding, including but not limited to Instructions to Bidders, Bid Form, Schedule of Pay Items, and Bidders Certification Forms.
- Pre-Bid Meetings - The Consultant will attend the pre-bid conference to receive questions regarding the interpretation and clarification of the Contract Documents.
- Respond to bidders' written questions regarding interpretation and clarification of Contract Documents, responding only in compliance with City policy and procedures through written addenda, which are issued by the City.
- Prepare Addenda and Plan Sheet Revisions - To interpret or clarify the bid documents, the Consultant will prepare appropriate addenda and plan sheet revisions in accordance with City policy and procedures, to be approved by the City Project Manager, and reviewed and issued by City Procurement. (If plan sheets need revisions, revisions need to include a new key sheet, signature sheet, and all changes to be clouded with revision numbers for the City to issue with the Addenda.)
- Review Bids - The Consultant shall assist the City with bid evaluation and contract review, and processing with the selected bidder. The Consultant shall create and review bid tabulation sheets (Excel), review a maximum of four bids, check the bidder's references (three maximum of three for each), provide justification for bid items over 20% of the estimate, and make a recommendation for the award.

#### **TASK 9: CONSTRUCTION PHASE SERVICES**

WSP will provide Construction Phase Services, which include but are not limited to:

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- WSP will issue the 100% (Issued for Construction) Design Package, which includes drawings and specifications that have been updated to reflect the selected contractor and any addenda or revisions made during the bid phase.
- The Consultant shall attend one progress or pre-activity meetings, as directed by the City Construction Manager.
- Review shop drawings and material submittals by the Contractor for technical and functional compliance requirements as described in the approved construction documents, to include manufacturer's data sheets, bulletins, technical guidelines, manuals, etc., for all materials and equipment proposed to be installed in the project. These items must be evaluated and accepted as correct and appropriate per the bid documents or as an "equal or better than" substitution. WSP will review and return the Construction Submittals within 14 days. Address Contractor's Requests for Information (RFI's) and Requests for Modification for adherence to all technical and functional compliance requirements as described in the approved bid documents. WSP will review and return RFI's within 14 days. Coordinate any modifications with the City for concurrence prior to approval of RFI. The Consultant will respond to a maximum of five RFIs and will review a maximum of five shop drawings and material submittals.
- If plan sheets need revisions, revisions need to include a new key sheet and all changes to be clouded with revision numbers for the City to issue to the Contractor. The Consultant assumes one revision will be made to the Contract Drawings.
- Make periodic site visits as authorized by the City (Consultant anticipates conducting one site visit a month during construction, plus one pre-construction site visit and one post-construction site visit. Construction duration is assumed to be four months, totaling six visits.
- The Consultant shall perform a permit closeout, as needed.

### ASSUMPTIONS:

- As-built drawings will be provided to WSP detailing existing shoreline infrastructure, all work completed under the project, and all the topography and bathymetry within the project extents
- All ecological field data can be collected over the course of two days for the four sites.
- No additional field data collection will be needed to respond to Permit RAIs.
- The design duration will be twelve months
- The construction will last four months.
- No laboratory analytical services are included in this SOW.
- Seagrass survey and threatened and endangered species surveys are the only ecological surveys required by WSP to support permitting for the project.
- The City will be responsible for the payment of all permit application fees.
- WSP will not complete any numerical surge/wave modeling. All design calculations will be completed using empirical methods.
- WSP will use publicly available data and conversations with marina owners to determine vessel characteristics, like motor horsepower, draft, and maximum speed.
- One site visit will be completed each month during construction, along with a pre-construction site visit and a substantial completion site visit, for a total of 6 site visits

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- WSP will respond to one round of combined comments from the City and its stakeholders for each design stage prior to issuing it as final
- WSP and the City will have one 120-minute video call (remote) where WSP will present each conceptual design alternative. The City will select its preferred alternative for each site by the end of the video call.
- WSP will not begin work on the 30% design until it receives a chosen preferred approach from the City for each site.
- WSP and FDEP will have one 90-minute video call (remote) to discuss the City's combined comments on each design iteration (30%, 60%, 90%, and 100%).
- The specifications will follow MasterSpec format.

### 3.0 PROJECT GOALS:

Assist the City in repairing and rehabilitating or replacement of four existing seawalls, which are owned by the City of Clearwater, incorporating them into living seawalls.

### 4.0 FEES:

Refer to "**Attachment A**".

This price includes all labor and expenses anticipated to be incurred by WSP USA, Inc., for the completion of this scope of services in accordance with Professional Services Method "B" – Lump Sum – Percentage of Completion by Task, for a fee not to exceed Four hundred and Five Thousand Five Hundred Thirty-Three Dollars and Zero Cents (\$405,533.00).

There are permitting fees expected for this task.

### 5.0 SCHEDULE:

The draft summary report and alternative analysis will be submitted to the City for review and comment within 21 calendar days after completion of the on-site inspection. A final summary report and preliminary design plans/living sea wall analysis will be submitted after final resolution of City comments. Final plans will be submitted 14 calendar days after the final resolution of City comments for the preliminary plans.

### 6.0 STAFF ASSIGNMENT:

WSP USA, Inc. expects the following personnel to be assigned to this task; additional personnel as needed will be added to the task as approved by the project manager.

- Project Manager: Nabil Bawany, P.E.
- Deputy Project Manager: Todd Mitchell, P.E.
- Senior Vice President (Survey): Charles Gardiner
- Senior Vice President (Marine Engineer): Jerald Ramsden
- Associate Principal (Senior Lead Scientist): Shannon McMorrow
- Senior Lead Engineer (Survey): Max Ramos

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- Lead Engineer (Senior Design Visualization Specialist): Glen Loyd
- Chief Designer: Eric Slaugh
- Engineer I-III (Coastal Specialist): Will Mather
- Engineer I-III (Environmental Scientist): Betsy Potter
- Engineer I-III (Structural Engineer): Jose Marcano-Morales, P.E.
- Senior Designer (Lead Specialist): Alan Pixley
- Senior Designer (Senior Specialist, Survey): Anthony Waters, Jr., Concepcion Barrios Jr.
- Senior Structural Engineer: Chris Ray, P.E.
- Chief Designer: Marcelino Aguirre, P.E.
- Operations Specialist (Senior Coordinator): Tonya Morris
- Engineer IV (Water Resource Engineer): Javed Ali
- Engineer I-III (Survey Technician 3): Carl Wagner
- Inspector (Senior Coordinator, Survey): Victor Pabon
- Engineer I-III (Consultant): William Mather, Chester Croson
- Engineer I-III (Associate Consultant): Gabriella Benacquisto, Mason Johnson, Ivan Nava Hurtado, Kevin Chaves, and Jason Drizd
- Engineer I-III (Lead Consultant): Dylan Horning
- Engineering Intern: Michael Ray, EIT, Prashant Shinde, EIT

**7.0 CORRESPONDENCE/REPORTING PROCEDURES:**

Consultant's project correspondence shall be directed to:

**WSP USA Inc.**

Nabil Bawany, P.E. CFM  
5411 SkyCenter Drive, Suite 650  
Tampa, FL 33607

All City project correspondence shall be directed to:

**City of Clearwater**

Public Works Department  
Kelly Peterich, P.E., MBA  
100 S Myrtle Ave  
Clearwater, FL 33756

**8.0 INVOICING/FUNDING PROCEDURES:**

City Invoicing Code: ENGF180006

For work performed, invoices shall be submitted monthly to:

**CITY OF CLEARWATER, PUBLIC WORKS DEPARTMENT/ENGINEERING**  
**PublicWorksAccounting@myclearwater.com**  
**PO BOX 4748**  
**CLEARWATER, FL 33758-4748**

Contingency services will be billed as incurred only after written authorization is provided by the City to proceed with those services.

#### **9.0 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:

1. Purchase Order, Project and Invoice Numbers, and Contract Amount.
2. The time period (begin and end date) covered by the invoice.
3. A short narrative summary of activities completed in the time period.
4. Contract billing method – Lump Sum or Hourly Rate.
5. If Lump Sum, the percentage 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).
6. If the Work Order is funded by multiple funding codes, an itemization of tasks and invoice amounts by funding code.

#### **10.0 CONSIDERATIONS:**

Consultant acknowledges the following:

1. The Consultant named above is required to comply with Section 119.0701, Florida Statutes, where applicable.
2. All City directives shall be provided by the City Project Manager.
3. "Alternate equals" shall not be approved until the City Project Manager agrees.
4. All submittals must be accompanied by evidence that each has been internally checked for QA/QC before providing to the City.
5. Consultants/Contractors are not permitted to use City-owned equipment (i.e., sampling equipment, etc.).
6. Documents posted on the City website must be ADA accessible.

#### **11.0 ADDITIONAL CONSIDERATIONS:**

All work orders should include considerations for the following:

1. Sea Level Rise and Flood Resilience, as applicable.
2. Submittal of a Project Catalog with the following items, as appropriate:
  - a. Data requests, assumptions, critical correspondence, meeting agenda, sign-in sheets, meeting minutes, document comment-response log(s), technical memorandum/reports, addenda, progress reports, regulatory correspondence, and other project-related documents.
  - b. If construction project, also include design plans, conformed plans, change orders, field orders, RFIs, work change directives, addenda, progress

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reports, shop drawings, progress submittals, as-builts, record drawings, and other project-related documents such as O&M manuals and warranty information.

**12.0 SPECIAL CONSIDERATIONS:**

None

**13.0 SIGNATURES:**

**SIGNED BY:**



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**Christine Mehle**  
Vice President  
Local Business Leader  
WSP USA Inc.

**APPROVED BY:**

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**Tara Kivett, P.E.**  
City Engineer  
City of Clearwater

January 27, 2026

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**Date**

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**Date**

**ATTACHMENT "A"**  
**SUPPLEMENTAL WORK ORDER – PROJECT FEES TABLE**  
 2026 Seawall Repairs

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**SUPPLEMENTAL WORK ORDER  
 PROJECT FEES TABLE**

<b>TASK</b>	<b>DESCRIPTION</b>	<b>LABOR</b>	<b>REIMBURSABLE EXPENSES</b>	<b>TOTAL</b>
1.0	PM / Supervision	\$24,744.00		\$24,744.00
2.0	Literature review, Site Inspection, and Surveying	\$48,244.00	\$5,102.00	\$53,346.00
3.0	Engineering Analyses	\$18,606.00		\$18,606.00
4.0	Conceptual Design Alternatives	\$46,572.00		\$46,572.00
5.0	Pre-Application Meetings and Agency Coordination	\$8,472.00	\$110.00	\$8,582.00
6.1	30% Design	\$35,712.00		\$35,712.00
6.2	60% Design	\$45,604.00		\$45,604.00
6.3	90% Design	\$31,208.00		\$31,208.00
6.4	100% Design	\$21,622.00		\$21,622.00
7.0	Permit Application and Agency Coordination	\$39,056.00		\$39,056.00
8.0	Bidding Services	\$35,290.00	\$35.00	\$35,325.00
9.0	Construction Services	\$43,546.00	\$1,610.00	\$45,156.00
<b>SUBTOTAL, LABOR AND SUB-CONTRACTORS:</b>				<b>\$405,533.00</b>
<b>GRAND TOTAL:</b>				<b>\$405,533.00</b>

**ATTACHMENT “B”**  
**SUPPLEMENTAL WORK ORDER – CITY DELIVERABLES**  
2026 Seawall Repairs

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**SUPPLEMENTAL WORK ORDER**  
**CITY DELIVERABLES**

**1.0 FORMAT:**

1. Reports, studies, opinions, and other deliverables will be provided in PDF format or Microsoft Office Suite and will be submitted electronically.

**2.0 DELIVERABLES:**

1. Deliverables will be coordinated with the City before any tasks or assignments are requested.

**ATTACHMENT "C"**  
**SUPPLEMENTAL WORK ORDER – Schedule of Rates**  
**2026 Seawall Repairs**  
**24-0077-EN**

WSP USA, Inc.

City of Clearwater

**CITY OF CLEARWATER ENGINEER OF RECORD 8/1/23 to  
7/31/27**

**ENGINEER OF RECORD: WSP-USA**

Please fill out chart below with job classification and hourly rate

Job Classification	Burdened Hourly-Rate
Senior Vice President	\$303
Senior Project Manager/Group Manager	\$281
Principal Hydrogeologist	\$281
Project Manager/Associate Principal	\$267
Senior Lead Engineer/Senior Lead Scientist	\$250
Senior Lead Hydrogeologist	\$240
Lead Engineer/Lead Scientist	\$214
Landscape Architect	\$211
Chief Designer	\$205
Engineer/Scientist III-IV	\$180
Construction Engineer	\$170
Senior Hydrogeologist	\$170
Senior Designer	\$165
Construction Administrator/Manager	\$145
Engineer/Scientist I-III	\$140
Operations Specialist	\$140
Senior Inspector	\$135
Hydrogeologist	\$135
Fiscal/Accounting	\$130
Inspector	\$120
Field Technician	\$118
Drafter/CADD Operator	\$112
Engineer Intern	\$110

**ATTACHMENT D**  
**CLEARWATER SEAWALL MAP, DATED 11-18-2024**