

CONSULTANT WORK ORDER TASK 5

Supplemental #1

Date:	04/30/2025
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1. PROJECT INFORMATION:

Project Title:	Electrical Review and Support		
City Project Number:	24-0048-EN – Task Order 5		
City Plan Set Number:	Not applicable		
Consultant Project Number:	Not applicable		

2. SCOPE OF SERVICES:

The city issued Request for Qualifications #37-24 for Public Works Department (PWD) Program Consultants, and Broaddus & Associates was one of the two selected firms. The intent behind the overall program is to provide comprehensive assessment, design, procurement, budgeting and construction support services to the city on a program-level scale. Two firms were selected, both to leverage each’s expertise but also to incorporate competition.

The City of Clearwater Public Works does not have a dedicated FTE regarding electrical background. During the creation of the Program Consultants Master Work Order, it has been noticed that a benefit from Broaddus & Associates could be gained by providing electrical expertise. PWD would like to create task 5 for electrical support and review services.

Task Order 5 – Electrical Specific Support Services

Task Order 5 includes electrical review and support with a goal of the below provided by Johnny Heintz of Broaddus & Associates.

- At City of Clearwater Public Works request, review electrical designs during budget conception review milestones and provide recommendations to assist design basis as well as valued options.
- Provide physical site survey support as requested to assist design and scope of work / quoting efforts.
- Review and provide submittal feedback regarding electrical items with active projects.

WORK ORDER

PWD Program Consultant

Broaddus & Associates

City Project Number 24-0048-EN, Task Order 5

City of Clearwater

- Provide recommendations on value engineering electrical items regarding switchgear, lighting, and controls.
- Train identified City of Clearwater Public Works personnel and advise on contracting, distributor, and manufacture rep practices during design, solicitation, and execution phases.

3. PROJECT GOALS:

The consultant Task 5 goal is to assist with electrical review and support that greatly benefits all projects and personnel involved (City, GC, EC, A/E) from a design practice standard, specifications standards, industry knowledge, costing projections, and project level closeout.

Assistance from Building and Maintenance personnel electricians via the City of Clearwater may be needed sporadically to support Johnny Heintz of Broadus & Associates. will not provide any electrical work d or open and engage in any live electrical areas without qualified City of Clearwater personnel support and safety.

4. FEES:

This price for Tasks 5 includes all labor and expenses anticipated to be incurred by **Broaddus & Associates** for the completion of these tasks in accordance with Professional Services Method "A" – Hourly Rate, for an additional fee not to **exceed one hundred thousand dollars (\$100,000)**.

5. SCHEDULE:

Ongoing effort at City of Clearwater, Public Works Department request.

6. STAFF ASSIGNMENT:

Primary directions from the city on this work order will be given by the PWD Engineering Division Manager, **Mr. Kelly Peterich**. The Consultant will ensure that any additional direction given by City officials is shared with and approved by Mr. Kelly Peterich.

For Broaddus & Associates, the effort will be managed by the **Program Director, Mr. Johnny Heintz** who will support the effort in accordance with the times submitted in the Fee Schedule. Based on the hourly nature of this work order, it is expected that the Program Director will coordinate with Mr. Kelly Peterich if additional skills are needed by the city.

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:
Mr. Johnny Heintz, Program Director

All City project correspondence shall be directed to:

Mr. Kelly Peterich, PWD Clearwater Engineering Division Manager

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: 0101313-530100

For work performed, invoices shall be submitted monthly to:

ATTN DIVISION CONTROLLER

CITY OF CLEARWATER, PUBLIC WORKS DEPARTMENT/ENGINEERING

PO BOX 4748

CLEARWATER, FLORIDA 33758-4748

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

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:

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 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).
6. If Hourly Rate, hours, hourly rates, names of individuals being billed, amount due, previous amount earned, the percent completion, 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).
7. If the Work Order is funded by multiple funding codes, an itemization of tasks and invoice amounts by funding code.

10. 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 City Project Manager agrees.
4. All submittals must be accompanied by evidence each has been internally checked for QA/QC before providing to City.

WORK ORDER

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5. Consultants/Contractors are not permitted to use City-owned equipment (i.e. sampling equipment, etc.).
6. Documents posted on City website must ADA accessible.

11. ADDITIONAL CONSIDERATIONS:

None.

12. SPECIAL CONSIDERATIONS:

None.

13. SIGNATURES:

PREPARED BY:



Paul Webb, P.E.
Chief Operating Officer
Broaddus & Associates

22 May 2026

Date

APPROVED BY:

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

Date

CONSULTANT WORK ORDER

PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor		Supplemental Total
5.0	Electrical Review and Support				
5.2	Supplemental #1	\$0	\$100,000		\$100,000
Task 5.2 Supplemental Total:					\$100,000
SUBTOTAL, LABOR AND SUB-CONTRACTORS:					
	Reimbursable Travel Expenses				\$0
	Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)				\$0
SUPPLEMENTAL GRAND TOTAL:					\$100,000