

SUPPLEMENTAL WORK ORDER 2

Date:	10/31/2024
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1. PROJECT INFORMATION:

Project Title:	Design Services – Clearwater Long Center Renovations – Construction Administration	
City Project Number:	<u>21-0026-PR</u>	
City Plan Set Number:	2022008	
Consultant Project Number:	<u>2317</u>	

2. SCOPE OF SERVICES:

WJ architects and its consultants will perform construction phase services for the renovation of the Long Center Natatorium, and civil design services for the sundeck addition proposed on the west side of the natatorium. Construction phase services to include the following:

I. CONSTRUCTION ADMINISTRATION PHASE:

Task 1.1: Construction Administration

The Architect's Scope of Services will provide construction oversight to ensure the project is built according to the Construction Documents. We will assist the Contractor when conflicts or clarifications are needed. The Architect and Engineers will make periodic site visits to observe construction and follow the progress.

We will:

1. Review of Contractor's pay application.
2. Attend meetings at the project site Once per month for up to 18 months
3. Provide review of and respond to the contractor's submittals and shop drawings.
4. Provide telephone and email correspondence as necessary.
5. Respond to the contractor's questions and need for clarifications during construction periods.
6. Attend the Substantial Completion walk-through.
7. Review the punch list provided by the contractor for completion.
8. Attend the Final Completion Walk-Through.

The scope and fee assume Construction Administration will be provided for a 12-month period. If the construction exceeds 12 months, an additional fee for construction administration will be required.

II. Civil Engineering:

Task 2.1: Civil Design Construction Documents

This phase includes completion of the following task:

1. Preliminary design documents identifying intent of relocating utilities.
2. Construction Documents for the relocation of water main and 30" storm pipe at west side of the natatorium to accommodate for a sundeck addition.
3. Specifications associated with design components and features in construction documents
4. Bidding/Permitting
5. Construction/ Post construction services.

III. Geotechnical Investigation:

Task 3.1: Geotechnical Investigation

This phase includes completion of the following task:

1. Notify Sunshine 811 to locate and mark existing utilities.
2. Mobilize Personnel and equipment necessary.
3. Perform one hand auger boring in conjunction with static cone penetrometer soundings within the proposed addition footprint to a depth of 6 feet, or cave-in due to encountering the groundwater table, whichever occurs first, to evaluate the density of the shallow soils and estimate the seasonal high groundwater table.
4. Conduct visual classification of the recovered soil samples.
5. Based on the data collected in the above stages, we will provide a report of findings, recommendations and considerations for the proposed construction.

3. PROJECT GOALS:

The goals for this project are as follows:

1. To assist the contractor in the pricing of the design.
2. To provide clarification for the construction manager and it's team on design intent as it pertains to the design provided.
3. To support the City of Clearwater in its payment procedures by confirming pay applications submitted by the construction manager.
4. To Respond the RFIs and review submittals for construction components and systems.
5. To relocate utility and storm lines that allow for construction of the sundeck addition.

4. FEES:

See Attachment “A”

This price includes all labor and expenses anticipated to be incurred by Wannemacher Jensen Architects for the completion of these task in accordance with the Professional Services Method “B” – Lump Sum – Percentage of Completion by Task, for a fee not to exceed two hundred ninety eight thousand three hundred eighty dollars. (\$298,380.00)

5. SCHEDULE:

The project is to be completed in **12** months (365 days) from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

Construction Phase Services:	[260] calendar days
Civil Design (90% Documents)	[45] calendar days
Owner Review	[10] calendar days
Civil Design (100% Document)	[15] calendar days

6. STAFF ASSIGNMENT:

Wannemacher Jensen Architects

Arturo Lopez, AIA, – Studio Director

Chris Dunn, RA – Project Manager

Giselle Vera, – Project Coordinator

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant’s project correspondence shall be directed to:

Wannemacher Jensen Architects

Chris Dunn, RA – Project manager

Arturo Lopez, AIA - Project Architect

All City project correspondence shall be directed to:

Dept. of Public Works

Jeff Walker, P.E., CBO, LEED AP, PMP – Sr. Professional Engineer

Mike Lockwood, Assistant Director, Parks and Recreation Dept.

Art Kader, Interim Director, Parks and Recreation Dept.

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: 3157572-562100-C2202

For work performed, invoices shall be submitted monthly to:

**ATTENTION: JAMIE GAUBATZ, ACCOUNTANT II
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.
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:

All work orders should include considerations for the following:

CONSULTANT WORK ORDER

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1. Sea Level Rise and Flood Resilience, as applicable.
2. Submittal of a Critical Path Method (CPM) Schedule(s).
3. 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. At the conclusion of the project, ENGINEER will combine this information into a Project Catalog and submit to the City for review and comment.

12. SPECIAL CONSIDERATIONS:

The City will need to provide access to Architect and its consultants as needed. Specifically, the natatorium will need to be accessible and clear of all people for the NDE testing and equipment.

13. SIGNATURES:

PREPARED BY:

APPROVED BY:

**Jason Jensen
President
Wannemacher Jensen Architects**

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

Date

Date

ATTACHMENT "A"

CONSULTANT WORK ORDER – PROJECT FEES TABLE
Design Services – Clearwater Long Center Renovations

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CONSULTANT WORK ORDER PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor	Total
1.0	Construction Administration Phase			
1.1	Construction Administration	\$94,032	\$165,708	\$259,740
Construction Administration Total:				\$259,740
2.0	Civil Engineering			
2.1	Civil Design Construction Documents	\$32,900	\$4,935	\$37,835
Civil Design Construction Documents Total:				\$37,835
3.0	Geotechnical Engineering			
3.1	Subsurface Soil Exploration	\$700	\$105	\$805
Geotechnical Total:				\$805
SUBTOTAL, LABOR AND SUB-CONTRACTORS:				\$298,380
4.0	Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)			N/A
GRAND TOTAL:				\$298,380

ATTACHMENT "B" (Include if applicable)

CONSULTANT WORK ORDER – CITY DELIVERABLES

Design Services – Clearwater Long Center Renovations

Wannemacher Jensen Architects

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City of Clearwater

CONSULTANT WORK ORDER

CITY DELIVERABLES

1. FORMAT:

The design plans shall be compiled utilizing the following methods:

1. City of Clearwater CAD standards.
2. 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.

2. DELIVERABLES:

The design plans shall be produced on bond material, 24" x 36" at a scale of 1" = 20' unless approved otherwise. Upon completion the consultant shall deliver all drawing files in digital format with all project data in Autodesk Civil 3D file format.

NOTE: If approved deviation from Clearwater CAD standards is used, the Consultant shall include all necessary information to aid in manipulating the drawings including either PCP, CTB file or pen schedule for plotting. The drawing file shall include only authorized fonts, shapes, line types or other attributes contained in the standard release of Autodesk software. All block references and other references contained within the drawing file shall be included. Please address any questions regarding format to Mr. Thomas Mahony, at (727) 562-4762 or email address Thomas.Mahony@myClearwater.com.

All electronic files (including CAD and Specification files) must be delivered upon completion of project or with 100% plan submittal to City of Clearwater.