

CONSULTANT WORK ORDER

Date:	05/05/2025
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1. PROJECT INFORMATION:

Project Title:	Wolfe Parcels Brownfield Site Assessment	
City Project Number:	25-0021-EN	
City Plan Set Number:	NA	
Consultant Project Number:	<u>H4217314</u>	

2. SCOPE OF SERVICES:

Terracon will work under Clearwater's federal brownfield grant to provide site assessment and natural resource services for the former Wolfe Parcels site. The scope of services includes preparation of a site-specific quality assurance plan for EPA approval for both the assessment and natural resources services portions of the project, implementation of both work plans, and preparation of a final report.

3. PROJECT GOALS:

Provide assessment services for the Wolfe parcels.

Task 1: SSQAPP & implementation of assessment services

Task 2: SSQAPP & implementation for natural resource services

4. FEES:

This price includes all labor and expenses anticipated to be incurred by Terracon for the completion of these tasks in accordance with Professional Services Method "A" – Hourly Rate" – Percentage of Completion by Task, for a fee not to exceed fifty-seven thousand and six hundred Dollars (\$ 57,600.00).

No permit fees will be required for this scope of work.

5. SCHEDULE:

Work will begin as soon as a purchase order is received.

6. STAFF ASSIGNMENT:

City of Clearwater – Joe DeCicco

Terracon – Dan Nedvidek – Project Manager/Authorized Project Reviewer

Sarah Philips

Matt Kendall

Terracon will assign staff from this pool based on availability.

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:

Dan Nedvidek – dan.nedvidek@terracon.com

All City project correspondence shall be directed to:

Joe DeCicco – joseph.decicco@myclearwater.com

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: 1817554-530100-G2207

For work performed, invoices shall be submitted monthly to:

ATTENTION: JAMIE GAUBATZ, SR. ACCOUNTANT

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.

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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:

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. If construction project, also include design plans, conformed plans, change orders, field orders, RFIs, work change directives, addenda, progress reports, shop drawing and progress submittals, as-builts, record drawings, and other project-related documents such as O&M manuals and warranty information.
 - c. At the conclusion of the project, ENGINEER will combine this information into a Project Catalog and submit to the City for review and comment.
4. Arc Flash labeling requirements:

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- a. All electrical designs and construction shall adhere to NFPA 70 E "Standard for Electrical Safety in the Workplace".
- b. Updated calculations of Fault and Arc Flash, and provisions for new or updated Arc Flash equipment labeling shall be included in the contract documents.

12. SPECIAL CONSIDERATIONS:

None

13. SIGNATURES:

PREPARED BY:

APPROVED BY:



Dan Nedvidek, P.G.
Florida Division Brownfield Manager
Terracon

05/05/25

Date

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

Date

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PROJECT FEES TABLE

Task	Description			Total
1.0	SSQAPP & implementation for env assessment			\$42,000.00
2.0	SSQAPP & implementation for natural resources			\$15,600.00
Total:				\$57,600.00
GRAND TOTAL:				\$57,600.00