



WORK ORDER INITIATION FORM for the CITY OF CLEARWATER

Date: March 10, 2017
Project Number: A160128.00
City Project Number: 16-0003-EN

1. PROJECT TITLE:

Cleveland Streetscape Phase 3

2. SCOPE OF SERVICES:

The Project for which Bellomo-Herbert & Company, Inc. ("BH" or "LANDSCAPE ARCHITECT") is to perform services is generally described as the completion of Construction Documents and Bidding Phase services for the Cleveland Street Streetscape, Phase 3. A concept design for the project was completed by BH under separate agreement. The extent of the Cleveland Street project is from Missouri Avenue on the west to slightly west of San Remo Avenue on the east. In addition, the project area includes Gulf to Bay Boulevard from Cleveland Street/Evergreen Avenue on the north to Court Street on the south. BH shall prepare design drawings, construction documents, and provide bidding phase assistance for the third phase of the Cleveland Street Streetscape project.

It is assumed that the Concept Plan previously prepared by the LANDSCAPE ARCHITECT under a separate agreement with the City will serve as the Schematic Design of the project. Therefore BH proposes to immediately commence the Design Phase (60% complete plans) of the work following the Pre-Design Phase.

I. PRE-DESIGN PHASE

Task 1 – Conduct internal scheduling meetings and provide administrative tasks to initiate the project. Review previously completed plans and make any final adjustments as may be necessary.

Task 2 - Attend a meeting with representatives of public and private utility providers (Duke Energy, Brighthouse, Verizon, etc.), other regulatory agencies, and City Engineering and/or Public Works staff as required to identify permit requirements and project constraints. Invitations to the utility coordination meeting and the identification of the affected utilities will be made by the City.

Task 3 - Review project with City of Clearwater staff during the design process to ensure all design elements are incorporated and identify design issues or conflicts which must be addressed prior to commencement and completion of plans.

II. DESIGN PHASE

Task 1 – Attend a meeting with representatives of public and private utility providers (Duke Energy, Brighthouse, Verizon, etc.), other regulatory agencies, and City Engineering and/or Public Works staff as required to identify permit requirements and project constraints.

Task 2 - The LANDSCAPE ARCHITECT shall produce Design Phase drawings to fix and describe the overall character and extent of the Cleveland Street Streetscape project. This phase of the work includes the development of design plans indicating quantities, types, sizes, and materials of paving, site furnishings, landscaping, irrigation, and lighting.

Task 3 - Coordination with City engineering staff during their development of stormwater design plans and utility plans (potable water, sanitary sewer, reclaimed water and/or natural gas systems). More specifically, the following items shall be addressed and the following features shall be designed:

- Demolition of sidewalks, streets, existing furnishings, signs and landscaping
- Design of hardscape features including sidewalk paving, cycle track paving, roadway pavers, curbing, medians, crosswalks, planters, street furnishings
- Preliminary grading of sidewalk areas
- Electrical distribution
- Landscaping

Task 4 - The LANDSCAPE ARCHITECT shall meet with representatives of the City at the conclusion of this phase of the work to present and review the plans.

Task 5 - The LANDSCAPE ARCHITECT shall prepare estimates of probable cost for the improvements described above.

III. FINAL DESIGN PHASE

Task 1 – Construction Documents: The LANDSCAPE ARCHITECT shall prepare Construction documents at a suitable scale, for the following elements and types of work. Such plans shall include layout drawings and any construction details, enlargements, sections, or elevations necessary for the accurate bidding and construction of these items.

- Demolition of existing features to be removed.
- Landscape planting plans
- Irrigation system
- Site furnishings
- Specialty paving including interlocking concrete pavers, colored concrete and/or colored asphalt

- Specialty crosswalk treatments
- Stormwater planters
- Preliminary grading of sidewalks, cycle tracks
- Curbing
- Electrical plans shall be completed including drawings for the installation of the new light fixtures proposed as described above (not to include electrical circuiting), power along both Cleveland Street and Gulf to Bay and power placed for use during special events.

Task 2 - The LANDSCAPE ARCHITECT shall prepare technical specifications for all items identified under this contract.

Task 3 – The LANDSCAPE ARCHITECT shall attend construction document review meetings at the 60%, 90% and 100% completion phases of the project.

IV. BIDDING PHASE

Task 1 - The LANDSCAPE ARCHITECT shall coordinate and prepare the technical specifications, design a Project Manual cover sheet and prepare an itemized bid form to be used during the bidding process. The LANDSCAPE ARCHITECT shall coordinate with the City Purchasing Department or other department identified by the City to assure that all required "Front End" bid documents (General Conditions, Supplementary General Conditions, Bonding Requirements, etc.) along with the LANDSCAPE ARCHITECT'S documents, are assembled as a complete bid package. "Front End" bid documents, as described above, shall be provided to the LANDSCAPE ARCHITECT by the City.

Task 2 - The LANDSCAPE ARCHITECT will prepare quantity calculations for the project using standard practice methodologies for use by the City during the bid process. Calculations and associated back up material will be provided to the City in an organized format and will include a quantity breakdown summary for each element. The "Front End" bid documents, technical specifications, construction drawings and other items which comprise the Contract Documents, suitable for accurate bidding and construction of the project by licensed General Contractors, shall be prepared as a single bid package consisting of the Cleveland Street Streetscape Phase II project. Electronic copies of these documents shall be provided to the City for their use in bidding the project.

Task 3 - The LANDSCAPE ARCHITECT shall attend a pre-bid meeting at a time and a place determined by the City, and shall present the intent of the project, as well as answer any questions that may arise during the meeting.

Task 4 - The LANDSCAPE ARCHITECT shall issue any Addenda which may be required during the bidding process for issues which may arise from plans or specifications completed by the LANDSCAPE ARCHITECT.

Task 5 - Bid Opening and Bid Review: The LANDSCAPE ARCHITECT shall attend the project bid opening and shall assist the City in the review of the bids to assure compliance with the

bid documents and procedures.

V. CONSTRUCTION PHASE (if applicable)

Construction phase services are not included at this time.

3. PROJECT GOALS:

The LANDSCAPE ARCHITECT will produce construction documents including drawings and specifications suitable for the accurate bidding and construction of the project. Deliverables will include three sets of blueprints of the drawings and three bound copies of the project specifications upon completion of the project, along with .pdf versions of the same.

In addition to the meetings noted above, the LANDSCAPE ARCHITECT shall attend up to a total of 4 additional project meetings as may be required.

4. BUDGET:

This price includes all labor and expenses anticipated to be incurred by Bellomo-Herbert & Company, Inc. for the completion of these tasks in accordance with Professional Services Method "B" – Lump Sum – Percentage of Completion by Task, **for a fee not to exceed** two hundred and seventeen thousand, five hundred and twenty dollars (\$217,520.00).

The LANDSCAPE ARCHITECT'S services do not include designs which require permits, therefore no permit fees are to be paid by the LANDSCAPE ARCHITECT. Building permit fees are to be paid by the selected general contractor upon an award for construction.

5. SCHEDULE:

The work described herein shall commence immediately upon receipt of an executed Work Order Supplement, and will be completed expeditiously, however final completion of the plans is dependent upon the completion of the engineering drawings by the City, which is not under the control of the LANDSCAPE ARCHITECT.

6. STAFF ASSIGNMENT (Consultant):

The following staff are assigned to the project by Bellomo-Herbert:

Frank Bellomo, Principal-In-Charge/Project Manager
Ruth Perry, Project Manager Senior Landscape Architect
Magued Barsoum, Landscape Architect
Ryan Seacrist, Landscape Architect
Lala Yi, Landscape Designer
Youchu Wu, Landscape Designer

7. CORRESPONDENCE/REPORTING PROCEDURES:

The LANDSCAPE ARCHITECT's project correspondence shall be directed to:

Mr. Frank Bellomo
Senior Director of Landscape Architecture
618 East South Street, Suite 700
Orlando, Florida 32801

All City project correspondence shall be directed to:

{City's designated Project Manager} with copies to others as may be appropriate.

8. INVOICING/FUNDING PROCEDURES:

For work performed, invoices 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: **0315-92278-561200-541-000-0000**

9. INVOICING PROCEEDURES

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.

- 1. The design plans shall be compiled using the City Of Clearwater CAD standards, as attached.
- 2. It is understood that the engineering drawings necessary for the completion of the Construction Documents shall be completed by City engineering staff. These drawings may include but are not necessarily limited to the following:
 - Roadway Design

- Drainage (not including stormwater planters; stormwater planters are included)
 - Traffic Control Plans/ Maintenance of Traffic (MOT)
 - Utility Design and Permitting
 - Signing and Pavement Marking
 - Signalization
3. Geotechnical Engineering, including subsurface utility engineering (SUE), is not included. Geotechnical information needed by the City engineering department including bearing capacity shall be the responsibility of the City.
 4. Advertising for bids, receipt of bids, bid document reproduction and distribution, and the final opening of bids received, shall be the responsibility of the City.
 5. Client has provided all its requirements for BH's scope of services and all criteria and/or specifications that BH should utilize at the time this proposal is authorized. This includes any requirement for any statement of professional opinion or certification.
 6. Client has provided all available information pertinent to BH's scope of services, including previous reports/drawings; utility information; topo information, etc. at the time this proposal is authorized. Unless otherwise noted, GAI may rely upon such information.
 7. Client will give BH prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of BH's performance.
 8. Client will examine and provide comments and/or decisions with respect to any BH interim or final deliverables within a period mutually agreed upon.
 9. Any of Client's other consultant(s)/contractor(s) will cooperate and coordinate with BH in a timely and efficient manner.
 10. PERSONAL LIABILITY OF PERSONNEL DISCLAIMER – PURSUANT TO FLORIDA STATUTE 558.0035, TO THE FULLEST EXTENT PERMITTED BY LAW, OWNER AGREES THAT PURSUANT TO SECTION C AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD LIABLE FOR NEGLIGENCE.

PREPARED BY:

Frank Bellomo
Senior Director of Landscape Architecture
Bellomo-Herbert & Co. Inc.

Date

APPROVED BY:

Michael D. Quillen, PE
City Engineer
City of Clearwater

Date



CITY OF CLEARWATER ENGINEERING DEPARTMENT

WORK ORDER INITIATION FORM 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. If not available Land Desktop files are still acceptable, however the City or Clearwater is currently phasing out Land Desktop.

NOTE: If approved deviation from Clearwater CAD standards are 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, Inc. software. All block references and references contained within the drawing file shall be included. Please address any questions regarding format to Mr. Tom Mahony, at (727) 562 4762 or email address Tom.Mahony@myClearwater.com.

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

Cleveland Streetscape Phase 3

Bellomo-Herbert & Co. Inc.

WORK ORDER INITIATION FORM PROJECT BUDGET

Task	Description	Subconsultant Services	Labor	Total
1.0	Pre- Design			
1.1	Tasks 1, 2 and 3		\$13,240	\$13,240
				\$13,240
2.0	Design			
2.1	60% Submittal	\$8,000	\$84,360	\$92,360
				\$92,360
3.0	Final Design Phase			
3.1	90% Submittal	\$10,000	\$77,800	\$87,800
3.2	Final Construction Documents	\$2,000	\$7,760	\$9,760
				\$97,560
4.0	Bidding Phase			
4.1	Tasks 1-5	\$3,000	\$11,360	\$14,360
				\$14,360
Grand Total				\$217,520