

# CONSULTANT SUPPLEMENTAL WORK ORDER 1

<b>Date:</b>	<b>6/23/2025</b>
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## 1. PROJECT INFORMATION:

<b>Project Title:</b>	<b>RO1 Dual Media Filters Rehab</b>	
<b>City Project Number:</b>	<b>23-0043-UT</b>	
<b>City Plan Set Number:</b>	<b>2024019</b>	
<b>Consultant Project Number:</b>	<b>4615600-230583.01</b>	

## 2. SCOPE OF SERVICES:

This Task Order is in conformance with the Agreement for Professional Services (Agreement), RFQ-34-23 with an effective date of August 1, 2023, between the City of Clearwater (**CITY**) and Mead & Hunt, Inc. (**CONSULTANT**) and is referred to herein as the contract.

This scope of services is submitted under the project, which involves construction administration and construction observation services for the following:

- Removal, disposal, and replacement of existing media in four (4) Dual Media Filters (DMFs) at the RO1 Water Treatment Plant.
- Removal and replacement of the filter vessel legs as outlined in the plans and specifications.
- Transition from the existing media configuration to the proposed configuration as outlined in the plans and specifications.
- Preparation and coating of existing interior and exterior surfaces of the filters as outlined in the plans and specifications.
- Examination of all manways, hatches, flanges, and other filter vessel components to determine if they may be repaired and recoated, or if they require replacement as outlined in the plans and specifications.
- This project does not include any subsurface work, demolition, or reconstruction; thus survey, geotechnical evaluations, or subsurface utility locates are not required.

The construction administration, coordination, and observation will be conducted with the input of the CITY's operational staff to maintain plant operations throughout the

construction of the project. The record drawings shall be compiled using the City of Clearwater CAD standards.

## IX. CONSTRUCTION CONTRACT ADMINISTRATION SERVICES, ENGINEERING, AND INSPECTION (CEI) PHASE:

### Task 9.1: Progress Reports & Coordination

CONSULTANT's PM will prepare monthly invoices including work activity reports for the billed period. CONSULTANT's PM will monitor and manage the project budget, schedule and scope throughout the estimated twenty-six (26) week project duration (construction). The PM will manage the development of all project work and coordination with the Contractor and City. The PM will prepare monthly invoices including monthly work activity reports. The PM will monitor construction observation efforts and review field reports.

### Task 9.2: Issued for Construction Documents

CONSULTANT will develop an Issued for Construction (IFC) Documents submittal package, including Construction Drawings and Technical Specifications with updates made from the bidding RAI process.

### Task 9.3: Preconstruction Conference

CONSULTANT will coordinate and preside over one (1) in-person Pre-Construction meeting with the CITY and the project team to review scope of work, project schedule and administrative issues. Following the meeting, CONSULTANT will prepare a written summary of the project meeting and distribute to the attendees.

### Task 9.4: Progress Meetings

CONSULTANT will coordinate and preside over up to thirteen (13) bi-weekly virtual construction progress meetings with the Contractor, the CITY, and the project team to review the construction schedule and address administrative issues. Following the meeting, CONSULTANT will prepare a written summary of the project meeting and distribute to the attendees.

### Task 9.5: Construction Submittals

CONSULTANT will review and respond to up to ten (10) contractor construction submittals and resubmittals regarding the materials and procedures proposed for construction of the project for compliance with the design. CONSULTANT will maintain a detailed log of submittals and actions.

### Task 9.6: Contractors RFI's

CONSULTANT will review up to six (6) contractor RFI's related to clarification of the design intent and provide response to CEI team for response

back to contractor per the construction contract requirements. CONSULTANT will maintain a detailed RFI log and actions/responses.

Task 9.7: Field / Change Orders

CONSULTANT will review and coordinate with the CITY up to three (3) field / change orders throughout construction of the project. Field / change orders may be for proposed alternatives or for additional work requested by the CITY. CONSULTANT will maintain a detailed field / change order log with details.

Task 9.8: Pay Applications

CONSULTANT will review up to six (6) contractor Pay Applications for work completed and accepted per the contract requirements. CONSULTANT will sign approved pay applications and return to the Contractor for submittal to the CITY for processing and payment.

Task 9.9: Site Visits

CONSULTANT's Engineer of Record will conduct up to six (6) site visits to inspect and review work completed for conformance to the contract requirements. CONSULTANT will complete a site visit report and submit to the CITY.

## X. CONSTRUCTION OBSERVATION:

Task 10.1: Resident Project Representative

CONSULTANT will provide resident project representative (RPR) services for construction observation and documentation for the estimated twenty-six (26) weeks of construction activity. The needed construction observation efforts are estimated to be eight (8) hours per week. The RPR shall serve as the City's Project Manager's liaison with the Contractor to assist the Contractor in interpretation of the Contract Documents. The RPR shall report any work which is unsatisfactory, faulty, does not conform to the contract documents, or is known to be defective to the City's Project Manager.

The RPR will observe the construction activities, review conformance with contract documents, observe quality assurance testing, maintain a detailed log including red-line construction drawings, and field verify work quantities. These efforts will be documented in electronic reports of construction using CONSULTANT format and will include construction photographs. These daily logs shall be submitted to CITY on a weekly basis. Quality control will be completed by an Inspection Supervisor / Project Manager in the form of field visits and work product review (effort outlined in Task 1.9). Field reports will be submitted to the CITY.

## XI. PROJECT CLOSEOUT:

### Task 11.1: Substantial & Final Completion

CONSULTANT will determine substantial completion and attend substantial and final walkthroughs. RPR will document the list of outstanding items at both substantial and final walkthroughs and verify completion of outstanding items before final closeout.

### Task 11.2: Final As-Built Review & Record Drawings

CONSULTANT will review contractor final as-builts for compliance with the contract documents. CONSULTANT will prepare final record drawings per the CITY standards utilizing contractor as-builts and inspector sketches, photographs, and other documentation. Record drawings to be provided electronically to the CITY.

## 3. PROJECT GOALS:

The deliverables that will result from this project include inspection reports and logs for submittals, RFIs, and field/change orders. The final record drawings will be delivered in electronic format. Meetings and site visits, as outlined in Section 2, will be coordinated to ensure project progress throughout the construction phase of the project.

## 4. FEES:

Refer to fee table that depicts the total cost per task and/or phase for these engineering services – see Attachment “A.”

This price includes all labor and expenses anticipated to be incurred by CONSULTANT for the completion of these tasks in accordance with Professional Services Method “A” – Hourly Rate, for a fee not to exceed Seventy-Three Thousand Two Hundred ninety-three Dollars (**\$73,293**).

ENGINEER shall provide a minimum of forty-eight (48) hours’ notice prior to conducting fieldwork/site visits. ENGINEER shall provide a minimum of seven (7) days notification for site visits requiring the assistance of City Operations and Maintenance personnel.

## 5. SCHEDULE:

Upon issuance of the Notice to Proceed, CONSULTANT will schedule a construction kickoff meeting with the Contractor, the CITY project manager, and operations staff.

The project is to be completed in **180** days from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

**Construction Services: 180 calendar days**

## 6. STAFF ASSIGNMENT:

CONSULTANT's primary project manager and technical expert for this project will be Russell Ferlita. Additional assistance and expertise will include site construction observation supervisor (Jim Reynolds), and additional assistance from a junior engineer. The City's project manager and primary point of contact will be Rama Pandkar.

### Staff Assignment (Mead & Hunt):

Russell Ferlita, Ph.D., P.E.	Engineer of Record, Project Manager
Shaleena Manzanero	Assistant Project Manager
Jim Reynolds	Resident Project Representative (RPR)

### Staff Assignment (City of Clearwater):

Richard Gardner, PE	Public Utilities Director
Michael Flanigan	Public Utilities Assistant Director
Kaylynn Price	Utilities Engineering Manager
Frederick Hemerick	Public Utilities Water Production Manager
Patricio (PJ) Tovar Jr.	Public Utilities Water Production Assistant Manager
Bryant Blair	RO1 Chief Water Treatment Plant Operator
Daniel Trueblood	Public Utilities Infrastructure Maintenance Manager
Wayne LaFleur	Public Utilities Infrastructure Maintenance Assistant Manager
Rama Pandkar, PE	Project Manager

## 7. CORRESPONDENCE/REPORTING PROCEDURES:

CONSULTANT's project correspondence shall be directed to: Russell Ferlita, Ph.D., P.E. with copies to Shaleena Manzanero.

All CITY project correspondence shall be directed to: Rama Pandkar, P.E. (City Project Manager) with copies to the Public Utilities Director, Assistant Director, Engineering Manager and Water Production Manager.

## 8. INVOICING/FUNDING PROCEDURES:

**City Invoicing Code: 3277327-530100-M1908**

For work performed, invoices shall be submitted monthly to:

**CITY OF CLEARWATER, PUBLIC UTILITIES DEPARTMENT  
ATTENTION: PU ENGINEERING  
1650 N. ARCTURAS AVE  
BUILDING C  
CLEARWATER, FLORIDA 33765-1945**

**Email Invoices: [PUEngineering@myclearwater.com](mailto:PUEngineering@myclearwater.com)**

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:

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:
  - 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:

The designed media replacement and construction sequence must take into consideration maintaining plant operations. All designed sequences will be done with the input of plant staff to ensure the plant can operate throughout the entire duration of construction.

## 13. SIGNATURES:

**PREPARED BY:**



Russ Ferlita, PhD, P.E.  
Water Practice Leader  
Mead & Hunt, Inc.

June 23, 2025

Date

**APPROVED BY:**

Richard Gardner, P.E.  
Public Utilities Director  
City of Clearwater

Date

**APPROVED BY:**

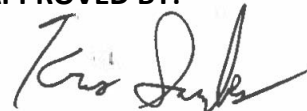


Justin Kise, P.E., DBIA  
Business Unit Leader  
Mead & Hunt, Inc.

June 23, 2025

Date

**APPROVED BY:**



Kris Samples, P.E., DBIA  
National Water Market Leader, VP  
Mead & Hunt, Inc.

June 23, 2025

Date



**ATTACHMENT "A"****CONSULTANT WORK ORDER – PROJECT FEES TABLE**

RO1 Dual Media Filters Rehab

Mead &amp; Hunt

23-0043-UT

City of Clearwater

# CONSULTANT SUPPLEMENTAL WORK ORDER 1

## PROJECT FEES TABLE

Tasks	Description	Subconsultant Services	Labor	Total
9.0	Construction Contract Admin. Svcs., Eng. & Inspection (CEI) Phase (if applicable)			
1.1	Progress Reports & Coordination		\$1,824	\$1,824
1.2	Issued for Construction Documents		\$2,892	\$2,892
1.3	Preconstruction Conference		\$963	\$963
1.4	Progress Meetings		\$4,173	\$4,173
1.5	Construction Submittals		\$3,210	\$3,210
1.6	Contractors RFI's		\$2,889	\$2,889
1.7	Field / Change Orders		\$963	\$963
1.8	Pay Applications		\$963	\$963
1.9	Site Visits		\$5,778	\$5,778
Construction Administration Services Total:				\$23,655
10.0	Construction Observation			
2.1	Resident Project Representative		\$35,152	\$35,152
Construction Observation Total:				\$35,152
11.0	Project Closeout			
3.1	Substantial & Final Completion		\$2,940	\$2,940
3.2	Final As-Built Review & Record Drawings		\$2,610	\$2,610
Project Closeout Total:				\$5,550
SUBTOTAL, LABOR AND SUB-CONTRACTORS:				\$64,357
12.0	Other Direct Costs (prints, photocopies, postage, mileage, etc.)			\$2,500
13.0	OWNER'S Contingency (10%)			\$6,436
GRAND TOTAL:				\$73,293

## **ATTACHMENT "B"**

CONSULTANT WORK ORDER – CITY DELIVERABLES  
RO1 Dual Media Filters Rehab

Mead & Hunt

23-0043-UT

City of Clearwater

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# **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 and in reduced 11" x 17" reproductions. Upon completion the consultant shall deliver all drawing files in digital format (pdf) with all project data in Autodesk Plant 3D file format (dwg file).

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. Pawel Dembinski, at (727) 444-8218 or email address [pawel.dembinski@myclearwater.com](mailto:pawel.dembinski@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.