

CONSULTANT WORK ORDER

Supplement Number 1

Date:	01/27/2022
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1. PROJECT INFORMATION:

Project Title:	Lower Spring Branch Stormwater Improvements Consulting Services	
City Project Number:	14-0048-EN	
City Plan Set Number:		
Consultant Project Number:		

2. SCOPE OF SERVICES:

Atkins (ATKINS) has prepared this Supplemental Work Order Form for the City of Clearwater (CITY) as an addendum to the project's initial work order. In this Work Order, ATKINS will conduct a cultural resources examination of the existing structures and perform additional design related services for the project design, as requested and/or required by the CITY and permitting agencies. These tasks are enumerated as follows:

I. DATA COLLECTION/REVIEW AND FIELD SURVEY:

Task 6.1 The CRAS, assessment of effects, and proposed mitigation is intended to comply with the NHPA of 1966 (Public Law 89-665), as amended, and the implementing regulations (36CFR 800) as well as the provisions contained in the revised Chapter 267, Florida Statutes (F.S.)

- CRAS: The purpose of the CRAS is to locate, identify, and bound any cultural resources, prehistoric or historic, associated with this project and to assess the significance of these resources in terms of eligibility for listing in the National Register of Historic Places (NRHP) according to criteria set forth in 36 CFR Section 60.4. The CRAS includes both archaeology field survey and historic resources field survey of the Area of Potential Effects (APE), as well as background research, prehistoric overview, historic overview, environmental setting, results, and conclusions. The APE was coordinated with the Corps and SHPO during a teleconference on September 1, 2021.

The archaeological APE will include the proposed project footprint where existing bridges will be replaced. The historic APE will include the archaeological APE and the immediately adjacent parcels. We know there are two previously recorded historic bridges and one unrecorded culvert (date unknown). Florida Master Site File (FMSF) forms have been prepared recently for the two bridges so the forms will only be updated if applicable. A new FMSF will be prepared for the box culvert, if it was constructed in 1972 or earlier.

II. DRAFT AND FINAL CRAS AND EFFECTS EVALUATION REPORT:

Task 6.2: A draft and final CRAS report will be prepared with appropriate documentation detailing the results of the survey and the final assessments of resource significance. The report shall contain a FMSF form on all identified cultural resources. The fee assumption is based on the anticipated completion of nine (9) FMSF forms (One (1) for the box culverts at Douglas Avenue and eight (8) for the Springtime Avenue and Overbrook Avenue bridges.).

- Section 106 Assessment of Effects: Since one or both previously recorded bridges could be NRHP eligible, project effects to these historic resources will be evaluated. During the preliminary teleconference with the Corps and SHPO, both agencies agreed that effects could be discussed in the CRAS. The effects evaluation will include a brief discussion about project alternatives considered, including an avoidance alternative. The effects evaluation will explain if the alternatives are feasible and/or viable to meet the project's purpose and need. Alternatives have already been developed by Atkins (conceptual level) so those are already available.
- Submittal: One digital copy of the draft CRAS and Effects Evaluation report shall be provided to the City of Clearwater within two months after NTP is provided to the CONSULTANT. The revised CRAS and Effects Evaluation report shall be provided to the City of Clearwater within two weeks of receipt of comments from the City of Clearwater on the draft report. Additional revisions may be required pending Corps and SHPO reviews.

III. COORDINATION AND CONSULTANTION:

Task 6.3:

- Coordination: The CRAS and Effects Evaluation will be submitted to the City of Clearwater for review. The City of Clearwater or Atkins will then

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coordinate the CRAS and Effects Evaluation with the Corps who in turn will coordinate with the SHPO. The SHPO has 30 calendar days for review.

- Public Involvement: As per Section 106 requirements, any local interested public or agency also needs to have the opportunity to comment on the project, especially if there are NRHP listed or eligible historic properties. In this case, the City of Clearwater and the Pinellas County Historic Preservation offices (for City and for County) and other interested local public should be notified about this project and the outcome of the CRAS. The CONSULTANT will assist the City of Clearwater in this coordination which could be by email, letters, and/or meetings (in person or virtual).
- The City of Clearwater shall provide available information on the existing bridges. The City of Clearwater shall coordinate with appropriate agencies and participate on the Section 106 consultation process.

IV. DRAFT AND FINAL MEMORANDUM OF AGREEMENT AND HISTORIC AMERICAN ENGINEERING RECORD DOCUMENTATION:

Task 6.4:

- Memorandum of Agreement: If the Corps and the SHPO determine that the project will have an adverse effect on one or more historic properties (NRHP eligible historic resources), mitigation will need to be identified. Mitigation options are identified in consultation with the City of Clearwater, Corps and SHPO. If applicable, a Memorandum of Agreement (MOA) will be prepared to document the agreed upon mitigation. The Corps has an MOA template that can be used as a guide; however, consultation will still be needed between the City of Clearwater, Corps, and SHPO, to agree to the proposed mitigation. The final approval signatures for the MOA generally take two to three months.
- Mitigation Implementation: If mitigation is required, the CONSULTANT will prepare the documentation stipulated in the MOA or other conditional no adverse effect agreement. This mitigation will need to be implemented prior to demolition of the existing historic resources (if this is stipulated in the MOA). The mitigation can include preparing HAER documentation for one or both historic bridges but will be specified in the MOA, if applicable. The Corps and SHPO could agree to other types of mitigation such as non-archival photo documentation of the bridge(s).
- HAER Documentation: If HAER documentation is required as part of the mitigation for this project, the CONSULTANT shall prepare the HAER

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documentation package and coordinate with the City of Clearwater, Corps, SHPO and National Park Service (NPS) for review and approval of the HAER documentation prior to demolition of the existing bridge(s). The HAER documentation includes archival black and white large format (4" x 5") photographs of the bridge(s), as well as a written description and history. The NPS has a set format for preparing HAER documentation and will review the draft HAER submittal before the final HAER package is submitted. The Draft HAER documentation is submitted to the National Park Service (NPS) SE Regional Office in Atlanta and to the SHPO for review. They have 30 calendar days for review. Then edits are made and a final HAER is submitted to the NPS (approximately 1 month) for final approval (another 30 calendar days review) before the bridges can be demolished. The fee assumption is based on the completion of two (2) HAERs being completed at sixty (60) hours per location.

- Other types of Mitigation: If other types of mitigation are agreed upon by all agencies (either instead of HAER documentation or in addition to HAER documentation), the CONSULTANT will assist with the implementation of the mitigation. This could include non-archival photographs of the bridge(s) and/or some type of educational documentation.
- Bridge Photography: Historic American Engineering Record (HAER) Documentation Photography performed by a subconsultant (Janus Research and Lab). Photographs will be produced for the Springtime Avenue and Overbrook Avenue bridges.

All of the work conducted on the survey shall be coordinated with the City of Clearwater. The CONSULTANT will provide contract administration, management services and technical reviews of all work associated with the development and preparation of the Section 106 related documents described in this scope of services.

- Submittal: A draft MOA will be prepared based on consultation with the City of Clearwater, Corps and SHPO. The draft MOA will be prepared for review by all agencies within two weeks after consultation. A final MOA will be prepared based on comments received by all agencies during the review. The final MOA will be prepared within two days after all comments are received and provided to the City of Clearwater for signature and coordination with the Corps and SHPO for their signature. The draft HAER documentation will be provided to the City of Clearwater, Corps, SHPO and NPS within two months after NTP for the HAER documentation task. This schedule includes taking archival large format photographs and development of the film and prints at a

specialized photo lab (they require special scheduling to develop archival film and prints). The final HAER documentation will be provided within two weeks after comments are received from the City of Clearwater, Corps, SHPO and NPS.

V. ADDITIONAL DESIGN RELATE SERVICES:

Task 7.1: **Additional Project Management, Meetings, and QA/QC**

This task involves managing the technical tasks, communicating, and coordinating with the CITY staff and, if necessary, subconsultants. ATKINS's Project Manager will be responsible for overall client satisfaction in all aspects of this Supplemental Work Order including the schedule, deliverables, and quality control.

Task 7.2 **Springtime Avenue Bridge Renditions**

ATKINS will provide three renditions of the proposed Springtime Avenue bridge elevation and surface views, inclusive of the upstream (east) elevation, downstream (west) elevation, and surface of the bridge, or up to three (3) requested renditions.

Task 7.3 **Springtime/Overbrook Avenue Design Alterations**

ATKINS will design decorative bridge barriers that will closely resemble the existing bridge barriers at the two referenced bridge crossings. Additional drainage features, fencing, and sheet pile retaining walls are anticipated. These specific modifications made to the existing design to accommodate these features will be covered under this task.

Task 7.4 **Springtime Avenue Tree Preservation**

ATKINS will analyze and coordinate with the CITY arborist on the upstream bridge headwall and/or wingwalls in attempts to protect and preserve the existing 26" oak tree that is directly adjacent to the existing bridge headwall. Additionally, the design will include protective measures to ensure the preservation of the 51" oak tree located on private property immediately upstream of the existing bridge. The fee associated with this task is based on the design and details of a vinyl sheet pile to minimize future erosion issues only. This will potentially include, but not limited to, soil stabilization, tree barricading, detailed root pruning specifications, etc.

Task 7.5 100% Design Construction Plans – Restructuring of Plan Set

ATKINS will restructure the existing 100% Design Construction Plans to conform to phasing requirements for permitting. This will comprise two packages.

Task 7.6 Permitting

Upon completion of the aforementioned project changes, ATKINS will resubmit all required documentation to the applicable permitting agencies for review. Any request(s) for additional information (RAI) from said agencies will be addressed until issuance of all required permits.

Task 7.7 Modeling

ATKINS will update the proposed conditions model to reflect any changes to the proposed project design. Additionally, ATKINS will create, execute, and analyze multiple model scenarios that will exclude the replacement of the Springtime Avenue bridge. These scenarios will be inclusive of the Overbrook Avenue bridge replacement and the upsizing of the double box culvert at the Douglas Avenue/Lower Spring Branch crossing. If required, flow restrictor plates will be sized and added to the Douglas Avenue double box culvert to eradicate any impacts that may arise from not replacing the Springtime Avenue bridge.

3. PROJECT GOALS:

Provide a Cultural Resource Assessment Survey for submission of a Section 106 National Historic Preservation to the Corps and SHPO for processing. The constructions will require some revisions based on comments by adjacent property owners.

4. FEES:

This price includes all labor and expenses anticipated to be incurred by ATKINS for the completion of these tasks in accordance with Professional Services Method “A” – Hourly Rate Percentage of Completion, for a fee not to exceed One Hundred Forty Thousand Two Hundred Fifty Dollars (\$140,250).

Any additional permit application fees will be paid by the City.

5. SCHEDULE:

The project is to be completed in **396** days from issuance of notice-to-proceed.

6. STAFF ASSIGNMENT:

Atkins Project Manager will be Daniel Parsons and City's Project Manager is Douglas Seaman

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:

Daniel Parsons

Daniel.Parsons2@atkinsglobal.com

1 (813) 281-4856

All City project correspondence shall be directed to:

Douglas Seaman

Douglas.Seaman@MyClearwater.com

727-562-4581

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: ENST180010-DSGN-PROSVC

For work performed, invoices shall be submitted monthly to:

**ATTN Stephanie Sansom, Division Controller
CITY OF CLEARWATER, ENGINEERING DEPARTMENT
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).

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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:

None.

12. SPECIAL CONSIDERATIONS:

None.

13. SIGNATURES:

PREPARED BY:

APPROVED BY:

Daniel Parsons
Project Manager
ATKINS

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

Date

Date

ATTACHMENT "B"CONSULTANT WORK ORDER – CITY DELIVERABLES
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**SUPPLEMENTAL WORK ORDER
PROJECT BUDGET**

Task	Description	Subconsultant Services	Labor	Total
6	Cultural Resources			
6.1	Data Collection/Review and Field Survey		\$4,200	\$4,200
6.2	Draft and Final CRAS and Effects Evaluation Report		\$19,216	\$19,216
6.3	Coordination and Consultation		\$6,500	\$6,500
6.4	Draft and Final Memorandum of Agreement and Historic American Engineering Record Documentation	\$20,000	\$15,574	\$35,574
7	Additional Design Related Services			
7.1	Additional Project Management, Meetings, and QA/QC		\$12,460	\$12,460
7.2	Springtime Avenue Bridge Renditions		\$9,120	\$9,120
7.3	Springtime/Overbrook Avenue Design Alterations		\$13,450	\$13,450
7.4	Springtime Avenue Tree Preservation		\$10,760	\$10,760
7.5	100% Design Construction Plans – Restructuring of Plan Set		\$8,560	\$8,560
7.6	Permitting		\$13,800	\$13,800
7.7	Modeling		\$6,610	\$6,610
Grand Total:		\$140,250		

ATTACHMENT "B"

CONSULTANT WORK ORDER – CITY DELIVERABLES
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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 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 (including CAD and Specification files) must be delivered upon completion of project or with 100% plan submittal to City of Clearwater.