

CONSULTANT WORK ORDER

Supplemental #4

Date:	August 25, 2025
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1. PROJECT INFORMATION:

Project Title:	Clearwater Beach Marina – Phase 2 Construction Services	
City Project Number:	<u>21-0008-MA</u>	
City Plan Set Number:	<u>2021015</u>	
Consultant Project Number:	<u>211223</u>	

2. SCOPE OF SERVICES:

Moffatt & Nichol (M&N) has prepared this work order to provide construction phase services for Phase 2. The M&N team was previously authorized for Phase 1 construction phase services under Supplemental Work Order #2. As part of the Phase 2 construction services, M&N will assist the City with the negotiation/award period of the recently awarded FDEP Resilient Florida grant.

XI CONTINUED CONSTRUCTION SERVICES:

Task 11.1 Phase 2 Construction Services

M&N will support the City through the construction phase of the Clearwater Beach Marina Construction Project (project) to observe that the construction is completed in general conformance with the construction documents. This task includes services for Phase 2 of construction which includes the following:

- Attend bi-weekly progress calls with the City, CMAR, and contractors for Phase 2 construction coordination.
- Review contractor generated construction requests for information (RFI). Minor drawing revisions to clarify RFI responses are included. It is assumed that all shop drawings will have been reviewed during Phase 1.

- Perform periodic site visits to observe the Phase 2 construction progress and verify general conformance with the contract documents. 15 progress site visits are budgeted and will be scheduled to coincide with key activities.
- Photo document construction progress during site visits and submit updates.
- Conduct final walk-through with Client and Contractor upon substantial completion of phase 2 and prepare a project punch list.
- Review contractor provided as-built surveys and drawings.
- Prepare record drawings from contractor provided as-builts.
- Coordinate with environmental permitting agencies during construction, and complete permit close out at completion of project.

This scope of work assumes a 9-month construction schedule for Phase 2 with 5 working day turnaround on RFIs and 10 working day turnaround on submittals/shop drawings. M&N and their subconsultants will make periodic site visits to observe construction progress; however, full time construction inspection and materials testing are not included in this scope. The CMAR is responsible for providing special inspection and construction materials testing.

Task 11.2 Resilience Grant Coordination

M&N will work with the City's grant administrator, the marina staff, and the Construction Manager at Risk (CMAR) during the grant award/negotiation period to assist with the grant execution for the FDEP Resilient Florida Grant. The scope of this task is anticipated to include coordination with FDEP on the technical details of the project, finalizing the grant budget and match, reviewing the grant forms/agreement, and supporting the development of the grant documents necessary for grant execution. The task assumes that the City will administer the grant following grant execution including the first invoice and quarterly report submission. Approximately 54 hours are estimated for this task.

3. PROJECT GOALS:

- Record Drawings (PDF)

4. FEES:

See Attachment "A".

This price includes all labor and expenses anticipated to be incurred by Moffatt & Nichol 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 Ninety-Six Thousand, Two-Hundred and Seventy-Six Dollars (\$ 96,276.00).

No permit application fees are anticipated for this scope of work.

5. SCHEDULE:

The supplemental project scope has been completed in full. The project deliverables are as follows:

Record Drawings

**4 weeks from receipt of
contractor as-builts**

6. STAFF ASSIGNMENT:

Consultant Team:

Moffatt & Nichol - Project Management, marine engineering, grant services
Nicole Shaw, PE – Project Manager
Jean-Paul Martucci, PE – Assistant Project Manager

City of Clearwater Staff:

Kelly Peterich, PE Project Manager
Michael MacDonald Marine & Aviation Director

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:

Nicole Shaw, PE
Moffatt & Nichol
501 E. Kennedy Blvd, Suite 1910
Tampa, FL 33602
305.393.1939
nshaw@moffattnichol.com

All City project correspondence shall be directed to:

Kelly Peterich, P.E., MBA
100 S. Myrtle Ave.
Clearwater, FL 33756
727.509.0099
Kelly.Peterich@myclearwater.com

With copies to others as appropriate.

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: _3327332-530100-C1905

For work performed, invoices shall be submitted monthly to:

Attention: Jamie Gaubatz, Sr Accountant
City of Clearwater, Public Works Department, Engineering Div

**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:

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:

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- 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:

13. SIGNATURES:

PREPARED BY:



Michael Herrman, PE
Vice President
Moffatt & Nichol

August 28, 2025

Date

APPROVED BY:

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

Date

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

Clearwater Beach Marina Replacement

Moffatt & Nichol

21-0008-MA

City of Clearwater

CONSULTANT WORK ORDER

PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor	Total
11.0	Phase 2 Construction Services			
11.1	Phase 2 Construction Services	\$27,126.00	\$57,170.00	\$84,296.00
11.2	Resilience Grant Coordination	\$0.00	\$11,980.00	\$11,980.00
GRAND TOTAL:				\$96,276.00