

# CONSULTANT WORK ORDER TASK 2 and 3 Supplemental #2

Date:	04/28/2026
-------	------------

1. PROJECT INFORMATION:

<b>Project Title:</b>	<b>PWD Program Consultant</b>		
City Project Number:	24-0048-EN – Task Orders 2 and 3		
City Plan Set Number:	Not applicable		
Consultant Project Number:	Not applicable		

2. SCOPE OF SERVICES:

The city issued Request for Qualifications #37-24 for Public Works Department (PWD) Program Consultants, and Broaddus & Associates was one of the two selected firms. The intent behind the overall program is to provide comprehensive assessment, design, procurement, budgeting and construction support services to the city on a program-level scale. Two firms were selected, both to leverage each’s expertise but also to incorporate competition.

Task Orders 2 & 3 were previously approved by the City Manager on November 18, 2024; however, additional funding is requested to further both tasks and introduce new scope.

**Task Order 2 – Work Induction Processes, Contract Development, and Design Standards Development.**

Task Order 2 already includes developing improved work induction processes to improve scope development and budgeting associated with city Capital Improvement Programs (CIP) and for operations and maintenance (O&M) personnel. The two vary due to the nature of their roles, responsibilities, and the environments in which they operate. In addition to this on-going and large-scale effort the below added scope will be provided.

## SUPPLEMENTAL WORK ORDER

### PWD Program Consultant

Broaddus & Associates City Project Number 24-0048-EN, Task Orders 2 and 3 City of Clearwater

---

- Add scope for contract review and redevelopment. Without updates to the contract documents, the work induction process may be less effective and could create conflicting information.
- Add scope to review the City's design guidance and standards, which need updating and are affecting implementation of the work induction processes.
- Continue advancing this large-scale initiative and prepare for implementation and ongoing refinement. Adapt processes and test concepts as information evolves.
- Integrate this coordinated framework of newly reviewed and redeveloped contracts, updated design guidance, and refined work induction processes into a final deliverable that is current, adaptable, and standardized.

### **Task Order 3 – Review CIP Scopes of Work, Budgeting, Schedule Analysis, On-site and Off-site Operational Expertise, and Training Program Development / Delivery.**

Task Order 3 includes a review of existing CIP budgets, including interviews with stakeholders to determine if the budgeted scope of work is appropriate for each project. PWD believes this will help align expectations with scopes of work and improve the accuracy of CIP budgets. This effort has proven successful, and work will continue with additional scope as described below.

- Annual updates of CIP budgets to review scope, inflation and market conditions. To be coordinated prior to annual budget inputs.
- Provide on-site and off-site operations support & expertise for the PWD shops operations divisions. Personnel identified by Broaddus & Associates will work directly with Assistant PWD Director Jeremy Alleshouse to support operational efficiencies and the implementation of technical management practices. Objectives include assisting with developing improved work processes, skills training, leadership training, leadership succession development and general operational support.
- Tailor and provide on-site and off-site training. Broaddus & Associates will deliver training on various topics to three levels of PWD staff: operations, department and division, and executive. The program is flexible, beginning with on-site sessions and continuing remotely as needed to accommodate schedules needs. Training topics will be identified by PWD Clearwater and worked collaboratively with Broaddus & Associates based on requested subject areas.
- Continued construction scheduling and cost budgeting support, expanded change order review services, and added a project-on-demand support request to provide Broaddus & Associates personnel for project guidance as requested by the Clearwater Public Works team. Significant support anticipated for cost estimating, change order negotiations and schedule analysis and negotiations.

### 3. FEES:

This price for this supplemental work order for Tasks 2 and 3 includes all labor and expenses anticipated to be incurred by **Broaddus & Associates** for the completion of these tasks in accordance with Professional Services Method "A" – Hourly Rate, for an additional fee not to **exceed one million three hundred thousand (\$1,300,000)**.

### 4. SCHEDULE:

Individual schedules will be provided, as appropriate

### 5. STAFF ASSIGNMENT:

Primary directions from the city on this work order will be given by the PWD Engineering Division Manager, **Mr. Kelly Peterich**. The Consultant will ensure that any additional direction given by City officials is shared with and approved by Mr. Kelly Peterich.

For Broaddus & Associates, the effort will be managed by the **Program Director, Mr. Johnny Heintz** who will support the effort in accordance with the times submitted in the Fee Schedule. Based on the hourly nature of this work order, it is expected that the Program Director will coordinate with Mr. Kelly Peterich if additional skills are needed by the city.

### 6. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:

*Mr. Johnny Heintz, Program Director*

All City project correspondence shall be directed to:

*Mr. Kelly Peterich, PWD Clearwater Engineering Division Manager*

### 7. INVOICING/FUNDING PROCEDURES:

**City Invoicing Code: 0101313-530100**

For work performed, invoices shall be submitted monthly to:

**ATTN DIVISION CONTROLLER**

**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.

## 8. 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.

## 9. 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.

## 10. ADDITIONAL CONSIDERATIONS:

None.

## 11. SPECIAL CONSIDERATIONS:

None.

SUPPLEMENTAL WORK ORDER

PWD Program Consultant

Broaddus & Associates City Project Number 24-0048-EN, Task Orders 2 and 3

City of Clearwater

**12. SIGNATURES:**

**PREPARED BY:**



---

**Paul Webb, P.E.**  
**Chief Operating Officer**  
**Broaddus & Associates**

**22 May 2026**

**Date**

**APPROVED BY:**

---

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

**Date**

SUPPLEMENTAL WORK ORDER

PWD Program Consultant

Broaddus & Associates City Project Number 24-0048-EN, Task Orders 2 and 3

City of Clearwater

# CONSULTANT WORK ORDER

## PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor		Supplemental Total
<b>2.0</b>	<b>Work Induction Processes</b>				
2.3	Supplemental #2		\$450,000		<b>\$450,000</b>
<b>Supplemental Task 2.3 Total:</b>					<b>\$450,000</b>
<b>3.0</b>	<b>CIP Scopes of Work and Budgets</b>				
3.3	Supplemental #2		\$850,000		<b>\$850,000</b>
<b>Supplemental Task 3.3 Total:</b>					<b>\$850,000</b>
<b>SUBTOTAL, LABOR AND SUB-CONTRACTORS:</b>					
	Reimbursable Travel Expenses			(included in above)	<b>\$30,000</b>
	Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)				<b>\$0</b>
<b>SUPPLEMENTAL GRAND TOTAL:</b>					<b>\$1,300,000</b>