



**WORK ORDER INITIATION FORM  
for the CITY OF CLEARWATER**

**Date:** 05/21/2018

**Consultant Project Number:** \_\_\_\_\_

**City Project Number:** 18-0002-UT

**City Plan Set Number:** \_\_\_\_\_

**1. PROJECT TITLE:**

Hercules Ave from Sherwood St to Sunset Pt Utility Relocation JPA

**2. SCOPE OF SERVICES:**

Pinellas County (COUNTY) is preparing a contract plan package for the construction of new sidewalk and drainage improvements for Hercules Ave between Sherwood St and Sunset Point Rd. These improvements have resulted in approximately seven (7) utility conflicts with the City of Clearwater (CITY) utilities. The CITY and COUNTY intend to enter into a Joint Project Agreement (JPA) for the relocation of the CITY owned utilities in the project area. The utility relocation design will be in accordance with CITY standards. Listed below is the scope of required utilities relocations that have been identified by the CITY and that will be included in the design.

- 1) Relocate 12-inch DI water main between approximately Sta. 331+60 and Sta. 332+50.
- 2) Relocate 12-inch DI water main between approximately Sta. 336+00 and Sta. 336+75.
- 3) Adjust vertical alignment of 8-inch sanitary sewer at approximately Sta. 340+15.
- 4) Adjust vertical alignment of 8-inch PVC water main between approximately Sta. 342+20 and Sta. 342+60.
- 5) Adjust vertical alignment of 12-inch DI water main between approximately Sta. 342+20 and Sta. 342+60.
- 6) Adjust vertical alignment of 8-inch PVC water main at approximately Sta. 343+40
- 7) Relocate 8-inch sanitary sewer between approximately Sta. 342+90 and Sta. 346+90.

It is anticipated that the utilities relocation design will be depicted upon the existing COUNTY sidewalk plan sheets. AECOM will provide:

1. Kick-Off Meeting/Data Collection Activities;
2. Development of 100% and Final Plans and Technical Special Provisions (TSPs) for the work identified above;
3. Permitting Assistance;
4. COUNTY JPA Coordination and Administration Assistance;
5. Utility Coordination Meetings; and
6. Bidding Services.

The design plans will be compiled using the CITY CAD standards in AutoCAD Format.

In addition to the design and bidding services, AECOM will provide limited services during construction including shop drawing review, responses to requests for information (RFIs) from the CITY and its construction general contractor, and part time on-site Resident Project Representative (RPR) services.

I. PRE-DESIGN PHASE

Task 1.1- Kick-Off Meeting

AECOM will convene a Kick-Off Meeting with the CITY within one (1) week after the Notice to Proceed. AECOM will develop the agenda for the Kick-Off Meeting with input from the CITY. The Kick-Off Meeting will discuss and document the points of contacts within the CITY and AECOM, communication protocol, data requirements, the scope of work, project schedule, milestones and submittals, and other miscellaneous issues. AECOM will prepare minutes of the Kick-Off Meeting and will distribute them to the meeting attendees.

Task 1.2- Data Collection

AECOM will work with the CITY to collect existing data that will benefit the project. Examples of data required are potable water and sewer atlases, record drawings, etc. With the assistance of the CITY, AECOM will obtain the CAD survey and sidewalk 100% plans, developed by Cumbey & Fair, Inc. that will be used as the base sheets for the work discussed in this Work Order. If necessary, CITY surveyor will confirm certain invert elevations of existing gravity sewer pipes in the field. No survey work will be provided as a part of this Work Order.

II. FINAL DESIGN PHASE

Task 2.1 -- Development of 100% Plans and TSPs

AECOM will develop the 100% completion level plans and TSPs. The plans will be plan and profile view for the relocated pipe sections. The plans will also contain: a key sheet, general notes sheet, and typical details. The 100% TSPs will be prepared using CITY utilities standards modified for inclusion in the COUNTY construction documents. Also, the 100%

submittal will include a measurement and payment section and an opinion of probable construction cost. The plans will be prepared in AutoCAD so that they can be incorporated into the overall COUNTY construction plan set. Existing sidewalk plan drawings will be used as base sheets.

AECOM will electronically submit the 100% plans, TSPs and opinion of probable construction cost to the CITY for review and comment. CITY will have 15 business days to review and provide comments on the 100% submittal. AECOM will attend a 100% submittal review meeting with the CITY. Once CITY comments are addressed, AECOM will electronically submit the 100% submittal to Cumbey & Fair, Inc. AECOM shall coordinate CAD compatibility with Cumbey & Fair.

#### Task 2.2 – Development of Final Plans and TSPs

From the review of the 100% plans, TSPs and opinion of probable construction cost, AECOM will develop the final plans and TSPs. The final plans and TSPs will be ready for inclusion in the COUNTY construction documents.

AECOM will electronically submit the final plans, TSPs and opinion of probable construction cost to the CITY for review and comment. CITY will have 15 business days to review and provide comments on the final submittal. AECOM will not attend a final submittal review meeting with the CITY. Once the CITY has approved these documents, an electronic version of the plans and TSPs will be submitted to Cumbey & Fair, Inc. for inclusion in the overall COUNTY construction documents.

#### Task 2.3 – Utility Permitting

It is anticipated that a separate Florida Department of Environmental Protection (FDEP) construction permit will be needed for each of the potable water and gravity sewer pipe relocations. Since this project will be constructed under a JPA with the COUNTY and by a COUNTY CONTRACTOR, no COUNTY Right-of-Way Utilization Permit will be required for the relocation of the CITY's utilities within the project area. AECOM will coordinate with FDEP on the project and prepare and submit the permit applications needed to support the work.

#### Task 2.4 – Environmental Resource Permit (ERP) Permitting

AECOM will prepare permit applications at the 100% design milestone and update the CITY to confirm that all technical and regulatory questions are addressed in a timely manner. Permits anticipated with the improvements proposed consist of the following:

- 404 Federal Dredge and Fill Permit issued from the U.S. Army Corp of Engineers (USACE);
- FDEP State Environmental Resource Permit, and
- Spill Management and Prevention Plan for Horizontal Directional Drill (HDD) crossings (as needed).

Optional Services (not included in this scope of services):

- Coordination with FDEP for public easement for installation of the water main across state lands (as required).

The work tasks associated with the permitting for this project include the following:

Task 2.4a: Field Review and Habitat/Listed Species Review/Safe Work Plan

AECOM will review existing habitats and land uses located within and immediately adjacent to the project area, with special attention paid to the HDD entrance and exit pit locations (if needed). Wetland lines will be flagged and flag locations will be collected using hand-held GPS units. These wetland points will be shown on the plans provided to the Agencies for permitting. Natural upland and wetland communities will be reviewed in order to determine their condition and dominant vegetation. AECOM will review the project area for the potential presence or use of the project areas by state and federally-listed species. This qualitative assessment will be completed by reviewing available site-specific literature, conducting pedestrian transects of the project site, and noting any observations of wildlife, evidence of wildlife utilization, and the presence of suitable habitat for listed species. Information collected as part of this task will be included within the State Application for Environmental Resource Permit and USACE Federal Dredge and Fill Permit applications as discussed under Task 2.4b below.

As part of this task, AECOM will prepare a site-specific safe work plan for the field.

This task does not include seasonal assessments of the project area for specific flowering plant species or seasonal animal species, nor does it include such sampling methods as field traps, drift nets, etc. for the collection of mammals, birds, reptiles, amphibians, or invertebrates.

Task 2.4b: Two Separate Permit Applications – State Environmental Resource Permit Application (ERP) and USACE Federal Dredge and Fill Permit

AECOM will develop written texts, graphics, drawings, etc. necessary for inclusion within the two separate permit applications: FDEP Environmental Resource Permit Application and USACE Federal Dredge and Fill Permit Application. The information to be contained within these applications will include:

- Completed copies of the appropriate permit application forms;
- Correspondence with the Division of State Lands to determine whether a public easement is required;
- Tables showing the types and acreage of wetlands and other surface waters found within the project area and the acreage of each wetland and surface water type proposed for impact by the project;
- A figure and listing of property owners located adjacent to the proposed projects;
- The project design, including construction plans and sediment/erosion control plan; and



- 8.5-inch X 11-inch permit drawings showing the proposed project and wetland impact areas.

The applicable application processing fees to FDEP will be paid by AECOM and reimbursed by the CITY. A processing fee is not required by the USACE. AECOM will also respond to one request for additional information from each agency (USACE and FDEP) as part of this task.

Task 2.4c: Pre-Application/Permit Coordination - Environmental Resource Permit and Federal Dredge and Fill Permit

AECOM will coordinate all application submittals with the CITY by providing draft copies of all deliverables for their review prior to submittal of final documents to the regulatory agencies. AECOM will coordinate with the regulatory agencies as part of this task.

Task 2.4d: Optional Services: Public Easement (If Required)

Chapter 253 Florida Statutes (F.S.) requires authorization from the Board of Trustees of the Internal Improvement Trust Fund for any activities in, on, or over state-owned, sovereign submerged lands (state lands). A public easement may be required in accordance with Chapter 18-21.005, F.A.C. for installation of water mains across state lands. The public easement will be processed by FDEP concurrently with the ERP application as prepared in Task 1c above. The public easement will require compliance with Chapter 18-21.004, FAC, including minimizing adverse impacts to state lands, being clearly in the public interest, and the applicant having sufficient upland interest in the adjacent riparian properties.

*If it is determined by the FDEP that a public easement is needed for this project, AECOM will provide the CITY with a separate scope and cost estimate for this Task.*

Items NOT Included in this scope:

The following services are NOT included in this scope, but can be provided by AECOM at the request of the CITY:

- Formal wetland boundaries determinations and/or survey;
- Formal or informal Section 7 consultations with the U.S. Fish and Wildlife Service;
- U.S. Fish and Wildlife Service or Florida Fish and Wildlife Conservation Commission incidental take permits or relocation permits for any listed species;
- Development of any wetland mitigation plans or payment of mitigation credits;
- Attendance at any public meetings, workshops, or hearings associated with the issuance of any permits, approvals, or authorizations;
- Benthic resource surveys along the HDD location (Should a benthic resource survey be required by the permitting agencies, AECOM will provide an additional scope of services and cost estimate to the CITY to conduct the survey);
- Any permits, requirements, or fees associated with Pinellas County permitting; and

- Application, fees and completion of survey and preparation of legal descriptions associated with the Public Easement (if required).

#### Task 2.5 – COUNTY JPA Coordination and Administration Assistance

Once the utility relocation documents have been approved by the CITY and submitted to the COUNTY, it is anticipated that a round of review comments from the COUNTY will need to be addressed by AECOM. The JPA paperwork is based upon quantities and time frames associated with the work. AECOM will assist the CITY in the preparation of the JPA documents.

#### Task 2.6 – Utility Coordination Meetings

AECOM will attend and participate in up to three (3) utility coordination meetings with the CITY, COUNTY, and other affected utility owners for the purposes of providing utility coordination associated with the project. AECOM will provide information associated with the design of the CITY's relocated utilities to assist the COUNTY in minimizing utility conflicts and promote cooperation amongst the parties during the design of the project.

### III. BIDDING PHASE

#### Task 3.1- Attendance a Pre-Bid Conference

AECOM will attend the pre-bid conference. The purpose of AECOM attendance is to answer technical questions with respect to the design.

#### Task 3.2- Preparation of Addenda

AECOM will prepare up to two (2) addenda during the bid phase to formally answer bidders' technical questions, clarify issues, or adjust the bid documents prior to the bid opening.

#### Task 3.3 - Preparation of Conformed Plans and TSPs

From the final plans and technical specifications, AECOM will prepare a Conformed Set of plans and TSPs.

### IV. CONSTRUCTION PHASE

#### Task 4.1- Attendance of Pre-Construction Conference

AECOM will attend the pre-construction conference. The purpose of AECOM attendance is to answer technical questions with respect to the design. AECOM will not be responsible for responding to questions or providing information that involves the contract between the CITY and the CONTRACTOR.

#### Task 4.2- Review and Approval of Shop Drawings

AECOM will review and approve up to thirty (30) of the CONTRACTOR's individual submittals for the project. AECOM will review the CONTRACTOR's submittals up to two (2) times each.

#### Task 4.3 - Response to Requests for Information (RFIs)

During construction AECOM will review and respond to up to twelve (12) CONTRACTOR or CITY generated RFIs. All responses will be in writing and will be submitted to the CITY for its transmittal to the CONTRACTOR.

#### Task 4.4- Progress Meetings

AECOM will attend up to seven (7) progress meetings during construction. The purpose of AECOM attendance is to answer technical questions with respect to the design.

#### Task 4.5 - Final Inspection

AECOM will attend the final inspection for the project and generate a punch list.

#### Task 4.6 - Permits Close Out

Using the record drawings prepared by the CONTRACTOR, AECOM will prepare and submit to FDEP the final clearance applications.

#### Task 4.7 - RPR On-Site Services

AECOM will provide a part time (10 hours per week) staff Resident Project Representative (RPR) for 24 weeks (240 hours) during the construction of the project.

The staff RPR will provide on-site observation services to confirm that the CONTRACTOR is constructing the projects in conformance to the Contract Documents. The RPR will maintain a daily log documenting CONTRACTOR activities and progress on the project. The RPR may also attend monthly progress meetings as required.

#### Task 4.8 - Project Dossier

After final completion of construction, AECOM with the help of the CITY will prepare a Project Dossier for the Construction Phase of the project. The Project Dossier will be an electronic compilation of folders for project correspondence, meeting minutes, contract documents, change orders, field orders, RFIs, work change directives, addenda, additional drawings or drawing revisions issued subsequent to the execution of the construction contract. Drawings, progress reports, shop drawing and progress submittals, regulatory correspondence, and other project-related documents. AECOM will supply for the Project Dossier only the documents that were generated or reviewed and approved by AECOM (e.g. important correspondence between AECOM and CITY or AECOM and the CONTRACTOR; approved shop drawings; responses to RFIs; correspondence with regulatory agencies; copies of final clearance permits; etc.). All other documents will be supplied by the City so AECOM can include them in the

Project Dossier. A Draft Project Dossier will be submitted in electronic format to the CITY for review and approval. From the review of the Draft Project Dossier, AECOM will prepare the Final Project Dossier and submit it to the CITY in electronic format on CD/DVD ROM. It is anticipated that there will be only one round of City review and comments.

#### ASSUMPTIONS

- 1) Construction plans will be prepared in AutoCAD utilizing Sidewalk LAP drawings (provided by COUNTY) as base sheets.
- 2) TSPs will be prepared using standard CITY documents modified to COUNTY format.
- 3) It is assumed that no additional survey, subsurface utility engineering, or geotechnical investigations are needed.

### 3. PROJECT GOALS:

The project goals are to relocate portions of the existing CITY potable water mains and gravity sanitary sewer mains that are in conflict with proposed sidewalk and drainage modifications in the COUNTY project area.

### 4. BUDGET:

This price includes all labor and expenses anticipated to be incurred by AECOM for the completion of these tasks in accordance with Professional Services Method "A" – Cost Times Multiplier Basis, for a fee not to exceed One Hundred and Four Thousand, Nine Hundred and Fifty Five Dollars (\$104,955).

Permit application fees will be paid by the consultant and invoiced to the City as a reimbursable.

### 5. SCHEDULE:

The design portion of the project is to be completed 70 days from issuance of notice-to-proceed or from the date all information that is to be provided by the CITY is received by AECOM. The schedule is based upon the assumption that CITY reviews of the project work products will be completed in 15 business days from the date of submission. The project deliverables are to be phased as follows:

<b>100% Submittal to CITY</b>	<b>45 calendar days</b>
<b>Final Construction Documents to CITY</b>	<b>70 calendar days</b>
<b>Bidding Assistance</b>	<b>TBD</b>
<b>Services during Construction</b>	<b>TBD</b>



**6. STAFF ASSIGNMENT:**

**Consultant's Staff:**

Dana K. Tallman, P.E.	Officer-in-Charge
Bozhidar Handjiev, P.E.	Project Manager
James Scheuerman	Senior Designer
Maria Cipriano	Admin Assistant
Marvin Sanchez	Construction Engineer

**City's Staff:**

Duy Nguyen	Project Manager
William Anderson	Public Utilities Liaison
Ike George	Public Utilities Site Representative
Jeremy J. Brown, PE	Utilities Engineering Manager
Richard G. Gardner, PE	Public Utilities Assistant Director

**7. CORRESPONDENCE/REPORTING PROCEDURES:**

ENGINEER's project correspondence shall be directed to:

Bozhidar Handjiev, P.E.

All City project correspondence shall be directed to:

City Project Manager with copies to the Utilities Engineering Manager and Public Utilities Assistant Director.

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.

ENGINEER acknowledges that all City directives shall be provided by the City Project Manager.

A health and safety plan must be submitted and approved by the Project Manager prior to conducting any fieldwork/site visits.

In addition to the original copies delivered as stated in the scope of work, all project deliverables will be submitted in electronic format on CD or other City approved device prior to approval of final invoice.

**8. INVOICING/FUNDING PROCEDURES:**

For work performed, invoices shall be submitted monthly to the:

**City of Clearwater, Engineering Department  
Attention: Veronica Josef, Senior Staff Assistant  
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.

City Invoicing Code: 3277327-561300-96722\_\_\_\_\_

**9. INVOICING PROCEDURES**

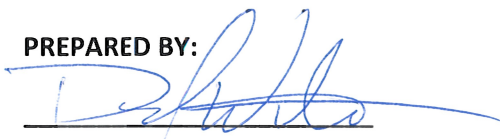
At a minimum, in addition to the invoice amount(s), the following information shall be provided on all invoices submitted on the Work Order:

- A. Project Number, 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.

**PREPARED BY:**



**David Wilcox, PE  
AECOM**

**Date**

5/21/18

**APPROVED BY:**

\_\_\_\_\_  
**D. Scott Rice, 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 must be delivered upon completion of project or with 100% plan submittal to City of Clearwater.

# Hercules Ave from Sherwood St to Sunset Pt Utility Relocation JPA AECOM

## WORK ORDER INITIATION FORM PROJECT BUDGET

Task	Description	Subconsultant Services	Labor	Total
<b>1.0</b>	<b>Pre- Design</b>			
1.1	Kick Off Meeting		\$560	\$560
1.2	Data Collection		\$560	\$560
				<b>\$1,120</b>
<b>2.0</b>	<b>Final Design</b>			
2.1	Development of 100% Plans/Specs		\$10,007	\$10,007
2.2	Development of Final Plans/Specs		\$4,620	\$4,620
2.3	Utility Permitting		\$5,942	\$5,942
2.4	ERP Permitting		\$7,571	\$7,571
2.5	COUNTY JPA Coordination and Admin Assistance		\$1,590	\$1,590
2.6	Utility Coordination Meetings		\$840	\$840
				<b>\$30,570</b>
<b>3.0</b>	<b>Bidding Services</b>			
3.1	Pre-Bid Conference		\$560	\$560
3.2	Preparation of Addenda		\$3,142	\$3,142
3.3	Preparation of Conformed Plans and Technical Specifications		\$1,501	\$1,501
				<b>\$5,203</b>
<b>4.0</b>	<b>Services During Construction</b>			
4.1	Pre-Construction Conference		\$560	\$560
4.2	Shop Drawings Review and Approval		\$8,960	\$8,960
4.3	Response to RFIs		\$3,640	\$3,640
4.4	Progress Meetings		\$1,960	\$1,960
4.5	Final Inspection		\$2,240	\$2,240
4.6	FDEP Clearance		\$3,640	\$3,640
4.7	RPR On-Site Services		\$30,352	\$30,352
4.8	Project Dossier		\$2,710	\$2,710



## Attachment "B"

Task	Description	Subconsultant Services	Labor	Total
				<b>\$54,062</b>
<b>Subtotal, Labor and Subcontractors</b>				<b>\$90,955</b>
<b>Contingency</b>				<b>\$10,000</b>
<b>Permit Application Fees</b>				<b>\$2,500</b>
<b>Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)</b>				<b>\$1,500</b>
			<b>Grand Total</b>	<b>\$104,955</b>