



Stantec Consulting Services, Inc.

SUPPLEMENTAL WORK ORDER #6 for the CITY OF CLEARWATER

Date:	1/13/2026
Consultant Project Number:	177311526
City Project Number:	20-0008-UT
City Plan Set Number:	2020006

- 1. PROJECT TITLE: Lift Station 16 Pierce St Rehab**
- 2. SCOPE OF SERVICES:**

As part of the original work order, Stantec performed a capacity assessment for Lift Station (LS) 16 and its downstream forcemain based on demand projections provided by the City (Marshall Street WRF Basin Hydraulic Analysis, dated June 23, 2020). Recommendations from this assessment were to replace the existing lift station with a larger lift station (in lieu of rehabilitating the existing LS) and replace the existing 12-inch forcemain with a 16-inch. The assessment and recommendations are recorded in the basis of design report (BODR) for the project. The original work order includes construction support services for the project, which at that time was envisioned to be a rehabilitation project. The scope included attendance at a pre-construction meeting, responding to shop drawings (15) and RFIs (3), 8 site visits, final inspection, and completion of a project catalog.

Supplemental Work Order #1 was in response to BODR recommendations and City's request for Stantec to expand its design services to include replacing LS 16 with a new larger station in lieu of the original scope of rehabilitating the existing LS. It added additional construction support services for the full lift station demolition and construction of a new lift station. This included construction observation efforts for the anticipated 4-month heavy construction window; full time for 2 months and half-time for 2 months (total of estimate of 240 hours).

Supplemental Work Order #2 was in response to the City's request for Stantec to perform design and construction services for enclosing the electrical equipment in a canopy structure with cladding/screening along the walls. The City also requested a more robust landscaping/irrigation design to screen the facility better from adjacent existing and proposed developments. It added additional construction support services for the electrical equipment enclosure and landscaping. This included 4 additional meetings, 2 additional site visits, 6 additional submittals, and 3 additional RFIs.

Supplemental Work Order #3 was in response to the City request that Stantec provide additional engineering services during construction services for the construction which was estimated to be 9 months. Due to material lead times, the completion date of construction was stretched from 9 months to 17 months.

Supplemental Work Order #4 was in response to the City's request that Stantec continue to provide engineering services during construction for the remainder of construction. The budget estimate under Supplemental Work Order #3 was based on hourly services provided through February 2025. This Supplemental Work Order #4 is based on an estimate of the cost to provide hourly engineering services during construction through the remainder of the project. The budget is based on the estimated hours that will be required to complete the tasks listed below over a three-and-a-half-month period.

Supplemental work order #5 was for Stantec to effectively perform project closeout tasks such as record drawing drafting, signing and sealing, additional onsite coverage, additional on site meetings for final inspection and permitting inspections, and project closeout submittal reviews. Due to the delay in construction, the funds used in this supplemental work order #5 was able to cover the additional on site meetings, punch list closeout, final submittal reviews, coordination with Contractor and the City of Clearwater, and Contractor pay application reviews.

Supplemental work order #6 is for Stantec to complete the project closeout documentation such as drafting the record drawings from the Contractor provided red-lines, Engineers of Record signing and sealing the record drawings, completing the FDEP permit closeout, and reviewing the final Contractor invoices.

CONSTRUCTION PHASE

Stantec will perform additional engineering services during construction as described in the following:

Task 5.10 - Project Management and Administration During Construction

The Consultant will provide Project Management during construction, which will include management of the Consultant's project staff and meetings as required, preparation of miscellaneous project management correspondence and documents, and coordination of the activities of all project team members.

Under this task the Consultant assumes responsibility for the following:

- Managing the project
- Project team organization & scheduling
- Monthly progress reporting and update as required by City
- Monthly review and documentation of schedule versus budget
- Communication with the City Project Manager

Task 5.11 - Additional Engineering Services During Construction

Pay Application Review: The RPR will review the schedule of values, stored materials, as-built records and schedules to determine the amounts owed to the Contractor and make recommendations concerning payment amount. The RPR will sign off on the Contractor pay requests and submit to the City's Project Manager to continue with the pay app approval process.

Record Drawings: Consultant shall prepare record drawings from the original disk file based on information provided by the Contractor and others regarding field changes, modifications, etc. made during the construction phase of the project. It is anticipated that up to twenty (20) drawings will need updating requiring up to eighty (80) hours of CAD time. City will be provided with one (1) electronic copy (pdf and AutoCAD formats) and two (2) signed and sealed copies of the record drawings. The CONTRACTOR will be responsible for providing red markups to the CONSULTANT on a monthly basis.

Closeout Permitting: Consultant shall closeout the permit form (b) - DEP form 62-604.300(3)(b) Notification of Completion of Construction for a Domestic Wastewater Collection/Transmission System. In addition to the closeout form, as-builts and testing records need to be submitted to FDEP for review and approval to closeout this permit.

3. PROJECT GOALS:

The goals of this Supplemental Work Order #6 are as follows:

- Perform drafting of record drawings, Engineer of record sign and seal, closeout FDEP permit, and review final Contractor invoices.

4. BUDGET:

See Attachment "B".

This price includes all labor and expenses anticipated to be incurred by Stantec Consulting Services, Inc. for the completion of these tasks in accordance with Professional Services Method "A" – Hourly Rate Basis as described in the Agreement for Professional Services for a **fee not to exceed \$13,200.00**

5. SCHEDULE:

The remaining project schedule is revised as follows for a total duration of 1.5 months:

Construction Phase, Record Drawings, Closeout

50 calendar days

January 2026 – March 2026

6. STAFF ASSIGNMENT

Hamid Sahebkar, PE (Principal)

Jarah Parke, PE (PM/Civil)

Jeovanni Ayala-Lugo, PE (Mechanical)
Keith Smith/David Steffes, PE (electrical/I&C)
Mark Foster, PSM (Survey/SUE)
Anthony Trant, PE (Resident Project Representative)

STAFF ASSIGNMENT (City of Clearwater):

Rama Pandkar, PE	Project Manager
Kaylynn Price	Utilities Engineering Manager
Michael Flanigan	Public Utilities Director

7. **CORRESPONDENCE/REPORTING PROCEDURES:**

ENGINEER's project correspondence shall be directed to:
Jarrah Parke, jarrah.parke@stantec.com and
[Jeovanni Ayala-Lugo, jeovanni.ayala-lugo@stantec.com](mailto:jeovanni.ayala-lugo@stantec.com)
777 S. Harbour Island Blvd.
Suite 600
Tampa, Florida 33602

All City project correspondence shall be directed to:
City's Project Manager with copies to the Utilities Engineering Manager, Public Utilities Director
and Public Utilities Assistant Director and others as may be appropriate.

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.

In addition to the original copies delivered as stated in the scope of work, all project deliverables
will be incorporated into the project catalog and 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 via email to the:

City of Clearwater, Public Utilities Department
Attention: PU Engineering
1650 N. Arcturus Ave
Building C
Clearwater, Florida 33765-1945

Email Invoices: PUEngineering@myClearwater.com

Contingency services will be billed as incurred only after written authorization provided by the City to proceed with those services.

City Invoicing Code: **_3217321-530100-96686 for \$13,200.00**

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 be 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:

- 1. None

PREPARED BY:



Jarah Parke, P.E.
Project Manager
Stantec Consulting Services

3/10/2026

Date

APPROVED BY:

Michael Flanigan
Public Utilities Director
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.

3. **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. Kyle Vaughan, at (727) 444 8232 or email address Kyle.Vaughan@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.

ATTACHMENT B



FEE ESTIMATE - Lift Station 16

	Draft	Construction Engineer	PL/MEchanic at Lift	Cost Manager	Senior Engineer	Electrical Engineer	Senior PM	MC Engineer	
Project Billing Rate (T&M)	\$125.00	\$175.00	\$225.00	\$225.00	\$190.00	\$225.00	\$225.00	\$225.00	
Total Units (T&M)	40.00	10.00	4.00	3.00	15.00	3.00	3.00	3.00	
Fee (T&M)	\$5,000.00	\$1,750.00	\$900.00	\$675.00	\$2,850.00	\$675.00	\$675.00	\$675.00	

Project Summary	Hours	Labour	Expense	Subs	Total
Fixed Fee	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Time & Material	81.00	\$13,200.00	\$0.00	\$0.00	\$13,200.00
Total	81.00	\$13,200.00	\$0.00	\$0.00	\$13,200.00

WBS Code	Task Code	Task Name	Start Date	End Date	Units								Task Type	Hours	Labour	Expense	Subs	Total
1		Closeout Documentation	2026-01-19	2026-03-09	40.00	10.00	4.00	3.00	15.00	3.00	3.00	3.00	Time & Material	81.00	\$13,200.00	\$0.00	\$0.00	\$13,200.00