



# CONSULTANT WORK ORDER

<b>Date:</b>	<b>12/16/25</b>
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## 1. PROJECT INFORMATION:

<b>Project Title:</b>	<b>Eddie C. Moore Complex</b>	
<b>City Project Number:</b>	<b>25-0032-PR</b>	
<b>City Plan Set Number:</b>	<b>N/A</b>	
<b>Consultant Project Number:</b>	<b>25078</b>	

## 2. SCOPE OF SERVICES:

PBK design services include in-house architectural, interior, sports field design, renderings, graphics, wayfinding and assistance with signage and branding design. As the prime consultant, we will lead our team of consultants, who will provide civil, landscaping, irrigation, structural, mechanical, electrical, plumbing, fire protection and technology design. A new survey and Geotech report will be provided as outlined in the project design fees. Our scope of work is organized into distinct design phases, each culminating in a set of deliverables. PBK will transmit a set of deliverables to you in PDF format for your distribution to pertinent stakeholders. Our design team will actively participate / lead regularly scheduled coordination meetings with all project stakeholders to review progress, promote effective collaboration, and communicate updates related to design and project development.

The design plans shall be compiled using the City of Clearwater CAD standards.

### I. PRE-DESIGN PHASE:

- Task 1.1: Geotechnical Report
- Task 1.2: Site Topo Survey
- Task 1.3: Subsurface Utility Engineering (SUE)
- Task 1.4: Arborist – Tree Inventory
- Task 1.5: Arborist – Tree Preservation Plan

### II. DESIGN PHASE:

- Task 2.1: Schematic Design – 30% Plans
- Task 2.2: Design Development – 60% Plans

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Task 2.3: Initial Civil submission for permitting

### III. FINAL DESIGN PHASE:

Task 3.1: Construction Documents – 90% Plans

### IV. BIDDING PHASE :

Task 4.1: Bidding and Negotiation

Task 4.2: Final Civil Permitting

Task 4.3: Building Permitting

Task 4.4: Final Construction Documents – 100%

### V. CONSTRUCTION PHASE:

Task 5.1: Construction Administration

Task 5.2: Project Certifications

## 3. PROJECT GOALS:

#### Schematic Design (SD):

Predesign services such as site planning and programming to confirm layout, adjacencies, and circulation. Confirm project requirements, goals, and priorities. Establish spatial relationships, building form, orientation, and circulation strategies. Develop design options through sketches, diagrams, and massing studies.

#### Design Development (DD):

Further develop the design drawings by defining major components, finishes, systems and assemblies to help evaluate options based on performance, cost, aesthetics and constructability. Provide information to support a high-level cost estimate and overall schedule evaluation. Provide preliminary spec book.

#### Construction Documents (CD)

Complete a comprehensive set of detailed drawings with finalized code, building systems materials and critical components. Drawings will be signed and sealed and delivered to the CM for submission to the building department for permit approval. Final spec book provided.

#### Bidding & Negotiation (BN)

Coordinate with governing agencies and respond to plan review comments. During this time, we will also respond to contractor inquiries, issuing clarifications as needed to assist the CM with updating the construction cost estimate.

#### Construction Administration (CA)

Provide oversight during the construction phase to ensure that the project is built according to the approved construction documents. Our services include review of

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contractor submittals, RFIs, and periodic site visits for observation. PBK will attend OAC meetings weekly, if required, with a preference to have no more than two meetings a month on site. Consultants will attend as needed.

#### 4. FEES:

See Attachment "A" for breakdown of fees per phase/task and firm. This price includes all labor and expenses anticipated to be incurred by PBK Architects for the completion of these tasks in accordance with Professional Services Method "B" – Lump Sum – Percentage of Completion by Task, for a subtotal of One Million Four Hundred Fourteen Thousand Six Hundred Forty Nine Dollars (\$ 1,414,649) plus, the allowances for foundation lighting design and civil permitting fees, for a grand total of One Million Four Hundred Thirty Thousand One Hundred Forty Nine Dollars (\$ 1,430,149). Civil permit application fees will be paid by the consultant and invoiced to the City as a reimbursable expense.

#### 5. SCHEDULE:

PHASE	DURATION	START	END
<b>SD – 30%</b>	3 MONTHS	12/2/2025	2/27/2026
<b>Review</b>	2 WEEKS	3/1/2026	3/13/2026
<b>DD – 60%</b>	2 MONTHS	3/16/2026	5/8/2026
<b>Review</b>	2 WEEKS	5/11/2026	5/22/2026
<b>CD – 90%</b>	2 MONTHS	5/25/2026	7/17/2026
<b>Finalize GMP</b>	2 WEEKS	7/20/2026	7/31/2026
<b>BN / PERMITTING</b>	3 MONTHS	8/3/2026	10/30/2026
<b>Board Approval of GMP</b>	2 WEEKS	11/2/2026	11/13/2026
<b>CA</b>	12 MONTHS	11/16/2026	11/16/2027

The project is to be completed in **24 months (730 days)** from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

<b>30% Construction Plans:</b>	<b>90 calendar days</b>
<b>60% Construction Plans and Civil Permit Applications:</b>	<b>60 calendar days</b>
<b>90% Construction Plans:</b>	<b>60 calendar days</b>
<b>Bidding/Negotiations and Building Permitting:</b>	<b>90 calendar days</b>
<b>Construction Phase:</b>	<b>365 calendar days</b>

Note: Two weeks review time allowed at the end of each phase to allow time for the City and CM to review drawings and update the construction estimate. Review times may vary which may alter the project schedule.

## 6. STAFF ASSIGNMENT:

PBK staff for architecture, sports/field design, interior design and renderings includes Christy M. Woods, Sr. PM and Steve Padgett, Principal. Our consultants include Pennoni Associates for structural engineering, landscape architecture, and civil engineering. Engineering Matrix for MEP engineering and fire protection design.

## 7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:

Christy M. Woods, Sr. PM for PBK

christy.woods@pbk.com

Cell Phone: 941-271-1449

All City project correspondence shall be directed to:

Taner Hamzawi, P.E.

Taner.Hamzawi@MyClearwater.com

Cell Phone: 727-224-7519

## 8. INVOICING/FUNDING PROCEDURES:

**City Invoicing Code: 3157575-530100-C2510**

For work performed, invoices shall be submitted monthly to:

**ATTN DIVISION CONTROLLER**

**CITY OF CLEARWATER, PUBLIC WORKS DEPARTMENT/ENGINEERING**

**PO BOX 4748**

**CLEARWATER FL 33758-4748**

[PublicWorksAccounting@MyClearwater.com](mailto:PublicWorksAccounting@MyClearwater.com)

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:

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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.

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- c. At the conclusion of the project, ENGINEER will combine this information into Project Catalog and submit it 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:

The project is anticipated to follow a Construction Manager at Risk (CMAR) delivery method. Confirmation from the client is needed regarding this delivery method. Should a hard bid approach be required, adjustments to production timelines and drawings may be necessary. We also anticipate that construction will be done in one phase as the complex will be out of use during construction.

## 13. SIGNATURES:

**PREPARED BY:**

*Christy Woods*

**Christy M. Woods**  
**Senior Project Manager**  
**PBK Architects**

**12.16.25**

**Date**

**APPROVED BY:**

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

**Date**

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

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## PROJECT FEES TABLE

Task	Description	Services	Labor	Total
1.0	Pre-Design			
1.1	Geotechnical Report			\$ 13,200
1.2	Topo Survey			\$ 20,450
1.3	SUE			\$ 11,275
1.4	Arborist – Tree Inventory			\$ 8,750
1.5	Arborist – Tree Preservation Plan			\$ 5,500
Pre-Design Total:				\$ 59,175
2.0	Design Plans and Specifications			
2.1	Schematic Design – 30% Submittal			\$223,754.80
2.2	Design Development – 60% Submittal			\$340,912.25
2.3	Initial Civil Submission for Permitting			\$12,750
Design Total:				\$577,417.05
3.0	Final Design Plans and Specifications			
3.1	Construction Documents – 90% Submittal			\$424,394.70
Final Design Plans and Specifications Total:				\$424,394.70
4.0	Bidding Phase			
4.1	Bidding and Negotiations			\$70,732.45
4.2	Final Civil Permitting			
4.3	Building Permitting			
4.4	Final GMP – 100%			
Permitting Services Total:				\$70,732.45
5.0	Construction Phase Services			
5.1	Construction Administration			\$278,679.80
5.2	Project Certifications			\$4,250
Construction Phase Services Total:				\$282,929.80
SUBTOTAL, LABOR, AND SUB-CONTRACTORS:				\$1,414,649
6.0	Permit Fees – Allowance			\$10,000
7.0	Foundation for light poles – Allowance			\$5,500
GRAND TOTAL:				\$ 1,430,149

## 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, Public Works Department, 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 is 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 software. All block references and other 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](mailto: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.