



CONSULTANT Supplemental #1 WORK ORDER

Date:	7/31/2023
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1. PROJECT INFORMATION:

Project Title:	Fire Station 47	
City Project Number:	18-0011-FD	
City Plan Set Number:	2020028	
Consultant Project Number:	2011	

2. SCOPE OF SERVICES:

The City requested preliminary research in the use of a heat pump water heater, diesel generator, induction range, etc. Based on the research, modifications to the construction documents include changing select appliances from gas to electric, and revising the specifications on updated products. Additional work is needed to review and revise outdated information and specifications due to the lapse in time since original permit submission. Submission of revised documents and specifications to the contractor. Provide response to permit comments and questions.

Our original agreement accounted for 10 months of Construction Administration Services with onsite meetings completed once per month. Per contractor, 15 months should be anticipated for the architect's construction administration.

WJA will need to request additional fees for the additional 5 months of extended construction administration and the additional site visits. One site visit per month is included in the extended construction administration services fee.

If construction extends beyond 15 months, an additional fee will be required.

V. CONSTRUCTION PHASE:

Task 5.1: Preliminary research and modifications to the Construction Documents

Task 5.1: Extended Construction Administration Services

3. PROJECT GOALS:

Project Deliverables for the above Tasks will include:

- One site visit per month with OAC meeting and report
- Response to RFIs and Submittals

4. FEES:

See Attachment "A"

This price includes all labor and expenses anticipated to be incurred by Wannemacher Jensen Architects for the completion of these tasks in accordance Method "B" – Lump Sum – Percentage of Completion by Task, for a fee not to exceed Forty-Seven Thousand Four Hundred and Fifteen Dollars (\$47,415).

No permit fees are applicable for this scope of work.

5. SCHEDULE:

Schedule has not been provided by contractor:

Extended Construction Administration: 5 months

6. STAFF ASSIGNMENT:

Wannemacher Jensen Architects – Architecture and Interiors

Principal in Charge – Jason Jensen

Project Manager – Sanchelle Mercer

City of Clearwater Staff

Jeff Walker, P.E. Project Manager

Tim Kurtz Engineering Construction Services Manager

Elliot Shoberg, P.E. Engineering Assistant Director

Tara Kivett, P.E. City Engineer/Engineering Director

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:

Sanchelle Mercer

132 Mirror Lake Drive N Unit 301

St. Petersburg, FL 33701

727.822.5566

sanchelle@wjarc.com

All City project correspondence shall be directed to:

Jeff Walker, P.E.

100 S. Myrtle Ave.

Clearwater, FL 33756

727 562-4827

Jeff.walker@myclearwater.com

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: FD00190001-DSGN-PROSVC

For work performed, invoices shall be submitted monthly to:

Attn: Brooke Freeman, Accountant

City of Clearwater, Engineering Department

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:

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Fire Station 47

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City of Clearwater

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:
 - 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:

N.A.

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13. SIGNATURES:

PREPARED BY:



Jason Jensen

President

Wannemacher Jensen Architects, Inc.

7/31/23

Date

APPROVED BY:

Tara Kivett, P.E.

City Engineer

City of Clearwater

Date

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

Fire Station 47

Wannemacher Jensen Architects

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CONSULTANT WORK ORDER

PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor	Total
3.0	Final Design Plans and Specifications			
3.4	Final Construction Documents	\$9,500	\$17,025	\$26,525
5.0	Construction Phase Services			
5.1	Extended Construction Administration	\$6,267	\$14,623	\$20,890
GRAND TOTAL:				\$47,415

ATTACHMENT "B"

CONSULTANT WORK ORDER – CITY DELIVERABLES

Fire Station 47

Wannemacher Jensen Architects

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CONSULTANT WORK ORDER

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.

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 (including CAD and Specification files) must be delivered upon completion of project or with 100% plan submittal to City of Clearwater.