

CONSULTANT SUPPLEMENTAL WORK ORDER 1

Date:	July 27, 2022
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1. PROJECT INFORMATION:

Project Title:	Wastewater Collection System Flow Monitoring Services	
City Project Number:	19-0024-UT	
City Plan Set Number:	<u>N/A</u>	
Consultant Project Number:	20172	

2. SCOPE OF SERVICES:

This is Supplemental Work Order 1 to the existing Scope of Services for the Wastewater Collection System Flow Monitoring Services. This Scope provides additional contract time and funds for the project. Other items as described in the original Scope of Services dated September 10, 2019, remain in effect.

This Scope of Services generally includes:

- Monitoring wastewater collection system flows.
- Monitoring rainfall.
- Monitoring groundwater levels.
- Analysis of the monitored data to identify areas experiencing excessive inflow and infiltration (I&I).
- Recommendations for further study (smoke testing, TVing, etc) to determine cause of identified excessive inflow and infiltration (I&I).
- Quarterly Reports on data analysis.

3. PROJECT GOALS:

The project goals are to continue to maintain equipment at strategic locations in the wastewater collection system throughout the contract period; collect, summarize and evaluate flow, rainfall and groundwater level data; determine the locations of excessive I&I and recommend corrective actions.

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Tasks and Deliverables associated with the project are described in the original work order and remain in effect, except reports will be provided quarterly instead of monthly.

4. FEES:

See Attachment "A"

This recommended price increase includes all labor and expenses anticipated to be incurred by **Wright-Pierce** for the completion of these tasks in accordance with Professional Services Method "A" – Hourly Rate for a fee not to exceed seven hundred thirty five thousand eight hundred and seventy one dollars (\$735,871.00).

Permit application fees, if any, will be paid by Wright-Pierce and invoiced to the City as a reimbursable.

5. SCHEDULE:

The continued flow monitoring project will be completed as follows:

Task	Dates	Comments
Continue with Flow Monitoring	October 1, 2022 through September 30, 2023	
Remove flow meters, rain gauges and piezometers	October 1 – 20, 2023	Data collection ends September 30, 2023
Draft of Final Quarterly Report to City	November 2023	Data Analysis for final quarterly report
Address City Comments	December 2023	
Final Report and data files to City	No Later Than December 29, 2023	Supplemental Work Order 1 End Date

6. STAFF ASSIGNMENT:

City's Staff:

Kaylynn B. Price	Project Manager
Jeremy J. Brown, PE	Utilities Engineering Manager
Richard G. Gardner, PE	Public Utilities Director
Michael Flanigan	Public Utilities Assistant Director
Frederick Hemerick	WWCS Manager

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Wright-Pierce Key Project Staff:

Don McCullers	Project Manager
Steven C. Hallowell, PE	Principal-in-Charge
Dennis A. Davis, PE	Client Manager
Laurie Perkins, PE	Technical Reviewer/Flow Monitoring Specialist

7. CORRESPONDENCE/REPORTING PROCEDURES:

ENGINEER's project correspondence shall be directed to:

Don McCullers, Project Manager

Steven C. Hallowell, PE

Laurie Perkins, PE

All City project correspondence shall be directed to:

Kaylynn B. Price Project Manager

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

Wright-Pierce shall provide a minimum of forty-eight (48) hours' notice prior to conducting fieldwork/site visits at lift stations. Wright-Pierce 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.

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: 3217321-530100-96212

For work performed, invoices shall be submitted monthly to:

**ATTENTION: LELAND SIVANISH, SENIOR 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.

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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 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),

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- 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. SIGNATURES:

PREPARED BY:



Steven C. Hallowell, P.E.
Principal in Charge; Vice President
Wright-Pierce, Inc.

7-27-2022
Date

APPROVED BY:

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

Date

ATTACHMENT "A"
CONSULTANT WORK ORDER

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PROJECT FEES TABLE

Task	Description	Expenses/ Subconsultant Services	Labor	Total
I.	Wastewater Collection System Flow Monitoring Services			
1.11	Administration and meetings	\$0	\$45,480	\$45,480
1.12	Flow, Rainfall and Groundwater Monitoring			
	A. Permanent Flow Meter Monitoring	\$115,900	\$147,940	\$263,840
	B. Rotating Flow Meter Monitoring	\$38,800	\$60,500	\$99,300
	C. Rainfall Monitoring	\$32,850	\$21,450	\$54,300
	D. Groundwater Monitoring	\$0	\$6,720	\$6,720
1.13	Data Evaluation and Reporting			
	A. Utilize Sliicer	\$31,500	\$1,850	\$33,350
	B. Data Evaluation and Reporting	\$0	\$46,520	\$46,520
1.14	Flow Isolations (Dry/Wet)	\$0	\$17,640	\$17,640
1.15	Maintenance of Traffic Control	\$26,850	\$10,040	\$36,890
1.16	Quality Assurance/Control	\$0	\$13,570	\$13,570
1.17	Contingency (10%)			\$61,761
Subtotal, Labor and Subcontractors				\$679,371
Permit Review Fees				\$0
1.18	Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)			\$56,500
Grand Total				\$735,871

ATTACHMENT "B"
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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 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.