



SUPPLEMENTAL 2 WORK ORDER

Date:	July 29, 2024
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1. PROJECT INFORMATION:

Project Title:	Clearwater Beach Marina Replacement	
City Project Number:	<u>21-0008-MA</u>	
City Plan Set Number:	<u>2021015</u>	
Consultant Project Number:	<u>211223</u>	

2. SCOPE OF SERVICES:

This supplemental scope of services is for Moffatt & Nichol (M&N) and their subconsultants to provide construction phase services for Phase 1 of the Clearwater Beach Marina Replacement Project. Additionally, M&N will work with the City’s grant administrator to pursue approximately \$3M in grant funding by applying for the Resilient Florida Grant and provide limited technical support to the City’s grant coordinator to administer the recently awarded Sport Fish Restoration Grant.

In March through June, under the direction of the City Project Manager, Moffatt & Nichol completed additional services beyond their initial authorized work order. These services included a major revision to the construction drawings to incorporate changes from building permitting comments and value engineering exercise, and additional permitting efforts for both environmental permitting and City building permitting. This supplemental work order includes these services.

VII ADDITIONAL SERVICES:

Task 7.1 Additional Permitting Services

The 100% drawings were submitted to the building department in March 2024 while the bid process was still underway. M&N budgeted for one application to the building department; however, the City building department requested a total of 16 individual applications be prepared and submitted – 1 for the site permit, 1 for the marina MEP, and 14 permits corresponding to one for each individual building structure. Due to this

bifurcation, the City permitting budget was exhausted prior to receiving the first round of review comments.

The first round of review comments from the City was received in April 2024 while the project was undergoing a rigorous value engineering exercise. The value engineering changes were implemented along with revisions to address building department comments and bid addendum clarifications, and a major revision to the 100% drawings was issued in June 2024. This revision was submitted to the building department for review cycle #2. This task includes the past effort to complete this drawing revision, respond to building review comments, and resubmit the files to the building department. This task also budgets for one more round of review comments and minor drawing revisions for building permitting.

Additionally, the environmental permitting for this project has extended beyond the initially scoped efforts. The FDEP permits were issued in 2023; however, both the County permit and the USACE permit processing is still ongoing. The USACE transferred the project to a new reviewer in June 2024 who will need to be brought up to speed on the project. This is the 4th reviewer assigned to this project, and bringing each reviewer up to speed takes additional effort. M&N estimates an additional 2 months of permitting effort to complete the USACE permitting.

VII GRANTS:

Task 8.1 FDEP Resilience Grant

M&N will lead, coordinate, and develop the Florida Department of Environmental Protection's (FDEP) Implementation Grant Application for the Resilient Florida Grant program in Coordination with City of Clearwater project managers and staff.

Project specific content will be developed around required FDEP criteria in a way that is easy for grant reviewers to interpret (as they may not be professional engineers or certified flood plan managers) and apply FDEP ranking criteria. M&N will work alongside City of Clearwater Beach Marina team members to advise and develop project content to enhance eligibility and ranking as applicable. M&N will utilize available project information (publicly available and City provided data) to develop the grant pre-application worksheet and supporting information. This task assumes no new critical assets or vulnerability assessment are developed after this task is initiated.

Using the FDEP Implementation Grant Pre-Application Worksheet for the Resilient Florida Grant Program as the framework for content, all inputs required for the online application will be drafted, reviewed and finalized prior to the FDEP deadline for the City of Clearwater Beach Marina. This application will be based on the completed Pinellas County Vulnerability Assessment (Sea Level Rise & Storm Surge - Vulnerability Assessment Executive Summary - December 2022 (pinellas.gov)), FDEP Statewide Final Critical Assets

Data Report (posted on August 25, 2023), and FDEP Statewide Critical Assets Dataset (Statewide Critical Assets Dataset - Overview (arcgis.com)).

M&N will attend a virtual project kick-off meeting with the City's grant administrator to review the grant schedule and work plan. Virtual meetings will be held weekly with the grant coordinator and applicable City staff, as needed. Additionally, M&N will participate in meetings, office hours, and/or workshops with FDEP, as needed, to develop and refine the Grant Pre-Application Worksheet (up to three virtual engagements have been budgeted).

The application deadline is September 1, 2024, and this scope assumes that the City will review the application in DRAFT and FINAL formats based on the mutually agreed upon project schedule. The City will be responsible for certification and accuracy of all information provided for application development and submittal. The City will be responsible for registering as a DEP Grants User and for completing the electronic submittal of grant application. This grant requires a 50% cost share, and if awarded, the funding becomes available on July 1, 2025. The Resilient Florida Grant Program is a competitive grant, and M&N cannot guarantee a favorable award.

Task 8.2 SFR Grant Coordination

M&N will provide limited technical support to the City's grant administrator during grant award/negotiation period and during project construction for the Sport Fish Restoration (SFR) Grant. Technical support is anticipated to include coordination with FWC on the technical details of the project, providing updates on permitting and construction progress, and reviewing/signing quarterly progress reports. This task assumes that the City will administer all grants awarded to the project. Approximately 40 hours are estimated for this task.

IX: CONSTRUCTION PHASE:

Task 9.1 Construction Services

M&N will support the City through the construction phase of the project to observe that the construction is completed in general conformance with the construction documents. This task includes services for Phase 1 of the construction, and a separate scope will be prepared for Phase 2. Services for Phase 1 include the following:

- Attend an on-site construction kickoff meeting.
- Attend bi-weekly progress calls with the City, CMAR, and contractors for construction coordination.
- Review contractor generated construction submittals/shop drawings and requests for information (RFI). Minor drawing revisions to clarify RFI responses are included.

- Perform periodic site visits to observe the construction progress and verify general conformance with the contract documents. Twenty-four (24) progress site visits are budgeted and will be scheduled to coincide with key activities.
- Photo document construction progress during site visits and submit updates.
- Conduct final walk-through with Client and Contractor upon substantial completion of phase 1 and prepare a project punch list.
- Coordinate with environmental permitting agencies during construction.

This scope of work assumes a 12-month construction schedule for Phase 1 with 5 working day turnaround on RFIs and 10 working day turnaround on submittals/shop drawings. M&N and their subconsultants will make periodic site visits to observe construction progress; however, full time construction inspection and materials testing are not included in this scope. The CMAR is responsible for providing special inspection and construction materials testing.

3. PROJECT GOALS:

- Revised 100% Drawings in PDF format, signed and sealed
- Building Department Response Comments (Excel)
- FDEP Resilience Grant Application in PDF format (DRAFT and FINAL)
- Construction correspondence in PDF format
 - RFI Responses
 - Shop drawings / construction submittal reviews
 - Site visit memorandums
 - Punch List

4. FEES:

See Attachment "A"

This price includes all labor and expenses anticipated to be incurred by Moffatt & Nichol for the completion of these tasks in accordance with Professional Services Method "B" – Lump Sum – Percentage of Completion by Task, for a fee not to exceed Three-Hundred and Twenty-Nine Thousand and Seventeen Dollars (\$ 329,017.00).

No permit application fees are anticipated for this scope of work.

5. SCHEDULE:

The supplemental project scope is to be completed in 18 months from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

Revised 100% Drawings	(Completed in June 2024)
FDEP Resilience Grant:	60 calendar days (Draft)
	August 31, 2024 (FINAL)

6. STAFF ASSIGNMENT:

Consultant Team:

Moffatt & Nichol - Project Management, Grant Services, and marine engineering (coastal, structural, MEP)

- Nicole Shaw, PE – Project Manager
- Jean-Paul Martucci, PE – Assistant Project Manager

Wannemacher Jensen Architects (WJA) – Architecture and building S/MEP

Kimley-Horn (KH) – Civil Engineering and Landscape Architecture

Woods Consulting – Environmental Permitting

City of Clearwater Staff:

Jeff Walker, PE Project Manager

Michael MacDonald Marine & Aviation Director

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:

Nicole Shaw, PE

Moffatt & Nichol

501 E. Kennedy Blvd, Suite 1910

Tampa, FL 33602

305.393.1939

nshaw@moffattnichol.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

With copies to others as appropriate.

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: 3327332-561300-C1905

For work performed, invoices shall be submitted monthly to:

Attention: Jamie Gaubatz, Accountant II

City of Clearwater, Public Works Department, Engineering

**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:

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:

SUPPLEMENTAL 2 WORK ORDER
Clearwater Beach Marina Replacement

Moffatt & Nichol

21-0008-MA

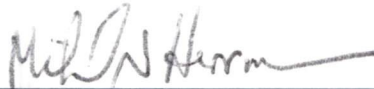
City of Clearwater

- 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:

13. SIGNATURES:

PREPARED BY:



Michael Herrman, PE
Vice President
Moffatt & Nichol

7/15/2024
Date

APPROVED BY:

Tara Kivett, PE
City Engineer
City of Clearwater

Date

ATTACHMENT "A"

SUPPLEMENTAL 2 WORK ORDER – PROJECT FEES TABLE

Clearwater Beach Marina Replacement

Moffatt & Nichol

21-0008-MA

City of Clearwater

**SUPPLEMENTAL 2
WORK ORDER
PROJECT FEES TABLE**

Tas k	Description	Subconsultant Services	Labor	Total
7.0	Additional Services			
7.1	Additional Permitting Services	\$38,918.00	\$14,880.00	\$53,798.00
8.0	Grant Services			
8.1	Resilient Florida Grant	\$0.00	\$29,870.00	29,870.00
8.2	SFR Grant Coordination	\$0.00	\$8,040.00	\$8,040.00
9.0	Construction Phase			
9.1	Construction Phase Services	\$88,649.00	\$148,660.00	\$237,309.00
GRAND TOTAL:				\$329,017.00