

CONSULTANT WORK ORDER TASK 6

Date:	04/28/2026
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1. PROJECT INFORMATION:

Project Title:	PWD Program Consultant	
City Project Number:	24-0048-EN – Task Order 6 PWD Clearwater Stormwater Engineering and Maintenance Support Services	
City Plan Set Number:	Not applicable	
Consultant Project Number:	Not applicable	

2. SCOPE OF SERVICES:

The city issued Request for Qualifications #37-24 for Public Works Department (PWD) Program Consultants, and Broaddus & Associates was one of the two selected firms. The intent behind the overall program is to provide comprehensive assessment, design, procurement, budgeting and construction support services to the city on a program-level scale.

Task Order 6 = **PWD Clearwater Stormwater Engineering and Maintenance Support Services.**

Expected efforts to include:

- Work to be performed only per the written request of the City of Clearwater, Public Works Director, Assistance Public Works Director, Engineering Division Manager, and Stormwater Maintenance Manager.
- Scope of work is to provide stormwater engineering support services AND stormwater maintenance support services.

3. PROJECT GOALS:

The consultant Task 6 goal is to provide professional stormwater engineering and maintenance orientated recommendations, scope of work developments / adjustments,

onsite investigations, and documented solution orientated guidance that addresses any city, county, and state concerns.

4. FEES:

This price for this work order for Task 6 includes all labor and expenses anticipated to be incurred by **Broaddus & Associates** and **WGI Inc** for the completion of these tasks in accordance with Professional Services Method "A" – Hourly Rate, for an additional fee not to ***exceed ninety five thousand dollars (\$95,000)***.

5. SCHEDULE:

Individual schedules will be provided, as appropriate. Effort is considered ongoing and immediate need.

6. STAFF ASSIGNMENT:

Primary directions from the city on this work order will be given by the PWD Engineering Division Manager, **Mr. Kelly Peterich**. The Consultant will ensure that any additional direction given by City officials is shared with and approved by Mr. Kelly Peterich.

For Broaddus & Associates, the effort will be managed by the **Program Director, Mr. Johnny Heintz** who will support the effort in accordance with the times submitted in the Fee Schedule. It is expected that the identified WGI personnel will collaborate with PWD Clearwater personnel directly but ultimately work under the approval and direction of **Mr. Johnny Heintz of Broaddus**.

Mr. Michael Mills of WGI is the person identified to support this work order. WGI may utilize other personnel and resources as needed but must inform the Program Director, Johnny Heintz. Based on the hourly nature of this work order, it is expected that the Program Director will coordinate with Mr. Kelly Peterich if additional skills are needed by the city.

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:

Mr. Johnny Heintz, Program Director, Michael Mills, Vice President Stormwater Resources WGI.

All City project correspondence shall be directed to:

Kelly Peterich, PWD Clearwater Engineering Division Manager

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: 0101313-530100

For work performed, invoices shall be submitted monthly to:

**ATTN DIVISION CONTROLLER
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:

1. See attached FEE SCHEDULE as needed.

12. SPECIAL CONSIDERATIONS:

None.

13. SIGNATURES:



Paul Webb, P.E.
EVP, COO
Broaddus & Associates

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

22 May 2026

Date

Date

WORK ORDER

PWD Program Consultant

Broaddus & Associates

City Project Number 24-0048-EN, Task Order 6

City of Clearwater

CONSULTANT WORK ORDER PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor	Total
6.0	Stormwater Maintenance and Engineering Support Services			
6.1	Task 6		\$95,000	\$95,000
			Task 6.1 Total:	\$95,000
SUBTOTAL, LABOR AND SUB-CONTRACTORS:				\$95,000
	Permit Fees			\$0
	Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)			\$0
GRAND TOTAL:				\$95,000