

# CONSULTANT SUPPLEMENTAL WORK ORDER 1 17-0048-UT

<b>Date:</b>	<b>07/17/2024</b>
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## 1. PROJECT INFORMATION:

<b>Project Title:</b>	<b>East WRF Filter Feed Pump Station &amp; Force Main Improvements Design and Bid Phase Services</b>		
<b>City Project Number:</b>	<b>17-0048-UT</b>		
<b>City Plan Set Number:</b>	<b>2021018</b>		
<b>Consultant Project Number:</b>	<b>03720-060-02</b>		

## 2. SCOPE OF SERVICES:

Jones Edmunds & Associates, Inc. is pleased to provide the City of Clearwater with this supplemental proposal to adjust the original design, permitting, and bid phase services to improve the East WRF Filter Feed Pump Station (FFPS) and force main.

The existing FFPS consists of a large rectangular single-compartment concrete wet well that houses four submersible non-clog pumps (two jockey and two main duty), electrical panels, and an external valve vault that houses discharge piping and valves (check and plug valves) for each pump. The discharge piping connects to a 30-inch-diameter force main that feeds the effluent filters.

Due to age, condition, and risk/consequence of failure, the FFPS pump discharge piping and valves need to be replaced. The 30-inch force main is not part of this evaluation. Other FFPS equipment is also outdated and is suspected to be in poor condition and needs replacing. These components need to be improved so that they can continue to reliably serve the City.

The FFPS is the only means to convey clarifier effluent to the filters, and therefore it is a critical pump station for plant reliability. The extents of this supplemental work order are only to refurbish the pump station close to original conditions and layout. No

## CONSULTANT SUPPLEMENTAL WORK ORDER

East WRF Filter Feed Pump Station & Force Main Improvements Design and Bid Phase Services  
Jones Edmunds & Associates, Inc                      17-0048-UT                      City of Clearwater

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improvements to layout, operation, or design are anticipated other than replacing equipment, piping, and valves in-kind and repairs to the existing structures.

As part of this project, Jones Edmunds will continue with the design and bid phase services using portions of the 30% documents provided in the basis of design report (BDR), as agreed to by the City. These primarily include information in the BDR, that Jones Edmunds recommended the City proceed by installing new non-clog submersible pumps in the existing FFPS wet well, relocate the FFPS valve assembly above-grade to increase the accessibility of the valves, and implement the recommended structural modifications. This scope of services includes the work to complete the modified design and bid phase services as well as provide construction services for the project. Details of the Scope of Services are further defined below. The design plans shall be compiled using the City of Clearwater CAD standards, as attached.

### I. PRE-DESIGN PHASE:

Task 1.1:            PREVIOUSLY COMPLETED

### II. DESIGN PHASE:

Task 2.1:            PREVIOUSLY COMPLETED

Task 2.2:            PREVIOUSLY COMPLETED

### III. FINAL DESIGN PHASE (Plans and Specifications):

Task 3.1:            Updated 60% Design Submittal

As part of the Updated 60% Design Submittal, Jones Edmunds will:

- a. Incorporate the City's previous 30% and 60% Design Review Comments to progress the design, including adjusting the design to rehabilitate the filter feed pump station in lieu of replacing it. This design originated in 2018 and delivered Basis of Design Report and 30% Drawings before being placed on hold due to the project estimate exceeding the CCNA limit and needing to be advertised for RFP. When it was awarded and resumed in February 2022 the 60% design submittal was able to be delivered before the project was placed on hold again June 2022 at the request of the City due to master planning that could impact the future of the facility. It is being resumed now and the 60% submittal is being re-prepared with the updated design conditions.
- b. Prepare the following documents:
  - City's Summary of Comments Form containing responses to the City's previous comments.

CONSULTANT SUPPLEMENTAL WORK ORDER

East WRF Filter Feed Pump Station & Force Main Improvements Design and Bid Phase Services  
Jones Edmunds & Associates, Inc 17-0048-UT City of Clearwater

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- Updated 60% Design Plans. The Design Plans will be updated to reflect the rehabilitation in place of replacement. Drawings will be adjusted using the City's CAD standards. The updated 60% Design Plans are expected to include:
    - G1 – Cover Sheet
    - G2 – Drawing Index and General Notes
    - G3 – Abbreviations and Designations
    - G4 – Process Flow Diagram
    - D1 – Demolition Notes and Legend
    - D2 – Filter Feed Pump Station Demolition Plan and Section
    - C1 –Bypass Piping Layout
    - C2 – Site Plan Existing Conditions West
    - C3 – Site Plans Existing Conditions East
    - S1 – Structural Notes, Abbreviations, and Symbols
    - S2 – Filter Feed Pump Station Improvements
    - S3 – Filter Feed Pump Station Improvement Details
    - S4 – Standard Details
    - M1 – Mechanical Legend and Pipe Schedule
    - M2 – Filter Feed Pump Station Plan
    - M3 – Filter Feed Pump Station Sections
    - M4 – Mechanical Details
    - M5 – Mechanical Details
    - E1 – Electrical Site Plan
    - E2 – Electrical One-Line Diagram
    - I1 – Overall Piping, Instrumentation, and Controls (P&ID) Diagram
  - 60% Specifications. The 60% design specifications are expected to include:
    - Division 01
    - Division 02
    - Division 03
    - Division 05
    - Division 09
    - Division 11
    - Division 15
    - Division 16
  - Producing an opinion of probable construction cost.
- c. Attend updated 60% Design Review Meetings to obtain and discuss the City's comments, agree on modifications to the Submittal Documents. Prepare and distribute meeting agendas. Prepare and submit meeting minutes to attendees by e-mail.

## CONSULTANT SUPPLEMENTAL WORK ORDER

East WRF Filter Feed Pump Station & Force Main Improvements Design and Bid Phase Services  
Jones Edmunds & Associates, Inc 17-0048-UT City of Clearwater

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- d. Provide Drawings to FDEP to receive confirmation in writing that this project is considered 'Maintenance' in accordance with Florida Administrative Code 62-620.200 (26)(a) and to formalize correspondence with FDEP that took place Spring 2024.
- e. Attend a Building Permit coordination meeting to verify that no City Building Permit is required as part of this project.

### Deliverables

- Updated 60% Submittal – Submit an electronic PDF version of the updated 60% Design specifications and plans. Submit one hard copy of the updated 60% specifications and plans, if requested.
- Updated 60% meeting agenda and minutes.
- City's Summary of Comments Form.
- Jones Edmunds will provide the City with confirmation from FDEP in writing that no permit is required.
- Jones Edmunds will provide the City Utility staff with confirmation from City Building Permit staff in writing that no permit is required.

### Key Assumptions

- Jones Edmunds assumes no more than three meetings will be held to review the updated 60% submittal and coordinate additional design decisions following that.
- Jones Edmunds assumes the February 08, 2024 Site Visit and March 04, 2024 Re-Kickoff Meeting addressed all comments and kick-off discussion and no additional meetings are required between Notice to Proceed and beginning the updated 60% Updated Design work.
- Jones Edmunds assumes no permit application forms are required.
- Jones Edmunds assumes no meetings are required.
- Jones Edmunds assumes no permits are required. However, if it is determined that any are, funds are included in the Time and Materials Tasks 4.1 and 4.2 to address them.

### Notes

- The original work order has no remaining budget to complete Task 3.1, so supplemental funding is needed.

### Task 3.2: 90% Design Submittal

As part of the 90% Design Submittal, Jones Edmunds will:

- a. Incorporate the City's Updated 60% Design Review Comments and progress the design.
- b. Prepare the following documents:

CONSULTANT SUPPLEMENTAL WORK ORDER

East WRF Filter Feed Pump Station & Force Main Improvements Design and Bid Phase Services  
Jones Edmunds & Associates, Inc 17-0048-UT City of Clearwater

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- City's Summary of Comments Form containing responses to the City's previous comments.
- 90% Design Plans. The Design Plans will be developed using the City's CAD standards. The 90% Design Plans are expected to include:
  - G1 – Cover Sheet
  - G2 – Drawing Index and General Notes
  - G3 – Abbreviations and Designations
  - G4 – Process Flow Diagram
  - D1 – Demolition Notes and Legend
  - D2 – Filter Feed Pump Station Demolition Plan and Section
  - C1 –Bypass Piping Layout
  - C2 – Site Plan Existing Conditions West
  - C3 – Site Plans Existing Conditions East
  - S1 – Structural Notes, Abbreviations, and Symbols
  - S2 – Filter Feed Pump Station Improvements
  - S3 – Filter Feed Pump Station Improvement Details
  - S4 – Standard Details
  - M1 – Mechanical Legend and Pipe Schedule
  - M2 – Filter Feed Pump Station Plan
  - M3 – Filter Feed Pump Station Sections
  - M4 – Mechanical Details
  - M5 – Mechanical Details
  - E1 – Electrical Site Plan
  - E2 – Electrical One-Line Diagram
  - E3 – Electrical Room Plan
  - E4 – Electrical Schedule, Schematic, and Details
  - E5 – Electrical Schedule and Details
  - I1 – P&ID
  - I2 – Control System Diagram
  - I3 – Control Panel Details
- 90% Specifications. The 90% design specifications are expected to include:
  - Division 1
  - Division 2
  - Division 3
  - Division 5
  - Division 9
  - Division 11
  - Division 15
  - Division 16
- Updating the opinion of probable construction cost.

CONSULTANT SUPPLEMENTAL WORK ORDER

East WRF Filter Feed Pump Station & Force Main Improvements Design and Bid Phase Services  
Jones Edmunds & Associates, Inc 17-0048-UT City of Clearwater

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- c. Attend 90% Design Review Meetings to obtain and discuss the City's comments, agree on modifications to the Submittal Documents. Prepare and distribute a meeting agenda. Prepare and submit meeting minutes to attendees by e-mail.

Deliverables

- 90% Submittal – Submit an electronic PDF version of the 90% Design specifications and plans. Submit one hard copy of the 90% specifications and plans, if requested.
- Initial Engineer's Opinion of Probable Construction Cost.
- 90% meeting agenda and minutes.
- City's Summary of Comments Form.

Key Assumptions

- Jones Edmunds assumes no more than three meetings will be held to review the 90% submittal and coordinate additional design decisions following that.

Notes

- The original work order's budget is not sufficient to complete Task 3.2, so supplemental funding is needed.

Task 3.3: 100% Design Submittal

- a. Incorporate the City's 90% Design Review Comments and progress the design.
- b. Prepare the following documents:
- City's Summary of Comments Form containing responses to the City's previous comments.
  - 100% Design Plans. The design plans will be developed using the City's CAD standards. The 100% Design Plans are expected to include the sheets as previously listed under Task 3.2.
  - Contract Documents and 100% Specifications. The Contract Documents include the City's front ends (Section I, II, III, IV, and V). The 100% Specifications will include Jones Edmunds Technical Specifications including Divisions 1, 2, 3, 5, 9, 11, 15, and 16 which will be inserted into City Section IVa.
  - Updated Engineer's Opinion of Probable Construction Cost.

## CONSULTANT SUPPLEMENTAL WORK ORDER

East WRF Filter Feed Pump Station & Force Main Improvements Design and Bid Phase Services  
Jones Edmunds & Associates, Inc 17-0048-UT City of Clearwater

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- c. Attend Review Meetings to obtain and discuss the City's comments and agree on modifications to the Submittal Documents, if needed, prior to Bid Advertisement, and discuss the Bidding and Construction Schedule. Prepare and distribute a meeting agenda. Prepare and submit meeting minutes to attendees by e-mail.

### Deliverables

- 100% Submittal – Submit an electronic PDF version of the 100% Design specifications and plans. Submit one hard copy of the 100% specifications and plans, if requested.
- 100% meeting agenda and minutes.
- Engineer's Opinion of Probable Construction Cost.
- City's Summary of Comments Form.

### Key Assumptions

- Jones Edmunds assumes no more than three meetings will be held to review the 100% submittal and coordinate additional design items following that.
- Jones Edmunds assumes this deliverable will be used for Bidding Purposes. If substantial comments are received, additional funds and time may be required to produce Bid Documents.

### Notes

- The original work order's budget is not sufficient to complete Task 3.3, so supplemental funding is needed.
- The original work order's former Task 3.4, Bid Submittal, will now be addressed between Tasks 3.3 and 5.1. Those funds may be used to supplement other tasks, as required.

## IV. PERMITTING (if required):

### Task 4.1: WRF Permitting Assistance

Jones Edmunds will provide the following FDEP permitting assistance related to the WRF, if required:

- a. Attend one pre-application meeting with the FDEP and the City.
- b. Prepare the required FDEP wastewater permit application forms after the 60% design activities are completed:
  - 62-620.910(1), Wastewater Facility or Activity Permit Application – General Information – Form 1.

## CONSULTANT SUPPLEMENTAL WORK ORDER

East WRF Filter Feed Pump Station & Force Main Improvements Design and Bid Phase Services  
Jones Edmunds & Associates, Inc                      17-0048-UT                      City of Clearwater

---

- 62-620-910(2), Wastewater Permit Application Form 2A for Domestic Wastewater Facilities and associated permit application package, including calculations, exhibits, maps, and the drawings and specifications.
- Respond to up to two Requests for Additional Information (RAIs) from FDEP.

### Deliverables:

- Jones Edmunds will prepare the FDEP meeting agenda and minutes. Jones Edmunds will prepare and submit the draft permit application package for City review. Jones Edmunds will submit one electronic copy of the fully executed permit application package to the City.

### Key Assumptions

- Jones Edmunds will use FDEP's standard application forms as provided on the FDEP website, if it is determined that a permit is required.
- Jones Edmunds assumes one meeting per permit application and two RAIs will be sufficient to satisfy the applications.
- An allowance of \$500 is included in the fee estimate for the permit application fee, if required. If any additional permits are required beyond those described herein for the project, an amendment to the scope of services and fee will be required.

### Notes

- The original work order's budget is not sufficient to complete Task 4.1, so supplemental funding is needed.
- The original work order's former Task 4.2, Stormwater Permitting Assistance, is no longer required. Those funds were reallocated to fund the new Task 6.1.

### Task 4.2:            City Building Permit

Jones Edmunds will provide the following City Building Permit assistance related to the WRF, if required:

- a. Attend a Building Permit coordination meeting.
- b. Prepare and submit the draft drawings to the City building department.

### Deliverables

- Jones Edmunds will electronically submit the building permit application.

### Key Assumptions

- The General Contractor will be responsible for obtaining the Building Permit, if required.



Notes

- The original work order's budget is not sufficient to complete Task 4.2, so supplemental funding is needed.

V. BIDDING PHASE:

Task 5.1: Bid Phase Services

- a. Attend a Pre-Bid Meeting prepared and led by the City's project manager and procurement specialist, with the City's Operations and Engineering staff in attendance.
- b. Review project questions from bidders and prepare responses so City may issue addenda if necessary.
- c. Evaluate the bidders' bid proposals and provide the City with a Bid Tab and Bid Evaluation Letter based on findings.

Key Assumptions

- Jones Edmunds assumes one pre-bid meeting for the project.
- Jones Edmunds has budgeted for three addenda in response to Contractor's questions.
- Jones Edmunds has budgeted for five bid proposal evaluations.
- ADA compliant bid documents are not included in this scope of services.

Notes

- The original work order's budget is sufficient to complete Task 5.1, so no additional funds are needed.
- The available budget exceeded the revised fee. The surplus budget, after covering the fee for Task 5.1, was reallocated to fund the new Task 6.1.

VI. CONSTRUCTION PHASE:

Task 6.1: Construction Contract Administration

Construction Contract Administration services are based on a 10 month to substantial completion construction schedule. Jones Edmunds will provide the following Construction Contract Administration services:

## CONSULTANT SUPPLEMENTAL WORK ORDER

East WRF Filter Feed Pump Station & Force Main Improvements Design and Bid Phase Services		
Jones Edmunds & Associates, Inc	17-0048-UT	City of Clearwater

---

- a. Submittals: Jones Edmunds will receive, log, review, and issue comments on project construction submittals. Project submittals will include administrative submittals (i.e., construction schedules and work plans), shop drawings and product data for the materials to be incorporated into the project, warranties, samples, and operations and maintenance manuals. Jones Edmunds estimates approximately 35 submittals for this project. This Scope of Services includes an initial review and one re-submittal review for each submittal. Submittals will be immediately returned to the Contractor if all deviations are not listed as requested on the project forms.
- b. Requests for Information (RFIs): Jones Edmunds will review and respond to up to 15 RFIs submitted by the Contractor. RFIs are submitted by the Contractor when questions regarding the Construction Documents arise that need clarification from the Engineer.
- c. Change Orders: Jones Edmunds will notify the City immediately when an issue arises that may affect the cost or time of the project and will process up to four minor Change Orders.
- d. Construction Field Orders (CFOs): Jones Edmunds will prepare up to four CFOs. CFOs are used for minor adjustments to the Contract Documents that can be completed in the field and have no effect on the project cost or time.
- e. Proposed Contract Modifications (PCMs): Jones Edmunds will review up to four PCMs for conformance with the Contract Documents and process the PCMs as requested by the City. PCMs may be submitted by the Contractor when deviations to the Contract Drawings or Specifications occur that they believe affect the cost of the project.
- f. Notices of Non-Compliance: Jones Edmunds will assist with up to two Notices of Non-Compliance as coordinated with the City. Jones Edmunds will prepare, log, and issue the Notices of Non-Compliance.
- g. Pay Applications: Jones Edmunds will process up to 11 Pay Applications. We will receive the Pay Applications from the Contractor, log and review them with the Resident Observer (RO) and the City's representative and make payment recommendations to the City.

### Notes

- Task 6.1 is a new task.
- Budget from tasks that have been removed or completed along with surplus funds from tasks due to fee adjustments have been reallocated to support task 6.1.
- Supplemental funding will be required to cover the rest of task 6.1 fee.

## CONSULTANT SUPPLEMENTAL WORK ORDER

East WRF Filter Feed Pump Station & Force Main Improvements Design and Bid Phase Services  
Jones Edmunds & Associates, Inc 17-0048-UT City of Clearwater

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### Task 6.2: Meetings and Site Visits

The following meetings will be led by the Jones Edmunds Contract Administrator either onsite or at a location of the City's designation. Site visits by the discipline specific Engineers of Record for the project to observe that construction is proceeding in general conformance with the design criteria are included in this task.

- a. Jones Edmunds will conduct one pre-construction conference at a location selected by the City. At the pre-construction conference, the fully executed Contract Documents will be distributed and the Notice to Proceed date will be agreed upon by all stakeholders on the project.
  - The City representatives and the Contractor will be invited to the preconstruction conference.
- b. Jones Edmunds will hold up to 10 progress meetings (approximately one meeting per month) during the project. The progress meetings are to review the construction progress up to that point, review the monthly pay application, and discuss any issues that have occurred on the project. Meeting minutes will be prepared by the Engineer.
- c. Site visits by the Structural, Mechanical, and Electrical Engineers of Record to observe construction progress and to assist with any onsite issues discovered during construction are included in this task.

### Notes

- Task 6.2 is a new task.
- Supplemental funding will be required to cover task 6.2 fee.

### Task 6.3: Construction Resident Observation

Jones Edmunds will provide Construction Field Resident Observers to observe and document that the construction proceeds in general conformance with the Contract Documents. For this project we estimate that the Jones Edmunds Resident Observer will be onsite one day per week for the 10-month contract time.

The Jones Edmunds' Resident Observer will coordinate with the Contractor and the City's designated representative to determine the appropriate times to be onsite each week. Additionally, we assume that over the course of the project the time needed onsite for observation will average around one-day per week, some weeks no observation may be needed, and some weeks more than one day may be required. We have included 320 hours (8 hours per week for 40 weeks) of Construction Observation time for this project.

CONSULTANT SUPPLEMENTAL WORK ORDER

East WRF Filter Feed Pump Station & Force Main Improvements Design and Bid Phase Services  
Jones Edmunds & Associates, Inc 17-0048-UT City of Clearwater

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Joens Edmunds' Resident Observers will:

- a. Review construction progress and installation for conformance with the Contract Documents.
- b. Take photographs.
- c. Create Daily Observation Reports.
- d. Review Pay Applications for concurrence with construction work progress.
- e. Track and monitor construction issues.
- f. Check that materials delivered to the site are consistent with submitted materials.
- g. Participate in completion reviews and punch-list walkthroughs.
- h. Coordinate with the Construction Administrator throughout the project regarding project documentation, installation issues, and FDEP Certification of Construction Completion permitting requirements.

Notes

- Task 6.3 is a new task.
- Supplemental funding will be required to cover task 6.3 fee.

Task 6.4: Project Closeout

The Project Closeout phase includes substantial completion walkdowns; startup of the new screw pumps; review of Record Drawings; and preparation of FDEP construction completion certification forms.

- a. Substantial and Final Completion Walkdowns: Jones Edmunds will conduct one Substantial Completion and one Final Completion walkdown with the Contractor and City. These walkdowns will be performed by project team members such as the Project Manager, the Engineer of Record, the Contract Administrator, and the Field Representative to observe that the Substantial and Final Completion products are in in general conformance with the Drawings, Technical Specifications, and permit requirements.
- b. We will prepare a punch list of items to complete during the Substantial Completion walkdown and verify that everything is complete at the Final Completion walkdown.
- c. We will observe the Performance Acceptance Testing of the improvements to the screw pump station and work with the Contractor to verify that components are functioning properly before turning the new facility over to the City.

## CONSULTANT SUPPLEMENTAL WORK ORDER

East WRF Filter Feed Pump Station & Force Main Improvements Design and Bid Phase Services		
Jones Edmunds & Associates, Inc	17-0048-UT	City of Clearwater

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- d. The Contractor will prepare the Record Drawings for the project and Jones Edmunds will review the Drawings and provide comments. Deficient as-built drawings will be returned to the Contractor for correction. The final Record Drawings will be digitally marked with the record drawing stamp that states who the Contractor and Engineer of Record are for the project.
- e. Jones Edmunds will prepare and submit to FDEP the appropriate Certification of Construction Completion forms along with Contractor-provided as-built drawings referenced above, once approved by Jones Edmunds.

### Notes

- Task 6.4 is a new task.
- Supplemental funding will be required to cover task 6.4 fee.

## 3. PROJECT GOALS:

Formerly, the project goal was to design a replacement FFPS. The current project goal is to rehabilitate the FFPS and replace only certain components that are outdated and in poor condition. The outcome and benefit of the project will be to provide the City with an improved FFPS that can continue to provide reliable service and production of reclaimed water for unrestricted public access reuse. Work products that will be developed during and at completion of this project will be provided as summarized under Tasks I and V and include the project catalog.

## 4. FEES:

The total cost per task and/or phase for these engineering services is provided in Attachment "A." This price includes all labor and expenses anticipated to be incurred by Jones Edmunds & Associates, Inc. for the completion of these tasks, including structural and electrical subconsultants, in accordance with Professional Services Method "A" – Hourly Rate, for a fee not to exceed Two Hundred Fifty-Five Thousand, Seven Hundred Sixty-Six Dollars and Twenty-Five Cents (\$255,766.25). This is contingent on re-allocation of the remaining fee of the former tasks. After applying a 10% owner's contingency to the supplemental work order, it results in \$25,576.63. The total of Supplemental Work Order Tasks and Owner's contingency is Two Hundred Eighty-One Thousand, Three Hundred Forty-Two Dollars and Eight-Eight Cents (\$281,342.88).

## 5. SCHEDULE:

The project is to be completed in **767** days from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

### **Notice to Proceed**

**60% Design Submittal**

**75 calendar days from NTP**

**Client Review**

**21 calendar days from Submittal**

**90% Design Submittal**

**60 calendar days from Review Meeting**

**Client Review**

**21 calendar days from Submittal**

**Final (100%) Design Submittal**

**45 calendar days from Review Meeting**

**Client Review**

**21 calendar days from Submittal**

**Bid Advertisement**

**30 calendar days from Review Meeting**

**Bid Opening**

**30 calendar days from Advertisement**

**Bid Evaluation**

**14 calendar days from Bid Opening**

**City Award of Contract**

**90 calendar days from Bid Opening**

**Construction Phase**

**10 months to Substantial Completion**

**Project Closeout**

**2 months from Substantial Completion**

## 6. STAFF ASSIGNMENT:

**The firm's staff assignments to this project include:**

Sean Menard | 813-579-7797 | [SMenard@JonesEdmunds.com](mailto:SMenard@JonesEdmunds.com)

Engineer of Record and Project Manager

Zach Splayt | 813-258-0703 | [ZSplayt@JonesEdmunds.com](mailto:ZSplayt@JonesEdmunds.com)

Design Lead

John Kramer | 813-258-0703 | [JKramer@JonesEdmunds.com](mailto:JKramer@JonesEdmunds.com)

Senior CAD Designer

Anthony Holmes | 813-579-7797 | [AHolmes@JonesEdmunds.com](mailto:AHolmes@JonesEdmunds.com)

Senior QA/QC

Christopher Seufert | 352-363-5684 | [CSeufert@JonesEdmunds.com](mailto:CSeufert@JonesEdmunds.com)

Construction Administrator

Gregg Fruecht | 727-432-1326 | [GFruecht@JonesEdmunds.com](mailto:GFruecht@JonesEdmunds.com)

Construction Administrator / QAQC

Terry Ann LeDuc | 813-258-0703 | [TLeDuc@JonesEdmunds.com](mailto:TLeDuc@JonesEdmunds.com)

Construction Project Coordinator

John Sobczak | 407-430-9799 | [John@WekivaEngineering.com](mailto:John@WekivaEngineering.com)

Structural Engineering Subconsultant - Wekiva Engineering, Inc.

Willard "Pete" Hoanshelt | 407-489-4044 | [WHoanshelt@EMICFL.com](mailto:WHoanshelt@EMICFL.com)

Electrical Engineering Subconsultant – EMI Consulting Specialties, Inc.

**The City's staff assignments to this project include:**

Helene Kassouf | 727-404-0990 | [Helene.Kassouf@MyClearwater.com](mailto:Helene.Kassouf@MyClearwater.com)

Project Manager

Steve Heppler | 727-793-2787 | [Steve.Heppler@MyClearwater.com](mailto:Steve.Heppler@MyClearwater.com)

East WRF Lead Operator

CONSULTANT SUPPLEMENTAL WORK ORDER

East WRF Filter Feed Pump Station & Force Main Improvements Design and Bid Phase Services  
Jones Edmunds & Associates, Inc 17-0048-UT City of Clearwater

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Daniel Trueblood | [Daniel.Trueblood@MyClearwater.com](mailto:Daniel.Trueblood@MyClearwater.com)

Infrastructure Maintenance Manager

Mike Flanigan | 727-224-7690 | [Michael.Flanigan@MyClearwater.com](mailto:Michael.Flanigan@MyClearwater.com)

Public Utilities Assistant Director

Kaylynn Price | 727-444-8252 | [Kaylynn.Price@MyClearwater.com](mailto:Kaylynn.Price@MyClearwater.com)

Utilities Engineering Manager

Richard Gardner | 727-224-7043 | [Richard.Gardner@MyClearwater.com](mailto:Richard.Gardner@MyClearwater.com)

Public Utilities Director

## 7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:

*Project Manager with copies to Design Lead*

All City project correspondence shall be directed to:

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

## 8. INVOICING/FUNDING PROCEDURES:

**City Invoicing Code:** 3217321-530100-96214

For work performed, invoices shall be submitted monthly to:

**Attn: PU Accounting**  
**City of Clearwater, Public Utilities Department**  
**1650 No Arcturas Ave Bldg-C**  
**Clearwater, Florida 33765-1945**

**Email Invoices to: [PUEngineering@myClearwater.com](mailto:PUEngineering@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:

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.).

## 11. ADDITIONAL CONSIDERATIONS:

All work orders should include considerations for the following:

1. Sea Level Rise and Flood Resilience, when directed.
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, when directed:
  - 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. STRATEGIC PRIORITY

This work aligns with the City’s Strategic Plan to achieve High Performing Government by maintaining public infrastructure through systematic management efforts. By prioritizing the upkeep and enhancement of public infrastructure, the City ensures that essential services and facilities remain functional, safe, and reliable. Systematic management not only extends the lifespan of infrastructure assets but also optimizes the use of resources, reduces costs in the long term, and enhance the overall quality of life for residents. By committing to these practices, the City demonstrates accountability, transparency, and a commitment to excellence, which are key principles of a high performing government.

## 13. SPECIAL CONSIDERATIONS:

Jones Edmunds assumes that no stormwater or other permitting is required.

## 14. SIGNATURES:

**PREPARED BY:**

**APPROVED BY:**

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**Rick Ferreira**  
**Executive President and CEO**  
**Jones Edmunds & Associates, Inc.**

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**Richard Gardner**  
**Public Utilities Director**  
**City of Clearwater**

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**Date**

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**Date**

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

East WRF Filter Feed Pump Station &amp; Force Main Improvements Design and Bid Phase Services

JonesEdmunds &amp; Associates, Inc

17-0048-UT

City of Clearwater

# CONSULTANT WORK ORDER

## PROJECT FEES TABLE\*

Task	Description	Subconsultant Services	Labor	Total
3.0	Final Design Plans and Specifications			
3.1	Updated 60% Submittal	\$10,300	\$40,990	\$51,290.00
3.2	90% Submittal	\$14,795	\$33,447.25	\$48,242.25
3.3	Final Construction Documents	\$7,678	\$0	\$7,678.00
Final Design Plans and Specifications Total:				\$107,210.25
4.0	Permitting Services (If Required)			
4.1	WRF Permitting Assistance	\$0	\$2,470	\$2,470.00
4.2	City Building Permit	\$0	\$850	\$850.00
Permitting Services Total:				\$3,320.00
6.0	Construction Phase Services			
6.1	Construction Contract Administration	\$7,500	\$26,676	\$34,176.00
6.2	Meetings and Site Visits	\$7,500	\$35,580	\$43,080.00
6.3	Construction Resident Observation	\$0	\$47,480	\$47,480.00
6.4	Project Closeout	\$2,500	\$18,000	\$20,500.00
Construction Phase Services Total:				\$145,236.00
SUBTOTAL, LABOR AND SUB-CONTRACTORS:				\$255,766.25
7.0	Owner's Contingency (10% of Supplemental Subtotal)			\$25,576.63
GRAND TOTAL:				\$281,342.88

\*The values within the table are supplemental to existing work order

## **ATTACHMENT "B"**

### **CONSULTANT WORK ORDER – CITY DELIVERABLES**

East WRF Filter Feed Pump Station & Force Main Improvements Design and Bid Phase Services  
Jones Edmunds & Associates, Inc 17-0048-UT City of Clearwater

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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.