



SUPPLEMENTAL WORK ORDER CITY OF CLEARWATER

Date: **August 12, 2014**
Project Number: **HJ Comm. No. 13041.02**
City Project Number: **11-0059-LI**

1. PROJECT TITLE:

Threshold Building Special Inspection Services for Countryside Branch Library - New Construction.

2. SCOPE OF SERVICES:

Refer to letter dated November 20, 2013, from Philip L. Trezza, Jr. of Harvard Jolly Architecture attached as Exhibit B for a summary of the project. Refer to below which outlines the tasks that will be performed as part of the design phase of the overall project. The design plans shall be compiled using the City Of Clearwater CAD standards, as attached as Exhibit A.

I. CONSTRUCTION PHASE

Task 1-Provide Threshold Inspection Services for the following phases in construction:

Foundation: 4 site visits @ 4 hrs./visit & report=	16 hours
Masonry wall construction: 8 site visits @ 4 hrs./visit & report=	32 hours
Reinforced concrete beam/column: 6 site visits @ 4 hrs./visit & report=	24 hours
Structural steel: 6 site visits @ 4 hrs./visit & report=	24 hours
Total number of hours:	96 hours

3. PROJECT GOALS:

To provide Special Inspection services, as required per the "Threshold Building" requirements within the Florida Building Code, due to the fact that the Countryside Branch Library – New Construction will be larger than 5,000 square feet in area and have an occupancy of more than 500 people (reference FBC 2010, Chapter 2, Definitions). Special Inspections will include site visits and reports as indicated above in Part 2, Scope of Services.

4. BUDGET:

Foundation: 4 site visits @ 4 hrs. /visit & report=	\$1,760.00
Masonry wall construction: 8 site visits @ 4 hrs./visit & report=	\$3,520.00
Reinforced concrete beam/column: 6 site visits @ 4 hrs./visit & report=	\$2,640.00
Structural steel: 6 site visits @ 4 hrs./visit & report=	<u>\$2,640.00</u>
Total cost:	\$10,560.00

This price includes all labor and expenses anticipated to be incurred by Harvard Jolly, Inc. 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 Ten thousand five hundred sixty Dollars (\$10,560.00).**

If more site visits and longer durations of time are required, we propose to notify you in advance, and we can provide such services on an hourly basis, at the rate of \$110/hour.

There are no permit application fees anticipated for the work associated with this Threshold Building Special Inspection Services Work Order Initiation Form.

5. SCHEDULE:

Foundation: 4 site visits @ 4 hrs./visit & report

Masonry wall construction: 8 site visits @ 4 hrs./visit & report

Reinforced concrete beam/column: 6 site visits @ 4 hrs./visit & report

Structural steel: 6 site visits @ 4 hrs./visit & report

These Site visits would be provided in concert with the Inspections required by the Contract Documents to be provided by Engineering Testing Laboratories, AWS Certified Welding Inspectors, etc., hired and coordinated by the City or Construction Manager.

The project is to be completed **concurrent with the main project (Countryside Branch Library – New Construction)** from issuance of notice-to-proceed.

6. STAFF ASSIGNMENT (Consultant):

Amy E. Jarman, R.A., LEED AP, Harvard Jolly, Associate

Philip L. Trezza, Jr. AIA, Harvard Jolly, Senior Vice President

Weber and Tinnen, Structural Engineering Consultant

7. CORRESPONDENCE/REPORTING PROCEDURES:

All City project correspondence shall be directed to:

Tara Kivett, Construction Engineering Manager, with copies to others as may be appropriate.

8. INVOICING/FUNDING PROCEDURES:

For work performed, invoices shall be submitted monthly to the City of Clearwater, Engineering Department, Attn.: Veronica Josef, Senior Staff Assistant, 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.

City Invoicing Code: **0315-93528-561100-571-000-0000**

9. INVOICING PROCEDURES

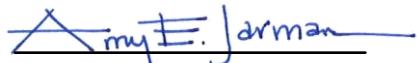
At a minimum, in addition to the invoice amount(s) the following information shall be provided on all invoices submitted on the Work Order:

- A. Purchase Order Number and Contract Amount.
- B. The time period (begin and end date) covered by the invoice.
- C. A short narrative summary of activities completed in the time period
- D. Contract billing method – Lump Sum or Cost Times Multiplier
- E. 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).
- F. If Cost Times Multiplier, hours, hourly rates, names of individuals being billed, amount due, previous amount earned, 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).
- G. If the Work Order is funded by multiple funding codes, an itemization of tasks and invoice amounts by funding code.

10. SPECIAL CONSIDERATIONS:

The consultant named above is required to comply with Section 119.0701, Florida Statutes (2013) where applicable.

PREPARED BY:



Amy E. Jarman, R.A.
Associate
Harvard Jolly, Inc.

08/12/14

Date

APPROVED BY:

Michael D. Quillen, PE
City Engineer
City of Clearwater

Date



CITY OF CLEARWATER ENGINEERING DEPARTMENT

WORK ORDER INITIATION FORM 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. If not available Land Desktop files are still acceptable, however the City of Clearwater is currently phasing out Land Desktop.

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



DESIGNING
POSSIBILITIES
SINCE 1938

STOCKHOLDERS
William B. Harvard, Jr., AIA
Jeffrey E. Cobble, AIA, CPTED
Michael K. Hart, AIA, ACHA
Ward J. Friszolowski, AIA
Steven M. Heiser, AIA
Alejandro F. Gonzalez, AIA
Yvette V. London, AIA, LEED AP
Jack Williams, Jr., AIA
Paul N. Schnitzlein, AIA
Jacquelyn S. Spears, ASID, LEED AP
Leslie D. Brunell, AIA
Stephen L. Johnson, AIA, LEED AP
Philip L. Trezza, Jr., AIA, LEED AP
Louis B. Kubler II
Charles J. Clees, RLA
Maria Harvard Rawls, LEED AP
Howard W. Braukman, AIA, LEED AP
Ronald R. Zajac, AIA, LEED AP
Joseph E. Blouin, Jr., AIA
Winola H. Davidson, LEED AP
Amy E. Jarman, RA, LEED AP
Candace E. Shepherd
Robert S. Cusick, AIA, LEED AP

November 20, 2013

Ms. Tara L. Kivett
Engineering Construction Manager
City of Clearwater
P.O. Box 4748
Clearwater, FL 33758-4748

**RE: COUNTRYSIDE BRANCH LIBRARY
PROPOSAL FOR ADDITIONAL SERVICES FOR
THRESHOLD BUILDING INSPECTION SERVICES**

Dear Tara:

The new Countryside Branch Library is considered a "Threshold Building" by the Florida Building Code, due to the fact that it will be larger than 5,000 square feet in area and have an occupancy content of more than 500 people (reference FBC 2010, Chapter 2, Definitions). With this classification, Special Inspection services are required to be done during the construction process.

Therefore, Harvard Jolly proposes to provide the required services through our structural engineering consultant, Weber and Tinnen. The following is an estimate of the types and number of site visits that will be required for this project, however this may vary depending on the Construction Manager's and their subcontractors' schedules. The actual number of site visits and amount of time spent during each visit may vary.

Estimated Special Inspections required:

Foundation: 4 site visits @ 4 hrs./visit & report =	16 hours
Masonry wall construction: 8 site visits @ 4 hrs./visit & report =	32 hours
Reinforced concrete beam/column: 6 site visits @ 4 hrs./visit & report =	24 hours
Structural steel: 6 site visits @ 4 hrs./visit & report =	24 hours
Estimated total number of hours:	96 hours

We propose to provide the services identified above for the following proposed fee:

Ten thousand five hundred sixty dollars (\$10,560.00)

If more site visits and longer durations of time are required, we propose to notify you in advance, and we can provide such services on an hourly basis, at the rate of \$110/hour. The scope described above also assumes the City of Clearwater or its Building Department will not require the Special Inspector to be on site during all concrete/grout pours. If such supervision is required or requested, we can provide such services on an hourly basis.

The site visits listed above will be provided in conjunction with the inspections required by the Contact Documents to be provided by Engineering Testing Laboratories, AWS Certified Welding Inspectors, etc., which will be hired and coordinated by the City or Ajax Building Corporation, the Construction Manager.

Please do not hesitate to contact us if you have any questions or concerns. After our receipt of a Purchase Order and/or a Work Order for these additional services, we will coordinate and provide the services at the appropriate time during the construction. Thank you.

Sincerely,


Philip L. Trezza, Jr., AIA, LEED AP
Vice President
HARVARD JOLLY ARCHITECTURE

cc: Ward Friszolowski, Amy Jarman, HJ file

2714 Dr ML King Jr St N
St. Petersburg, FL 33704
727-896-4611

www.harvardjolly.com
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