CONSULTANT WORK ORDER

Supplemental 2

Date:	2/23/26

1. PROJECT INFORMATION:

Project Title:	NEWRF Clarifier Splitter Boxes Rehab
City Project Number:	21-0017-UT
City Plan Set Number:	2021021
Consultant Project Number:	411659

2. SCOPE OF SERVICES:

Black & Veatch (ENGINEER) has supported the City of Clearwater (City) by providing engineering design and bidding services for the rehabilitation of the two clarifier splitter boxes (north and south) at the City's Northeast Water Reclamation Facility (NEWRF). The construction phase services of this project are the focus of this Supplemental 2 Work Order.

The original Work Order + Supplemental 1 had the following tasks:

Task 1: Project Kickoff and Data Collection

Task 2: Rehab Evaluation and Design

Task 3: Bid Phase Services

Task 4: Project Management and Administration

Task 5: (not used)

Task 6: Other Direct Costs

Task 7: Contingency (Design and Bidding Phases)

This Supplement 2 Work Order will add to the previous Work Orders, as follows:

Task 8: Construction Coordination and Collaboration

Task 9: Contractor Submittals

Task 10: Requests for Information and Change Orders

Task 11: Construction Observation Site Visits

Task 12: Construction Drawings and Specifications

Task 13: Start-up and Commissioning

Task 14: Project Management and Administration – Construction Phase

Task 15: Other Direct Costs

Task 16: Contingency (Construction Phase)

These additional tasks and work are described below.

I. PRE-DESIGN PHASE:

Not applicable.

II. DESIGN PHASE:

Not applicable.

III. FINAL DESIGN PHASE:

Not applicable.

IV. BIDDING PHASE:

Not applicable.

V. CONSTRUCTION PHASE:

TASK 8 CONSTRUCTION COORDINATION AND COLLABORATION

8.1 PROGRESS MEETINGS

ENGINEER will attend and participate in various types of progress meetings during the construction phase, anticipated to also include the City, CONTRACTOR, and other consultants/ parties as needed. These meetings will be used to coordinate and discuss construction start up and progress and will be held at a facility provided by the City (with a virtual option provided). Local professionals will attend in-person, as applicable, and remote professionals will attend the meetings virtually. On average, up to 2 ENGINEER professionals will attend each meeting. The meetings listed below are included in this Subtask 8.1 for ENGINEER's participation.

ENGINEER will attend, lead, and prepare meeting agendas and minutes for the Pre-construction meeting and CONTRACTOR will lead and prepare meeting agendas for monthly progress meetings.

- Pre-construction Meeting (Hybrid meeting – In person and Teams)
- Monthly Construction Progress Meetings for 12 months (1-hour meeting each, Hybrid meeting – In person and Teams)

The City will provide the ENGINEER with a detailed construction schedule at Notice-to-Proceed, however a 12-month construction duration is assumed for Construction Phase.

8.2 COLLABORATION WITH CONTRACTOR

ENGINEER will attend, lead, and prepare meeting agendas and minutes for 4 meetings on an as-needed basis (different from the Task 8.1 meetings). The ENGINEER attendees, location, duration, topic, and goals will be discussed with the City prior to scheduling the meeting so that there is a mutual understanding of the purpose of the meeting. To the extent possible, all major and typical discussions will take place during the recurring progress meetings (Task 8.1), so this Task 8.2 is to cover additional, focused, specific attendees, or meetings in between the progress meetings with the intent to work through items as a collaborative team with the City, CONTRACTOR, and others as the needs may arise.

TASK 9 CONTRACTOR SUBMITTALS

ENGINEER will lead the technical review of submittals (i.e., shop drawings, manufacturer's operation and maintenance (O&M) manuals, etc.) submitted by the CONTRACTOR as required by the construction contract documents.

ENGINEER will review and respond to submittals administered by the CONTRACTOR and add comments to the electronic administration/documentation system and track for schedule and staff management. The ENGINEER's review shall be for general conformity to the construction contract documents and shall not relieve the CONTRACTOR of any contractual responsibilities.

It is anticipated that 32 individual submittal packages will be submitted. The budget is based on an average of one resubmittal of each package so is anticipated for a total of up to 64 submittal/resubmittal reviews.

Specification Section	No. of Submittals
01015 Project Requirements	0
01025 Progress Payment Procedures	0
01070 Abbreviations and Acronyms	0
01143 Coordination with City's Operations	1
01300 Submittal Procedures	0
01300-F1 Submittal Identification and Contractor's Approval Statement	0
01300-F2 Submittal Identification and Contractor's Approval Statement	0
01310 Construction Progress Schedule	2
01320 Construction Progress Documentation	1
01380 Photographic Documentation	6
01400 Quality Control	2
01500 Temporary Facilities and Controls	0
01610 General Equipment Stipulations	0
01611 Meteorological and Seismic Design Criteria	0
01612 Product Delivery Requirements	0
01614 Product Storage and Handling Requirements	0

01700 Closeout Procedures		2
02050 Demolition		0
03302 Miscellaneous Cast-in-Place Concrete		2
03600 Grouting		1
03920 Concrete Surface Repair		2
03930 Concrete Crack Repair		2
05520 Handrailing, Guardrailing, and Ladders		2
05530 Grating Stair Treads		1
05550 Anchorage in Concrete and Masonry		1
05990 Structural and Miscellaneous Metals		2
07900 Joint Sealants		1
09940 Protective Coatings		2
09940-F1 Protective Coatings – Figure 1		0
09940-F2 Protective Coatings – Figure 2		0
15111 Gate Installation		0
15114 Fabricated Composite Slide Gates		2
15114-S01 Fabricated Composite Slide Gate Schedule		0
	TOTAL	**32**

TASK 10 REQUESTS FOR INFORMATION AND CHANGE ORDERS

ENGINEER will provide responses to CONTRACTOR Requests for Information (RFIs), requests for clarification of the contract documents or design intent and review proposed change orders from the CONTRACTOR on an as-needed basis. ENGINEER can help interpret the intent of the contract documents and would provide, in writing, any required clarifications or explanations of the design intent and requirements. This task also includes ENGINEER services such as evaluating the merits of schedule change requests and evaluating the merits of CONTRACTOR cost build up for changed items.

The budget is based on the assumption that 14 individual RFIs or Change Requests will be submitted.

TASK 11 CONSTRUCTION OBSERVATION SITE VISITS

The ENGINEER shall develop a safety plan for the ENGINEER staff that will be working on the site. The ENGINEER will submit observation reports (including photographs and field notes) to the City for the site visits that they complete. To the extent possible, site visits will be coordinated to occur concurrently with the Progress Meetings to save on travel expenses and increase time efficiency. The following subtasks describe the types of construction observation/site visit-related services included in this scope.

11.1 GENERAL SITE VISITS

ENGINEER will perform an average of 6, 4-hour site visits per month, depending on construction activity, for the anticipated duration of construction and may include some weeks where longer/ more frequent visits are required to observe key processes (or fewer/ no site visits if there is little or no related construction activity going on). ENGINEER will observe and report on the construction progress during site visits. ENGINEER may utilize photographs, video, and livestreaming technology to communicate information to remotely-located team members.

11.2 SUBSTANTIAL AND FINAL COMPLETION SITE VISITS

ENGINEER will attend a Substantial Completion Inspection. Attendance by 2 members of the design team have been budgeted at 8 hours each. ENGINEER will prepare and submit to the City a Punch List of work items to be completed or corrected by the CONTRACTOR prior to Final Completion.

ENGINEER will attend a Final Completion Inspection. Attendance by 2 local ENGINEER professionals has been budgeted for an 8-hour site visit.

11.3 CONSTRUCTION PROGRESS REPORTS REVIEWS

ENGINEER will review CONTRACTOR monthly construction progress reports to supplement ENGINEER's understanding of progress beyond observations from ENGINEER's periodic site visits.

TASK 12 CONSTRUCTION DRAWINGS AND SPECIFICATIONS

12.1 ISSUED FOR CONSTRUCTION DRAWINGS AND SPECIFICATIONS

Prior to construction start, the ENGINEER will update the design documents to incorporate comments from any regulatory/permitting agencies and any addendum items to create an Issued for Construction (IFC) set of drawings and technical specifications for the CONTRACTOR to use during construction. IFC Documents will be provided prior to the pre-construction meeting. Any hard copies the City requests will be paid for out of the ODC budget.

12.2 RECORD DRAWINGS

Upon construction final completion, ENGINEER will revise the IFC set of drawings to show any changes made during construction, based on as-built markups and data furnished by the CONTRACTOR, City, and ENGINEER field notes. PDF and AutoCAD files will be delivered. These documents will become the Conformed to Construction records for the City.

TASK 13 START-UP & COMMISSIONING

ENGINEER will provide limited start-up and commissioning services on an as-needed basis to best support the CONTRACTOR during start-up and commissioning of the project. The types of services might involve the ENGINEER observing and reviewing the following services performed by the CONTRACTOR to promote project success:

- Review and comment on CONTRACTOR's Startup and Commissioning Plan
- Attend factory acceptance testing, review results
- Assist with troubleshooting during startup and commissioning
- Review manufacturer's Operation and maintenance (O&M) manuals for major equipment
- Participate in Start-up Testing, including review of testing protocols and test results
- Participate in performance Testing, including review of testing protocols and test results

TASK 14 PROJECT ADMINISTRATION AND COORDINATION – CONSTRUCTION PHASE

ENGINEER will perform general administrative duties associated with the Project, including Supplemental 2 budget set-up, resource management, scheduling, budget monitoring and controlling, general correspondence, office administration, invoicing, and progress reports submitted with invoices.

ENGINEER will maintain an accurate project documentation, filing, and project cost accounting system throughout the project.

ENGINEER will maintain continuous control over the quality of all its work efforts. This will include oversight and review of work products by the engineering manager, project manager, and other staff.

TASK 15 OTHER DIRECT COSTS

Refer to fees table.

TASK 16 CONTINGENCY (Construction Phase)

Additional services not previously mentioned may become necessary throughout the project. The ENGINEER will submit a scope and fee for the City's authorization prior to proceeding with any additional work. No contingency will be used without the City Project Manager's written approval.

3. PROJECT GOALS:

The primary goal of this project is to perform construction phase services to support the City on the subject project. Following are anticipated deliverables:

<u>Task 8 – Construction Coordination and Collaboration</u>

- Meeting agendas and minutes

Task 9 – Contractor Submittals

- Reviewed Submittals

Task 10 – Requests for Information and Change Orders

- Responses to Contractor RFIs
- Review comments on Change Orders

Task 11 – Construction Observation Site Visits

- Site visit reports with photographs and field notes
- Substantial and Final Completion Inspection Reports

Task 12 – Construction Drawings and Specifications

- Issued for Construction Drawings and Specifications
- Conformed to Construction Record Drawings

Task 13 – Start-up and Commissioning

- To be determined as needs arise and any specific scope/deliverables are defined.

Task 14 – Project Administration and Coordination

- Monthly Status Reports
- Monthly Invoices
- *Project Schedule to be provided by Contractor*

Task 15 – Other Direct Costs

- Expenses backup will be provided along with project progress reports and invoices.

Task 16 – Contingency (Construction Phase)

- To be determined as needs arise and any specific scope/deliverables are defined.

4. FEES:

See Attachment “A”.

This price includes all labor and expenses anticipated to be incurred by Black & Veatch for the completion of these tasks in accordance with Professional Services Method “A” – Hourly Rate, for a fee not to exceed Two Hundred Twelve Thousand, Ninety-Seven Dollars $212,097.00).

No permit costs are anticipated or included for this project.

Given the nature of this construction project phase that includes multiple visits to the construction site, some labor and expenses related to travel to the site visits may be eligible for invoicing to the City.

5. SCHEDULE:

The project is assumed to be completed in 12 months from issuance of notice-to-proceed (NTP) but is dependent on Contractor's schedule. The project deliverables are to be phased as follows:

Task	**Deliverable/ Milestone**	**Weeks Following NTP**
	Notice to Proceed (NTP)	
8	Kickoff Meeting for Construction Phase	2
9	Contractor Submittals	4-12
10	Request for Information and Change Orders	4-12
11	Construction Observation Site Visits	Weekly
12	Construction Drawings and Specifications	2-52
13	Start-up & Commissioning	46-52
	Monthly Progress Reports	Monthly

6. STAFF ASSIGNMENTS:

The City's staff assignments to this project:

Skyler Belloise	Project Manager
Michael Flanigan	Public Utilities Director
Travis Teuber	Public Utilities Wastewater Treatment Manager
Kaylynn Price	Engineering Manager, Utilities
Jerry Hahn	NEWRF Chief Plant Operator
TBD	Public Utilities Infrastructure Maintenance Manager
Wayne LaFleur	Public Utilities Infrastructure Maintenance Assistant Manager

The ENGINEER's staff assignments to this project include:

Kent Lackey, P.E.	Senior Vice President
Amanda Schwerman, P.E.	Project Director
Rebecca Oliva, P.E., BCEE, ENV SP, PMP	Project Manager
Mike Nellis, P.E.	Engineering Manager
Nishant Joshi, P.E.	Structural Engineer
Rama Pandkar, LEED GA, P.E.	Project Engineer
Various	Staff Engineers & Administrative

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:
Mike Nellis (Engineering Manager), with copies to Rama Pandkar.

All City project correspondence shall be directed to:
Skyler Belloise, Project Manager, with copies to Kaylynn Price (Utilities Engineering Manager) and Mike Flanigan (Public Utilities Director).

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: _3217321-530100-96215

For work performed, invoices shall be submitted monthly to:

CITY OF CLEARWATER, PUBLIC UTILITIES ENGINEERING
1650 N ARCTURAS AVE BLDG C
CLEARWATER, FLORIDA 33765

EMAIL ADDRESS: 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.).
6. Documents posted on City website must be 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), 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 Project Catalog and submit it 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:

1. The weather/ season may impact the suitability of the construction to take place. The ENGINEER's understanding of what the City considers the dry season of December - June is preferred.
2. ENGINEER consulted with a sluice gate vendor and they indicated that they post a 3 to 4-week lead time for submittals and 18 to 20 weeks for fabrication and delivery following submittal approval.
3. The amount of time to procure the gates will drive the duration of the construction.
4. The duration of the bid phase is to be determined by City Procurement.

13. SIGNATURES:

PREPARED BY:

Kent Lackey, P.E.
Senior Vice President
Black & Veatch

2/24/2026
Date

APPROVED BY:

Michael Flanigan
Director, Public Utilities
City of Clearwater

Date

CONSULTANT WORK ORDER

PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor	Total
	Construction Phase			
8	Construction Coordination and Collaboration	$0	$15,687	$15,687
9	Contractor Submittals	$0	$27,915	$27,915
10	Requests for Information and Change Orders	$0	$10,288	$10,288
11	Construction Observation Site Visits	$0	$91,490	$91,490
12	Construction Drawings and Specifications	$0	$13,943	$13,943
13	Start-up and Commissioning	$0	$4,979	$4,979
14	Project Management and Administration – Construction Phase	$0	$27,014	$27,014
			Bid/Construction Phases Subtotal:	**$191,315**
			SUBTOTAL, LABOR AND SUB-CONTRACTORS:	**$191,315**
	Permit Fees			**$0**
15	Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)			**$1,500**
			SUBTOTAL, WITHOUT CONTINGENCY:	**$192,815**
16	Contingency (10%)			**$19,282**
			GRAND TOTAL:	**$212,097**

WORK ORDER TOTAL

Work Order	**$201,524**
Supplemental Work Order 1	**$20,000**
Supplemental Work Order 2	**$212,097**
TOTAL	**$433,621**

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, Public Works Department, 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 is 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 software. All block references and other references contained within the drawing file shall be included. Please address any questions regarding format to Mr. Kyle Vaughan, at (727) 444-8232 or email address Kyle.Vaughan@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.