

# CONSULTANT WORK ORDER TASK 1 Supplemental #1

<b>Date:</b>	<b>04/28/2026</b>
--------------	-------------------

## 1. PROJECT INFORMATION:

<b>Project Title:</b>	<b>PWD Program Consultant</b>	
<b>City Project Number:</b>	<b>24-0048-EN – Task Order 1 Disaster Preparation Services</b>	
<b>City Plan Set Number:</b>	<b>Not applicable</b>	
<b>Consultant Project Number:</b>	<b>Not applicable</b>	

## 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. Two firms were selected, both to leverage each’s expertise but also to incorporate competition.

**Task Order 1** was previously approved by the City Manager on November 18, 2024; however, additional funding is requested to accomplish new work per the below.

- Develop shops personnel disaster recovery standards and procedures for Public Works Department team to improve emergency responsiveness and reporting.
- Assist with training shops personnel in disaster recovery standards and procedures.
- Evaluate and provide recommendations for Public Works Department Emergency Operations Center (DEOC) standard operating procedures to 1) recover city faster, 2) improve data collection and FEMA reimbursement and 3) provide improved shops performance.
- Prepare disaster recovery tabletop exercise and field exercise to test procedures and SOPs.
- Based on exercises, update disaster recovery standards and procedures for Clearwater Public Works Department team.

SUPPLEMENTAL WORK ORDER

PWD Program Consultant

Broaddus & Associates City Project Number 24-0048-EN, Task Orders 2 and 3 City of Clearwater

- Develop practical disaster recovery standards and procedures for Clearwater PWD staff to utilize during implementation and operations.
- Provide on-site and remote training to designated PWD staff on disaster recovery operations, with a strong emphasis on FEMA and State of Florida requirements, cost recovery strategies, and documentation practices to maximize eligible funding at all available levels.

### 3. FEES:

This price for this supplemental work order for Task 1 includes all labor and expenses anticipated to be incurred by **Broaddus & Associates** for the completion of these tasks in accordance with Professional Services Method "A" – Hourly Rate, an additional fee not to ***exceed one hundred and thirty thousand dollars (\$130,000)***.

### 4. SCHEDULE:

Ongoing effort at the City of Clearwater Public Works Department request.

### 5. 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. 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.

### 6. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:

*Mr. Johnny Heintz, Program Director*

All City project correspondence shall be directed to:

*Mr. Kelly Peterich, PWD Clearwater Engineering Division Manager*

### 7. 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.

## 8. 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.

## 9. 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.

SUPPLEMENTAL WORK ORDER

PWD Program Consultant

Broaddus & Associates City Project Number 24-0048-EN, Task Orders 2 and 3

City of Clearwater

**10. ADDITIONAL CONSIDERATIONS:**

None.

**11. SPECIAL CONSIDERATIONS:**

None.

**12. SIGNATURES:**

**PREPARED BY:**



---

**Paul Webb, P.E.**  
**Chief Operating Officer**  
**Broaddus & Associates**

**22 May 2026**

**Date**

**APPROVED BY:**

---

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

---

**Date**

SUPPLEMENTAL WORK ORDER

PWD Program Consultant

Broaddus & Associates

City Project Number 24-0048-EN, Task Order 1

City of Clearwater

# CONSULTANT WORK ORDER

## PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor		Supplemental Total
<b>1.0</b>	<b>Disaster prep support</b>				
1.2	Supplemental 1	\$0	\$130,000		<b>\$130,000</b>
<b>Supplemental Task 1.2 Total:</b>					<b>\$130,000</b>
<b>SUBTOTAL, LABOR AND SUB-CONTRACTORS:</b>					
	Reimbursable Travel Expenses			Included in above	<b>\$10,000</b>
	Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)				<b>\$0</b>
<b>SUPPLEMENTAL GRAND TOTAL:</b>					<b>\$130,000</b>