

# CONSULTANT WORK ORDER

Date:	February 7, 2024
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## 1. PROJECT INFORMATION:

<b>Project Title:</b>	<b>2024 Utilities PM Services (V&amp;A)</b>	
<b>City Project Number:</b>	23-0057-UT	
<b>City Plan Set Number:</b>	N/A	
<b>Consultant Project Number:</b>	TBD	

## 2. SCOPE OF SERVICES:

The City of Clearwater (City) is embarking on several utilities, engineering, and capital improvements projects. The City has requested that ENGINEER perform project management services in support of these various projects, working as an extension of City staff. This Work Order provides for Project Management (PM) services by ENGINEER. All services under this Work Order have been categorized under “Phase I - Pre-Design”. Work under other Phases is not part of this Work Order. Some projects may be “in-house”; while for others, the City may select Consultants to execute, for which ENGINEER could serve as the City’s PM, as the City elects.

### I. PRE-DESIGN PHASE:

#### Task 1: As-Needed PM Support

Services will be provided by ENGINEER project management professional(s) who shall be available and dedicated to support City projects for a minimum of sixteen (16) hours per week commitment as City and ENGINEER decide and as City needs, while budget allows. The types of services that ENGINEER may provide under this task include a variety of activities which have been grouped by category. These examples of project management support services / duties to be performed are not intended to be subtasks, rather to illustrate the breadth of services that are offered under this task.

- a. Undergo training on the City Project Management systems, policies, and procedures.

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- b. Coordinate / correspond with multiple contractors, consultants, City staff, and other stakeholders.
  - c. Review contracts, scopes of services, and fee proposals.
  - d. Review and comment on deliverables.
  - e. Review and comment on schedules.
  - f. Review and process invoices and payment applications.
  - g. Distribute deliverables and route other documents for review by City staff. Compile comments and return City comments to contracted parties.
  - h. Process requests for information by contractors and consultants and coordinate the provision of requested / available documentation.
  - i. Track schedule and budget of contractor and consultant contracts on behalf of the City.
  - j. Attend meetings, both internal to the City as well as with consultants and contractors. When appropriate, lead meetings and distribute meeting minutes.
  - k. Perform site visits to observe City facilities, operations, and construction progress.
  - l. Monitor the consultant and to ensure project participants complete activities to support a defined project plan, schedule, and budget.
  - m. Other tasks/ duties as the City identifies.

#### Task 2: Project Management and Administration

ENGINEER will perform general administrative duties associated with the project, including project set-up, resource management, progress monitoring, scheduling, general correspondence, office administration, and invoicing.

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. Monthly progress reports will be delivered with each ENGINEER's invoice.

#### II. DESIGN PHASE:

Not applicable.

#### III. FINAL DESIGN PHASE:

Not applicable.

**IV. BIDDING PHASE:**

Not applicable.

**V. CONSTRUCTION PHASE:**

Not applicable.

**3. PROJECT GOALS:**

The primary goals of this project are to assist the City by serving as an extension of staff (staff augmentation) and performing in a Project Management role to carry out various City projects.

Task 1 Deliverables: Dependent on services requested. To be determined.

Task 2 Deliverables: Monthly progress reports provided with ENGINEER's invoices.

**4. FEES:**

See Attachment "A". Billing rates will utilize the 2023-2027 Engineer of Record master contract rates schedule.

This price includes all labor and expenses anticipated to be incurred by ENGINEER for the completion of these tasks in accordance with Professional Services Method "A" – Hourly Rate, for a fee not to exceed Four Hundred, Ninety-Five Thousand Dollars (\$495,000.00).

Travel expenses for Tampa Bay area professionals will be charged for the net differential of what a normal commute to the ENGINEER office would be.

No permit costs are anticipated or included for this project.

**5. SCHEDULE:**

ENGINEER will provide project management support services for a period of approximately 16 months of issuance of notice to proceed (NTP), adjusting the Full-Time-Equivalents (FTEs) as needs and budget allows. Project deliverables are to be phased as follows:

Task	Deliverable/ Milestone	Weeks Following NTP
	Notice to Proceed (NTP)	
1	To Be Determined	Varies
2	Progress Reports	Monthly

## 6. STAFF ASSIGNMENT:

The City's staff assignments to this project include:

Richard Gardner, P.E.	Public Utilities Director
Michael Flanigan	Public Utilities Assistant Director
Kaylynn Price	Engineering Manager, Utilities; Project Manager
Fred Hemerick	Water Production Manager
Michael Vacca	Public Utilities WWCS, WD, WP Manager
Daniel Trueblood	Public Utilities Infrastructure Maintenance Manager
Christina Goodrich	Public Utilities WET Manager

The ENGINEER's staff assignments to this project include:

Jeffrey T. Crowley, PE, DBIA	SE Regional Manager
Susan G Martelli, PE, ENV SP	Sr Project Manager
Jacob Cruse, EI	Associate Engineer/Project Manager (for this V&A WO)
Various Professionals	City PM (extension of staff)

## 7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:

Susan Martelli, Senior Project Manager, at 813-977-6005 or smartelli@metzgerwillard.com.

All City project correspondence shall be directed to:

Utilities Engineering Manager with copies to Richard Gardner (Public Utilities Director) and Mike Flanigan (Public Utilities Assistant Director).

## 8. INVOICING/FUNDING PROCEDURES:

**City Invoicing Code:** \_\_\_\_\_

For work performed, invoices shall be submitted monthly to:

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**CITY OF CLEARWATER, PUBLIC UTILITIES DEPARTMENT**  
**ATTENTION: PU ACCOUNTING**  
**1650 N ARCTURAS AVE BLDG-C**  
**CLEARWATER, FLORIDA 33765-1945**  
[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.).
6. Documents posted on City website must 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 a Project Catalog and submit 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:

None.

## 13. SIGNATURES:

**PREPARED BY:**

**APPROVED BY:**

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**Jeffrey Crowley, P.E.**  
**Southeast Regional Manager**  
**V&A Consulting Engineers, Inc.**

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**Richard Gardner, P.E.**  
**Public Utilities Director**  
**City of Clearwater**

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**Date**

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**Date**

**ATTACHMENT "A"****CONSULTANT WORK ORDER – PROJECT FEES TABLE****2024 Utilities PM Services (V&A)**

23-0057-UT

City of Clearwater

# CONSULTANT WORK ORDER

## PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor	Total
	Pre-Design & Design			
1	As-Needed PM Support	\$0	\$425,896	\$425,896
2	Project Management and Administration	\$0	\$33,992	\$33,992
Pre-Design Total:				\$459,888
SUBTOTAL, LABOR AND SUB-CONTRACTORS:				\$459,888
3	Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)			\$11,541
	Permit Fees			\$0
	SUBTOTAL, WITHOUT CONTINGENCY:			\$471,429
4	Contingency (5%)			\$23,571
GRAND TOTAL:				\$495,000

# CONSULTANT WORK ORDER

## CITY DELIVERABLES (Not Applicable)

### 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 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. Thomas Mahony, at (727) 562-4762 or email address [Thomas.Mahony@myClearwater.com](mailto:Thomas.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.