
CONSULTANT WORK ORDER

Date:	11/05/2025
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1. PROJECT INFORMATION

Project Title:	Coachman Station Disinfection System Update
City Project Number:	25-0041-UT
Consultant Project Number:	0992-0275

2. SCOPE OF SERVICES

The City of Clearwater (City) operates Coachman Station (the “Station”), which regulates pressure and directs flow to the Clearwater Beach area. The Station was originally designed to include chlorine boosting to help maintain residuals in the local distribution system. However, the chemical storage/feed system is not operational. As a result, the City must flush excess water in the North Clearwater Beach area to help maintain chlorine residuals in the area.

The City intends to update the Station by installing a new chemical disinfection system. The project will include installation of a new sodium hypochlorite storage and metering pump system with static mixing installed in the existing pipe configuration. Also, the two (2) existing flow meters will be replaced; the safety shower will be relocated; a new monochloramine analyzer will be installed; and a new fence will be installed on the west side of the existing sidewalk. Design will include provisions for remote control and UPS back up of instruments, metering pumps, and SCADA control connection. Chemical delivery connections will be secured inside of building. Increased conditioned ventilation will be designed to minimize off-gassing issues. The new system will also include an odor control system to minimize the impacts of off-gassing from the proposed sodium hypochlorite storage tank.

This scope of services for this project includes the following tasks:

1 PROJECT MANAGEMENT

Task 1.1: Project Setup and Management Plan

Task includes project setup and management plan. The project management plan will be developed prior to the project kickoff meeting and will be reviewed during this meeting.

Task 1.2: Progress Reports

Task includes monthly invoicing and progress reports over the duration of the design and construction phases. The progress reports will include details of tasks completed during the respective invoice periods.

Task 1.3: Coordination

Task includes coordination with the City and internal design team. Documentation will include emails and phone conversation summaries.

Task 1.4: Meetings

Task includes scheduling, developing meeting agendas, and meeting minutes. Project meetings will include a maximum of three of Consultant's staff unless approved by the City Project Manager. The following is a list of meetings anticipated for this scope of services:

1. Consultant internal kickoff meeting
2. Kickoff meeting with City
3. BODR review meeting
4. 60% review meeting
5. 100% review meeting

Task 1.5: Project Documentation

At the conclusion of the project, the Consultant will combine files of correspondence, meeting minutes, Contract documents, deliverables, and comments, as available, into a draft project dossier that will be submitted electronically to the City for review and comment. City comments on the draft electronic dossier will be received and incorporated, and a final project dossier will be developed and submitted.

2 PRELIMINARY ENGINEERING

Task 2.1: Data Collection and Analysis

Consultant will develop a data request list and will coordinate with the City to document information received via a spreadsheet that will be included with project close-out documentation.

Task 2.2: Site Visit

Consultant will coordinate with City staff, as required, and will perform a site visit. The site visit will include a summary with photo documentation.

Data Required from City:

- Duke Energy Contact

- Water quality data and goals for the North Beach area. This may include target chlorine dosage at the Station.
- Pressure control devices, if applicable (e.g., PRV)
- SCADA and communication requirements
- Information for the City's preferred flow meters and instruments

3 BASIS OF DESIGN REPORT

Task 3.1: Draft Basis of Design Report (BODR)

Consultant will develop a draft BODR to summarize mechanical design approach, along with electrical, ventilation, and I&C requirements. The preliminary outline for the BODR is as follows:

1. Introduction & Project Background
 - a. Introduction
 - b. Background
 - c. Purpose
2. Permitting Requirements
3. Preliminary Drawings
4. Technical Specifications Table of Contents
5. Costs
 - a. Capital
 - b. Operational (chemical costs)
6. Project Schedule
7. Recommendations & Conclusion

The draft BODR will be submitted in PDF and MS Word formats via email to the City. Consultant will conduct a review workshop with the City to review alternatives and present recommendations outlined in the BODR.

Task 3.2: Final BODR

Consultant will compile and update the BODR to incorporate City comments and key design decisions. The final BODR will include preliminary drawings and will serve to document the recommendations and major decisions on for the Station and will form the basis for the 60% design. Consultant will develop a comment / response form to document City comments and how they were addressed.

The final BODR will be electronically signed, sealed, and submitted to the City in PDF format. A MSWord version of the final BODR will also be submitted to the City.

4 FINAL DESIGN

Consultant will utilize information obtained from previous tasks to develop final design documents. Prior to each submittal, Consultant will provide Quality Assurance / Quality Control (QA/QC) reviews using professional engineer(s) who have no direct involvement with the project. The design plans shall be compiled using the City of Clearwater CAD standards, as attached.

The following drawings are anticipated for the final design:

Drawing	Number of Sheets
Cover sheet and General Notes	3
Civil	2
Mechanical	4
I&C	3
Electrical	2
City Standard Details	1
Total	15

Task 4.1: 60% Design

Incorporate any remaining City comments from the BODR submittal and develop 60% level drawings, technical specifications, EOPCC and preliminary project schedule. Submit one (1) set of half size drawings, EOPCC, and technical specifications. Also submit electronic (PDF) format of each via e-mail to City staff for review and comment. A 60% review meeting with the design team and City staff will be scheduled approximately 21 calendar days after the 60% submittal to review and address City comments. Meeting minutes will be prepared and provided to City staff via e-mail (PDF copy). City comments and Consultant responses will be addressed and included with the 90% design phase.

Task 4.2: 100% Design

Incorporate City comments and revisions from the 90% review meeting and from regulatory agencies. Advance drawings and specifications to prepare 100% drawings, technical specifications, EOPCC and preliminary project schedule. Submit one (1) set of full-size drawings, half size drawings, EOPCC, project schedule, and technical specifications. Also submit electronic (PDF) format of each via e-mail to City staff for review and comment. A 100% review meeting with the design team and City staff will be scheduled for approximately 21 calendar days after the 100% submittal to review and address City comments. Meeting minutes will be prepared and provided to City staff via e-mail (PDF copy). City comments and Consultant responses for the 100% submittal will be addressed and included with the Bid Documents.

Task 4.3: Issue for Bid Documents

Incorporate City comments and revisions from the 100% review meeting and from regulatory agencies. Advance drawings and specifications to prepare Bid Documents. Submit one (1) set of signed & sealed drawings and technical specifications that will be used for bid advertisement.

Task 4.4: FDEP Permitting

Consultant will prepare the FDEP Application for a Specific Permit to Construct Components and will submit the permit application and the application fees to the FDEP. One permit application and one pre-application meeting is anticipated. Responses for up to two (2) RAIs are included in this task.

Task 4.5: City of Clearwater Building Permit

Following the 100% review meeting, Consultant will prepare a City of Clearwater Building permit application package and will submit the permit application and the application fees to the City. One permit application and one pre-application meeting is anticipated. Responses for up to two (2) RAIs are included in this task.

5 BIDDING ASSISTANCE

Task 5.1: Pre-bid Meeting and Bidding Assistance:

Consultant will provide bidding services inclusive of the following items:

1. Attend a Pre-Bid meeting that will be conducted by the City; agenda shall be prepared by the City.
2. Provide responses to Contractors' questions during bidding and aid the City in the preparation of addenda. The City will issue all addenda.
3. Review bids received and provide an award recommendation to the City.

6 LIMITED CONSTRUCTION SERVICES

Consultant will provide limited construction administrative and construction inspection services as described in subtasks below.

Task 6.1: Prepare Conformed Construction Documents:

Consultant will prepare conformed Construction Drawings and Technical Specifications to include addenda issued during bidding. Two (2) sets of full-size and half-size drawings will be provided to the Contractor at the pre-construction meeting.

Task 6.2: Pre-Construction Meeting

Prior to the start of construction, the Consultant will prepare agenda and arrange for a pre-construction meeting to include the contractor, key subcontractors, and engineer.

Task 6.3: Submittal Review

Consultant will track and review Contractor submittals for conformance with the Contract Documents and will provide submittal review as required.

Task 6.4: Contractor Requests for Information

Request for Information (RFI) from the Contractor will be tracked, reviewed by consultant and, if needed, forwarded to the City for additional information. RFI responses will be provided within 14 calendar days of receipt of each RFI.

Task 6.5: Limited Construction Observation Services

Consultant will provide limited onsite construction observation services, during key construction activities, averaging eight (8) hours per week for the anticipated 14-week active construction period. Field reports to document progress will be included for the site visits. Daily site visits and daily inspection reports are not included.

Task 6.6: Monthly Construction Progress Meetings

Consultant will prepare agenda, conduct the meetings, and provide meeting minutes for the anticipated six (6) (includes preliminary and active construction periods) construction progress meeting for this project.

Task 6.7: Contractor Pay Request Review

Consultant will review contractor pay applications within ten (10) days after receipt, will provide written notice to the City recommending payment to the Contractor, or return the request to the Contractor, providing written notice of Consultant's reason for returning the pay request. As part of the review process, McKim & Creed shall review the progress of record drawings and that appropriate releases of liens are submitted with the pay requests. Upon receipt of the Contractor's request for final payment, McKim & Creed shall observe and, if acceptable, submit to the City a recommendation as to acceptance of the work and as to the final payment request of the Contractor.

Task 6.8: Construction Change Orders

Consultant will review and comment on Change Order Requests from the Contractor based on the Contract Documents. Consultant will also provide review of pricing and content, as well as providing a recommendation of approval or disapproval to the City. A log of Change Order requests will be kept for review by the City.

Task 6.9: Substantial and Final Walkthrough

Consultant will conduct a substantial site walkthrough for substantial completion, followed by a final walkthrough. A punch list will be developed for the substantial completion walkthrough. Substantial

and final walkthroughs will be attended by the Contractor, key subcontractors, and key staff from the City.

Task 6.10: Record Drawings and Final Certifications

Consultant will review and provide comments on the As-Built Drawings supplied by the Contractor prior to their submittal to the City. McKim & Creed will use the completed As-Built Drawings to prepare Record Drawings needed for the Certification of Construction Completion and Requests for Clearance to Place Permitted public water supply components into Operation.

3. PROJECT GOALS

The main project goal is to increase the chlorine residual levels in the North Clearwater Beach area and to reduce costs and effort associated with potable water flushing.

Deliverables for the project will include:

- Meeting minutes
- One (1) copy of draft and final BODR
- One (1) copy of construction documents, including technical specifications, construction drawings, and the Engineer's Opinion of Probable Construction Cost (EOPCC), at BODR, 60%, and 100% (final) submittals. Electronic (PDF) copies of the construction documents will be provided at each submittal stage.
- Permits
- Construction reports
- Electronic project dossier

All deliverables will comply with City requirements.

4. FEES

See Attachment "A."

This price includes all labor and expenses anticipated to be incurred by Consultant for the completion of these tasks in accordance with Professional Services Method "A" – Hourly Rate Task, for a fee not to exceed Two Hundred Forty-Three Thousand, Four Hundred Fifty-Four Dollars (\$243,454.00). The permit application fees will be paid by the consultant and invoiced to the City as a reimbursable.

5. SCHEDULE

Project schedule will commence upon receipt of written authorization from the City. The design phase of the project is to be completed in approximately **180 calendar days** from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

Kickoff Meeting	14 calendar days
Data Collection & Review	7 calendar days
BODR Design Submittal	30 calendar days
BODR Review Meeting	21 calendar days
60% Design Submittal	30 calendar days
60% Review Meeting	21 calendar days
100% Design Submittal	21 calendar days
100% Review Meeting	21 calendar days
Permit Application Packages	14 calendar days
Bid Documents	14 calendar days
Approximate Total Design Period	194 calendar days
Construction Period	180 calendar days

6. STAFF ASSIGNMENTS

McKim & Creed:

Project Director: Dan Keck, PE, 850-516-1418 | dkeck@mckimcreed.com
Project Manager: Phil Locke, PE, 727-754-0131 | plocke@mckimcreed.com
Engineering Designer: Omar Mulla-Saleh | omullasaleh@mckimcreed.com
Engineering Designer: Josephine Garas, EI. | jgaras@mckimcreed.com
Sr. Project Engineer: Aubrey Haudricourt, PE | ahaudricourt@mckimcreed.com
St. Technical Specialist: Eric Brown, EI | ebrown@mckimcreed.com

City of Clearwater:

PU Project Manager: Skyler Belloise | 727-408-0247 | Skyler.Belloise@MyClearwater.com
PU Engineering Manager: Kaylynn Price | 727-444-8252 | Kaylynn.Price@MyClearwater.com
PU Acting Director: Michael Flanigan | 727-224-7690 | Michael.Flanigan@MyClearwater.com
PU Manager (Water & Sewer Infrastructure): Michael Vacca | 727-224-7051 | Mike.Vacca@MyClearwater.com
PU Assistant Manager (Water Division): Todd Kuhnel | 727-224-6702 | Todd.Kuhnel@MyClearwater.com
PU Manager (Drinking Water Production): Frederick Hemerick | 727-224-7993 | Fred.Hemerick@MyClearwater.com
PU Assistant Manager (Infrastructure Maintenance): Wayne LaFleur | 727-309-7386 | Wayne.LaFleur@MyClearwater.com

7. CORRESPONDENCE/REPORTING PROCEDURES

Consultant's project correspondence shall be directed to Phil Locke, PE with copies to Dan Keck, PE, Project Director.

All City project correspondence shall be directed to:
Skyler Belloise with copies to Kaylynn Price, and Michael Flanigan.

8. INVOICING/FUNDING PROCEDURES

City Invoicing Code: 3217321-561300-96783

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 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 70E "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

The following items are added for clarification of this work order:

1. Survey work is not anticipated and is not included in this Scope of Work.

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McKim & Creed

City of Clearwater

2. It is understood that the City will be responsible for coordinating any bypass pumping that may be required during construction. City will also be responsible for taps and air release valves prior to construction.
3. City will be responsible for coordination with potential public events that may occur during construction.
4. Public meetings are not anticipated and are not included in this Scope of Work.
5. The anticipated active (on-site) construction period is 14 weeks.
6. Permit application fees will be issued by the Consultant.
7. City will be responsible for rehabilitation / replacement of existing valves.
8. The project schedule includes 21 calendar days between project submittals and review meetings with the City. If additional time is required for City review, the project schedule will be updated accordingly.

PREPARED BY:

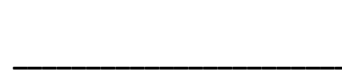


Dan Keck, P.E.
Regional Manager
McKim & Creed

11/5/25

Date

APPROVED BY:



Michael Flanigan
Interim Director, Public Utilities
City of Clearwater



Date

ATTACHMENT "A"
CONSULTANT WORK ORDER – PROJECT FEES TABLE
Coachman Station Disinfection System Update
City Project Number 25-0041-UT

McKim & Creed

City of Clearwater

CONSULTANT WORK ORDER

PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor	Total
1.0	PROJECT MANAGEMENT			
1.1	Project Setup & Management Plan	\$0	\$1,480	\$1,480
1.2	Progress Reports	\$0	\$3,390	\$3,390
1.3	Coordination	\$0	\$3,810	\$3,810
1.4	Meetings	\$0	\$6,300	\$6,300
1.5	Project Documentation	\$0	\$1,240	\$1,240
Project Management Total:				\$16,220
2.0	PRELIMINARY ENGINEERING			
2.1	Data Collection and Analysis	\$0	\$1,890	\$1,890
2.2	Site Visits	\$0	\$935	\$935
Preliminary Engineering Total:				\$2,825
3.0	BASIS OF DESIGN REPORT (BODR)			
3.1	Draft Basis of Design Report (BODR)	\$0	\$31,760	\$31,760
3.2	Final BODR	\$0	\$12,840	\$12,840
Interconnect Evaluation Total:				\$44,600
4.0	FINAL DESIGN			
4.1	60% Design	\$0	\$44,880	\$44,880
4.2	100% Design	\$0	\$27,925	\$27,925
4.3	Issue for Bid Documents	\$0	\$20,910	\$20,910
4.4	FDEP Public Water Supply Permit	\$0	\$2,210	\$2,210
4.5	City Building Permit	\$0	\$7,330	\$7,330
Final Design Plans and Specifications Total:				\$103,255
5.0	BIDDING ASSISTANCE			
5.1	Pre-Bid Meeting and Bidding Assistance	\$0	\$4,315	\$4,315
Bid Documents and Bidding Assistance Total:				\$4,315
6.0	LIMITED CONSTRUCTION SERVICES			
6.1	Conformed Documents	\$0	\$1,445	\$1,445
6.2	Preconstruction Meeting	\$0	\$1,850	\$1,850
6.3	Submittals	\$0	\$3,240	\$3,240
6.4	RFIs	\$0	\$2,540	\$2,540
6.5	Engineer Site Visits (8 hrs/week for 14-weeks)	\$0	\$24,160	\$24,160
6.6	Construction Progress Meetings	\$0	\$3,540	\$3,540

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Coachman Station Disinfection System Update – PROJECT FEES TABLE

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6.7	Contractor Pay Application Reviews	\$0	\$1,540	\$1,540
6.8	Construction Change Orders	\$0	\$1,725	\$1,725
6.9	Substantial and Final Completion Walkthroughs	\$0	\$2,540	\$2,540
6.10	Record Drawings & Final Certification	\$0	\$1,890	\$1,890
Limited Construction Services Total:				\$44,470
SUBTOTAL, LABOR, AND SUB-CONTRACTORS:				\$215,685
6.0	Contingency (10%)			\$21,569
7.0	Permit Application Fees			\$2,000
8.0	Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)			\$4,200
GRAND TOTAL:				\$243,454

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 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.