

CONSULTANT WORK ORDER

Date:	6/12/2026
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1. PROJECT INFORMATION:

Project Title:	RO1 Residuals Handling Improvements	
City Project Number:	26-0027-UT	
City Plan Set Number:		
Consultant Project Number:	M4615600-261288.01	

2. SCOPE OF SERVICES:

This Task Order is in conformance with the Agreement for Professional Services (Agreement), RFQ-34-23 dated July 20th, 2023, by and between the CITY of Clearwater (CITY) and Mead and Hunt, Inc. (CONSULTANT) with an effective date August 1st, 2023 and is referred to herein as the contract.

This Scope of Services submitted for this project involves design and engineering services for following:

1. The CITY's Backwash Decant tanks are showing signs of corrosion, have reached the end of their useful life, and require replacement. In addition, the existing capacity of the tanks limit the operators' ability to backwash their process efficiently. This project will evaluate increasing the capacity of the Backwash Decant Tanks and design replacement tanks constructed of corrosion resistant materials. Design will be completed with input from operations to incorporate operator accessibility and integrate with existing automated systems. The completed design will be bid for construction of the facilities.
2. The Residuals Tank is severely corroded and was taken out of service by the City. The Residuals Tanks will be removed as part of this project. The residuals are currently pumped to frac tanks and will be disposed of under a separate contract held by the City.
3. Improvements to the site may induce a minor modification to operating permit. As such, permitting is included under this contract.
4. Construction services of the design are part of this scope, including administration of construction progress meetings, submittal and pay application review, responses to requests for additional information, and construction observation.

This project does not include any subsurface work, demolition, new buildings, or reconstruction; thus survey, geotechnical evaluations, or subsurface utility locates are not required.

The design, inspections, and recommendations will be conducted with the input of the CITY'S operational staff to maintain plant operations throughout the design and construction of the project. The design plans shall be compiled using the City of Clearwater CAD standards, as attached. This project addresses the following goals identified in the CITY'S Strategic Plan: High Performing Government, Community Well-Being, and Environmental Stewardship.

Task I. PROJECT MANAGEMENT:

The CONSULTANT'S Project Manager (PM) will prepare a project management plan, which will include all project work, design schedule with submittals, the project team and communication plan, and the quality control plan. The CONSULTANT'S PM will prepare monthly invoices including work activity reports for the billed period.

The CONSULTANT'S PM will monitor and manage the project budget, schedule and scope throughout the estimated five hundred forty (540) calendar day project duration. This duration includes all tasks in this scope. The PM will manage the development of all project work and subconsultant efforts. The PM will prepare monthly invoices including monthly work activity reports. The PM will monitor a quality assurance and control process, which includes the independent review of the project technical work products before its submission to the CITY.

The CONSULTANT will coordinate and preside over one (1) virtual project kick-off meeting with the CITY and the project team to review project goals, scope of work, project schedule and administrative issues. This meeting will incorporate all tasks in this scope. Following the meeting, the CONSULTANT will prepare a written summary of the project meeting and distribute to the attendees. Additionally, the CONSULTANT will coordinate and preside over up to nine (9) monthly progress meetings. These meetings will include progress for all tasks in this scope.

The CONSULTANT will coordinate and preside over three (3) virtual meetings with the CITY and the project team to review project deliverables, including 30%, 75%, and 100%. Following the meeting, the CONSULTANT will prepare a written summary of the project meeting and distribute to the attendees. The deliverables for each of the phases are expected to be completed at different times; thus, the progress meetings for each are included in this task.

All project meetings will be limited to a maximum of two (2) representatives of the Engineer, unless otherwise approved by the CITY Project Manager.

Task II. DATA COLLECTION AND SITE RECONNAISSANCE:

The CONSULTANT will conduct up to two (2) site visits to verify existing conditions and collect photographic and other data collection needed for the design. The CONSULTANT has received data from the CITY and will prepare and submit a written data request to the CITY'S PM outlining any data not received that is required to complete design of the project. The CONSULTANT will maintain a summary spreadsheet of the requested data, status, source, etc. The site visits under this task will include visits for all tasks in this scope.

The CONSULTANT will review record drawings of the existing system and the proposed new location as provided by the CITY and coordinate with the CITY operations staff on project sequence to maintain plant operations during the construction phase.

Task III. DESIGN:

The CONSULTANT will develop a 30% design submittal package, including a technical brief with a proposed general layout for review by the City. It is assumed the CITY will conduct their review in a two-week period.

The CONSULTANT will develop a 75% design submittal package, including Construction Drawings, Technical Specifications, and Estimate of Probable Construction Cost (EOPC). The CONSULTANT will prepare a comment/response log for comments received at the 30% review package to be included with 75% submittal documenting how the CITY'S comments were addressed in the current submittal. It is assumed the CITY will conduct their review in a two-week period.

The CONSULTANT will develop a Final Construction Documents submittal package, including Construction Drawings, Technical Specifications, and EOPC. The CONSULTANT will prepare a comment/response log for comments received at the 75% review package to be included with Final Construction Documents submittal documenting how the CITY'S comments were addressed in the current submittal. It is assumed the CITY will conduct their review in a two-week period. The CITY is responsible for combining the technical specs with Division 0 and Division 1 specifications.

Task IV. PERMITTING:

The CONSULTANT will submit a request for a minor modification to the Florida Department of Environmental Protection (FDEP) for the improvements that will be made to the site.

The CONSULTANT will coordinate a pre-application meeting with the CITY and address comments to permit the new Backwash Decant Tanks and to

decommission and remove the abandoned Residuals Tank. The CONSULTANT will complete the minor modification application and submit on behalf of the CITY.

Task V. BIDDING ASSISTANCE:

The CITY will be responsible for receiving and addressing bidder questions. The CONSULTANT will prepare suggested responses to two (2) Addenda regarding design intent, technical specifications, and construction drawings. The CITY will be responsible for preparation and distribution of addenda.

The CONSULTANT will coordinate and preside over one (1) in-person pre-bid meeting with a virtual option with the CITY and prospective bidders to review the scope of work, and project schedule.

Upon receipt of copies of the bid documents received from the CITY. The CONSULTANT will review up to two (2) bids for completeness and conformance with the technical requirements. The CONSULTANT will evaluate the low bidder(s) submitted qualifications information and contact provided references to inquire about bidders' experience. The CONSULTANT will prepare a tabulation of received bid prices, including unit prices if applicable and verify extended values and totals. The CONSULTANT will also review submitted pricing for imbalances and other disparities. Based on that review, the CONSULTANT will submit to the CITY the bid tabulation and a recommendation of award.

Task VI. CONSTRUCTION SERVICES:

The CONSULTANT will coordinate and preside over one (1) virtual Pre-Construction meeting with the CITY and the project team to review scope of work, project schedule and administrative issues. Following the meeting, the CONSULTANT will prepare a written summary of the project meeting and distribute to the attendees.

The CONSULTANT will coordinate and preside over up to nine (9) virtual Construction progress meetings with the CITY and the project team to review construction progress, schedule and issues related to the construction of the project. Following the meetings, the CONSULTANT will prepare a written summary of the project meeting and distribute to the attendees.

The CONSULTANT will review up to twelve (12) contractor RFI's related to clarification of the design intent and provide response to CEI team for response back to contractor per the construction contract requirements. The CONSULTANT will maintain a detailed RFI log and actions/responses.

The CONSULTANT will review and respond to up to twelve (12) contractor construction submittals and resubmittals regarding the design for compliance with the design and provide response to CEI team for response back

to contractor per the construction contract requirements. The CONSULTANT will maintain a detailed log of submittals and actions.

The CONSULTANT will review and comment on up to Five (5) field/change orders to design quantities, configuration, or contract time or value and give input/feedback to the CITY'S project manager.

The CONSULTANT will review and comment on up to nine (9) contractor pay requests regarding construction completion, quantities, and compliance with the design.

The CONSULTANT will provide part-time resident project representative (RPR) services for construction observation and documentation for the estimated 36 weeks of construction activity. The construction observation efforts are estimated to be eight (8) hours per week. The duration and number of hours required per week may vary based on the contractor's efforts and the CITY'S needs, but the average effort required is expected to be as outlined above. The RPR will observe the construction activities, review conformance with contract documents, observe quality assurance testing, maintain a detailed log including red-line construction drawings, and field verify work quantities. These efforts will be documented in electronic reports of construction and will include construction photographs. Quality control will be completed by an Inspection Supervisor and the Project Manager in the form of field visits and work product review.

3. PROJECT GOALS:

The deliverables that will result from this project include the following:

1. Design package (plans, technical specifications and opinion of probable construction cost) for the construction of new Backwash Decant Tanks, including removal and disposal of the existing Backwash Decant Tanks and Residuals Tank.

The final project drawings and specifications will be delivered in electronic format. Meetings and site visits, as outlined in Section 2, will be coordinated to ensure project progress throughout the design and construction phase of the project. A minor modification to the FDEP permit may be required for this project. Permit fees are to be paid by the CONSULTANT from the Permitting Allowance, and if funds are insufficient, overage shall be paid from Contingency and will be reimbursed by the CITY. This project addresses the following goals 1.2 - Maintain public infrastructure, mobility systems, natural lands, environmental resources, and historic features through systematic management efforts; and 1.3 - Adopt responsive levels of service for public facilities and amenities, and identify resources required to sustain that level of service.

4. FEES:

Refer to fee table that depicts the total cost per task and/or phase for these engineering services – see Attachment “A.”

This price includes all labor and expenses anticipated to be incurred by the CONSULTANT for the completion of these tasks in accordance with Professional Services Method “A” – Lump Sum, for a fee of Two Hundred Fourteen Thousand One Hundred Fifty-Six Dollars and Seventy Cents **(\$214,156.70)**.

ENGINEER shall provide a minimum of forty-eight (48) hours’ notice prior to conducting fieldwork/site visits. ENGINEER shall provide a minimum of seven (7) days notification for site visits requiring the assistance of CITY Operations and Maintenance personnel.

5. SCHEDULE:

Upon issuance of the Notice to Proceed, the CONSULTANT will schedule a project kickoff meeting with the design team, the CITY project manager, and operations staff. Milestone submittals will be per the outline below. It is assumed all submittals will be reviewed and comments returned to the CONSULTANT’S project manager within a 2-week period.

The project is to be completed in four (4) separate deliverables as outlined below with their respective expected duration. The deliverable calendar days are from receipt of review comments on previous deliverable.

30% Construction Submittal:	90 calendar days
75% Construction Submittal:	120 calendar days
Final Construction Documents:	60 calendar days
Construction Administration	270 calendar days

6. STAFF ASSIGNMENT:

The CONSULTANT’S primary project manager and technical expert for this project will be Russell Ferlita. Additional assistance and expertise will include a junior engineer as well as staff outlined below.

The CITY’S project manager and primary point of contact will be Joseph Carr. Key project staff assignments are as outlined below:

MEAD AND HUNT, INC.:

Russell Ferlita, Ph.D., P.E.	M&H Project Manager/EOR	russ.ferlita@meadhunt.com
Keiran Smith	M&H Senior Electrical Engineer	keiran.smith@meadhunt.com
David Wagner	M&H Senior Structural Engineer	david.wagner@meadhunt.com
Bailey Sopinski	M&H Project Engineering Assistant	bailey.sopinski@meadhunt.com

CITY OF CLEARWATER:

Joseph Carr	City Project Manager	Joseph.Carr@MyClearwater.com
Kaylynn Price	Utilities Engineering Manager	kaylynn.price@myclearwater.com
Michael Flanigan	Public Utilities Director	michael.flanigan@myclearwater.com
Fred Hemerick	Public Utilities Water Production Manager	Fred.hemerick@myclearwater.com
Patricio Tovar	Public Utilities Potable Water Production Assistant Manager	patricio.tovar@myclearwater.com
Wayne LaFleur	Public Utilities Infrastructure Maintenance Manager	wayne.lafleur@myclearwater.com
Bryant Blair	Chief Operator – RO1	bryant.blair@myclearwater.com

7. CORRESPONDENCE/REPORTING PROCEDURES:

CONSULTANT’S project correspondence shall be directed to: Russell Ferlita, Ph.D., P.E. with copies to Bailey Sopinski (bailey.sopinski@meadhunt.com).

All CITY project correspondence shall be directed to: Joseph Carr, (City Project Manager) with copies to the Public Utilities Director, Assistant Director, Engineering Manager, and Water Production Manager.

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: 3217321-561300-96764

For work performed, invoices shall be submitted monthly to:

**CITY OF CLEARWATER, PUBLIC UTILITIES DEPARTMENT
ATTENTION: PU ENGINEERING
1650 N. ARCTURAS AVE
BUILDING C
CLEARWATER, FLORIDA 33765-1945**

Email Invoices: 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:

The CONSULTANT acknowledges the following:

1. The CONSULTANT named above is required to comply with Section 119.0701, Florida Statutes, where applicable.
2. CITY directives shall be provided by the CITY Project Manager.
3. “Alternate equals” shall not be approved until the CITY Project Manager agrees.
4. Submittals must be accompanied by evidence that each has been internally checked for QA/QC before providing to the CITY.
5. The 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:

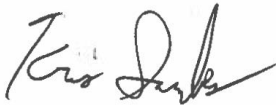
1. Sea Level Rise and Flood Resilience, as applicable.
2. Submittal of a Critical Path Method (CPM) Schedule(s).
3. Submittal of a Project Catalog with the following items, as appropriate:
 - a. Data requests, assumptions, critical correspondence, meeting agenda, sign-in sheets, meeting minutes, document 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 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:

The installation and construction sequence of the new Backwash Decant Tanks and removal of the Residuals Tank must take into consideration maintaining plant operations. All designed sequences will be done with the input of plant staff to ensure the plant can operate throughout the entire duration of construction.

13. SIGNATURES:

PREPARED BY:



**Kris Samples, PE, DBIA
National Water Market Leader, VP
Mead and Hunt, Inc.**

June 12, 2026

Date

APPROVED BY:

**Michael Flanigan
Public Utilities Director
City of Clearwater**

Date

ATTACHMENT "A"**CONSULTANT WORK ORDER – PROJECT FEES TABLE**

RO1 Residuals Handling Improvements

MEAD & HUNT

26-0027-UT

City of Clearwater

CONSULTANT WORK ORDER**PROJECT FEES TABLE**

Task	Description	Subconsultant Services	Labor	Total
1.0	Project Management		\$20,770.00	\$20,770.00
2.0	Data Collection and Site Recon.		\$9,306.00	\$9,306.00
3.0	Design		\$64,679.00	\$64,679.00
4.0	Permitting		\$8,094.00	\$8,094.00
5.0	Bidding Assistance		\$8,636.00	\$8,636.00
6.0	Construction Services		\$74,112.00	\$74,112.00
SUBTOTAL LABOR:				\$185,597.00
7.0	Permitting Allowance			\$2,500.00
8.0	Other Direct Costs (prints, postage, mileage, etc.)			\$7,500.00
9.0	Contingency (10% of Labor)			\$18,559.70
GRAND TOTAL:				\$214,156.70

ATTACHMENT "B"

CONSULTANT WORK ORDER – CITY DELIVERABLES
RO1 Residuals Handling Improvements
26-0027-UT

MEAD & HUNT

City of Clearwater

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 and in reduced 11" x 17" reproductions. Upon completion the consultant shall deliver all drawing files in digital format (pdf) with all project data in Autodesk Plant 3D file format (dwg file).

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 the City of Clearwater.



CITY OF CLEARWATER
RO1 RESIDUALS HANDLING IMPROVEMENTS
CLEARWATER RO1
ESTIMATED MANHOUR SCHEDULE
June 12, 2026

Phase	Description	Senior Client/Project Manager	Senior Client/Project Manager	Senior Project Engineer	Senior Associate	Technician IV	Engineer III	Accounting	Administrative Assistant	Senior Technician		Mileage	Total Task (\$)
	Hourly Rate	\$ 321.00	\$ 321.00	\$ 264.00	\$ 296.00	\$ 169.00	\$ 187.00	\$ 114.00	\$ 114.00	\$ 180.00		\$ 0.73	See Below
I	Project Management												
	Project Management Plan	8		4									\$ 3,624.00
	Progress Reports	9	8										\$ 5,457.00
	Coordination	12						8	8				\$ 5,676.00
	Meetings (Assume 9)	9		9			4					\$ -	\$ 6,013.00
	Subtotals	38.0	8.0	13.0	0.0	0.0	4.0	8.0	8.0	0.0	0.0	\$ -	\$ 20,770.00
II	Data Collection and Site Reconnaissance												
	Site Reconnaissance	8		8			4						\$ 5,428.00
	Record Drawing Review	2			6	2	6						\$ 3,878.00
	Subtotals:	10.0	0.0	8.0	6.0	2.0	10.0	0.0	0.0	0.0	0.0	\$ -	\$ 9,306.00
III	Design												
	30% Technical Brief												
	30% Documents	15			22	12	24						\$ 17,843.00
	30% QA/QC			2									\$ 528.00
	75% Submittal Package												
	75% Documents	20			30	40	36						\$ 28,792.00
	75% QA/QC			2									\$ 528.00
	100% Design Development												
	100% Documents	10			15	30	20						\$ 16,460.00
	100% QA/QC			2									\$ 528.00
	Subtotals:	45.0	0.0	6.0	67.0	82.0	80.0	0.0	0.0	0.0	0.0	\$ -	\$ 64,679.00
IV	Permitting												
	FDEP Minor Modification												
	Pre-Application Meeting	4		4			4					\$ -	\$ 3,088.00
	Preparation of Permit Application with attachments	2		2			4						\$ 1,918.00
	RAI (Assume 2)	2		2			2						\$ 1,544.00
	Final Permit Application	2		2			2					\$ -	\$ 1,544.00
	Subtotals:	10.0	0.0	10.0	0.0	0.0	12.0	0.0	0.0	0.0	0.0	\$ -	\$ 8,094.00
V	Bidding Assistance												
	Bidding and Contract Documents	4		2	4	4							\$ 3,672.00
	Bidding and Contract Documents QA/QC			2									\$ 528.00
	Prebid Meeting	2		2			2				\$ -	\$ 1,544.00	
	Addenda (Assume 2)	4			2		2						\$ 2,250.00
	Bid Review and Recommendation of Award	2											\$ 642.00
	Subtotals:	12.0	0.0	6.0	6.0	4.0	4.0	0.0	0.0	0.0	0.0	\$ -	\$ 8,636.00
VI	Construction Services												
	Construction Contract Execution												\$ -
	Issued for Construction Documents	4				4	4						\$ 2,708.00
	IFC QA/QC			2									\$ 528.00
	Pre-Construction Meeting	2		2							\$ -	\$ 1,170.00	
	Progress Meetings (assume 9 meetings)	14									\$ -	\$ 4,494.00	
	Construction Submittals (up to 12)	4			8		4						\$ 4,400.00
	Requests for Information (RFIs) (up to 12)	4			8		4						\$ 4,400.00
	Field/Change Orders (Up to 5)	4											\$ 1,284.00
	Pay Application (up to 9)	8											\$ 3,288.00
	Construction Observation (8hr/wk for 36 weeks)									4			\$ 288
	Subtotals:	40.0	0.0	4.0	16.0	4.0	12.0	0.0	0.0	292.0	0.0	\$ -	\$ 51,840.00
	TOTAL ALL TASKS	155.0	8.0	47.0	95.0	92.0	122.0	8.0	8.0	292.0	0.0	\$ -	\$ 74,112.00
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