



CONSULTANT WORK ORDER

Date:	01/07/2025
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1. PROJECT INFORMATION:

Project Title:	Stevenson Creek Slow Speed Zone Implementation	
City Project Number:	25-XXXX-MA	
City Plan Set Number:	N/A	
Consultant Project Number:	23-10.XX	

2. SCOPE OF SERVICES:

Stevenson Creek is a 3.2 mile tidally influenced stream in the Clearwater Harbor Watershed that flows into Clearwater Harbor, part of the Pinellas County Aquatic Preserve (PCAP). The City of Clearwater previously tasked First Line Coastal to perform a feasibility review to explore options for implementing a slow speed zone (SSZ) within the navigable limits of Stevenson Creek (from Clearwater Harbor to the Douglass Avenue Bridge). Among the options for a SSZ in Stevenson Creek identified in the feasibility review, the local government manatee protection zone was recommended as the most practical and viable choice if, as anticipated, supported by data. Implementation of a local government manatee slow speed zone requires coordination with and approval by the Florida Fish and Wildlife Conservation Commission (FWC).

Factors FWC will consider in their review to determine if a manatee protection zone is warranted include patterns of boating, patterns of manatee use, manatee mortality, available food sources, favorable water depths, waterway characteristics, and fresh and/or warm water sources. Existing data to demonstrate whether Stevenson Creek might be considered valuable manatee habitat was sought and collected during the study, where available. Unfortunately, outside of the abundant record of water quality monitoring data over many years, recent data specific to Stevenson Creek was quite limited.

The City would like to pursue the local ordinance slow speed zone option recommended in the feasibility review. If approved by FWC, the zone would be passed by local City ordinance. The City is seeking assistance in the collection of data necessary for FWC review and approval, and the design, permitting, and installation of associated slow speed zone waterway markers.

The project has been broken down into three distinct tasks with a fourth task for contingency as described below.

I. PRE-DESIGN PHASE:

Task 1.1: Project Kickoff & General PM

Task 1.1 will serve for project initiation and will commence with a virtual meeting with the City to discuss the project and confirm project goals and expectations. Information will be exchanged to identify any important City staff resources that may be able to provide data and information pertinent to the project. The task will also provide for regularly scheduled project progress meetings as well as serve for general coordination and project management during the work. The provided fee assumes a total project duration of 24 months.

Task 1.2: Data Collection and FWC Coordination

Under Task 1.2 the First Line team will coordinate with FWC and manage the collection of necessary data as outlined below.

- A. *FWC coordination*** First Line staff will meet with FWC to coordinate with them on the proposed project and data collection plan to ensure data collected will meet FWC's standards for review and approval. Throughout the project, First Line will remain engaged with FWC on data collection progress. Upon completion of sufficient data collection, First Line will prepare a data collection summary report to accompany the compilation of the data collected and submit to FWC.
- B. *Data collection*** The data necessary for FWC to review to determine if a manatee protection zone is warranted include patterns of boating, patterns of manatee use, manatee mortality, available food sources, favorable water depths, waterway characteristics, and fresh and/or warm water sources. First Line will coordinate the collection of the data necessary to document the identified characteristics.

Patterns of boating and manatee usage

As an alternative to the high-cost collection of data pertaining to patterns of boat and manatee usage in Stevenson Creek, the feasibility review proposed the use of the Citizen's Science approach to collect this data. CitizenScience.gov is an official government site whose mission is to make science collaborative with participation open to everyone. The goal is to nurture collaboration between the government and the public to advance scientific research. In citizens science, the public participates voluntarily in the scientific process helping to collect and analyze data,

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interpret results and solve complex problems. With the high level of interest in the slow speed zone project from the local community, this approach would not only achieve collection of the necessary data, but also engage the community in the process promoting inclusive participation and increasing transparency. The work plan assumes a data collection period for manatee and boater utilization of up to 12 months.

The City has asked First Line to manage the Citizen Science approach to the collection of boating and manatee data for the project. The First Line team will complete the steps for planning, designing and carrying out the citizen science data collection. We intend to facilitate the process recommended by CitizenScience.gov (cited below). The work plan assumes up to four in-person meetings with the Citizen Science community for facilitation.

Citizen Science Process

- Scoping
 - Explore and select from available approaches
 - Identify stakeholders and participants, EG: SCAG, Save the Manatee Club, Pinellas County, FDEP, FWC (HQ and local LE), Pinellas County Aquatic Preserve, Tampa Bay Estuary Program, USF (Water Atlas), City Environmental Advisory Committee, Condo property management
- Data collection plan and (open source) data collector application development
- Build community
 - Community kick-off meeting to announce project and solicit participation and feedback
 - Training of community participants on scientific and data collection methods
- Manage data
 - Monthly data processing and management
- Sustain and improve
 - Community communications
 - Community engagement and recognition

Manatee mortality data

Manatee mortality data is readily available from FWC. The most current data was presented in the feasibility review, but new information is

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added over time. The collection of manatee usage data using the Citizen’s Science model can also be meaningful in mortality observations and reporting to FWC. Additional manatee mortality data relevant to Stevenson Creek will be included, as-available, upon submittal of the final data collection report to FWC.

Available food sources

To document available manatee food sources in Stevenson Creek, a Submerged Aquatic Vegetation (SAV) survey will be performed. A report will be provided to describe the findings along with a map of any SAV identified and the accompanying GIS data files.

Favorable water depths and waterway characteristics

To document water depths and describe the characteristics of the navigable portion of Stevenson Creek, a bathymetric survey will be conducted. The survey will not only provide the necessary information required by FWC but will also provide the City with an update to monitor the estuary bottom conditions and any shoaling that may have occurred since the previous dredging project in 2014. Upon completion of the data collection, First Line will analyze the bathymetric survey and prepare a summary memorandum to report to the City on the current bottom conditions in the estuary.

Preparation of support materials for City Council ordinance agenda item

City staff and their representatives will draft the required City ordinance and facilitate the process of adoption. First Line will support City staff with preparation of materials (engineering graphics, maps, figures, etc.) to supplement the ordinance and/or discussion going before the City Council.

II. DESIGN PHASE

Task 2: Design and Permitting

Task 2 is provided for the design and permitting of the waterway markers if approved by City ordinance. The task includes design of up to four (4) waterway markers and preparation and submission of permit applications for sign installation and maintenance. Applications will include location maps and work plan for marker installation as well as sign template generated in Task 1. Anticipated agencies

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requiring regulatory authorizations include Florida Fish and Wildlife Conservation Commission (FWC), US Coast Guard (USCG), US Army Corps of Engineers (USACE), and the Florida Department of Environmental Protection (FDEP). First Line will respond to a Request for Additional Information (RAI) from the regulatory agencies as needed.

III. CONSTRUCTION PHASE

Task 3: Waterway Marker Installation Closeout

City staff will facilitate and oversee the installation of waterway markers. After installation is complete, First Line Coastal will perform final inspections and surveys of the new markers. Final inspections will include one day on the water where marker installation, location, and orientation will be verified and documented. Information gathered during the final inspection will be used to develop final certifications required by permits including a final inspection report and as-built drawings.

IV. CONTINGENCY (if needed):

Task 4: Contingency

Task 4 has been provided to supplement potential additional studies, surveys, or consulting costs that have not been explicitly included in this scope of work. The contingency task will only be used with prior approval from the City of Clearwater.

3. PROJECT GOALS:

The overall objective of the project is to assist the City with the implementation of a Slow Speed Zone for the protection of manatees within Stevenson Creek. First Line will facilitate the data collection, agency coordination, design / permitting, and construction phase tasks detailed above in Section 2. A summary of project deliverables by task is provided below.

Task 1.0 deliverables

- Minutes from meetings
- Bathymetric survey and evaluation of estuarine depths and shoaling observed by memo
- SAV survey, data, and report of findings
- Copy of data collection methods/applications developed
- Training video for use of application/reporting by citizen volunteers
- FWC data collection report and data compilation
- City Council ordinance support materials

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Task 2.0 deliverables

- Location map and work plan for submission with permits, suitable for construction.
- Copies of permit applications submitted to each agency
- Sign template (PDF) with approved wording suitable for permitting and sign production.
- Minutes from meeting(s) held with regulatory agencies
- Final permits obtained

Task 3.0 deliverables

- Copies of final certifications required by permits.
- Final inspection report and as-built drawing(s).

4. FEES:

See Attachment A.

This price includes all labor and expenses anticipated to be incurred by First Line Coastal for the completion of these tasks in accordance with Professional Services Method “B” – Lump Sum – Percentage of Completion by Task, for a fee not to exceed one-hundred sixty-two thousand eight hundred dollars and no cents (\$ 162,800.00).

5. SCHEDULE:

The proposed project schedule is **24.0 months** from issuance of notice-to-proceed. Permitting and construction schedules are not yet determined, but a conceptual schedule is referenced below. Completion timeframes, referenced to the project NTP data are as follows:

Task 1.0 Data Collection & FWC Coordination	18.0 months
Task 2.0 Design & Permitting (Est. up to 100 additional days for regulatory response)	22.0 months
Task 3.0 Waterway Marker Installation Closeout	24.0 months

6. STAFF ASSIGNMENT:

City of Clearwater

Michael MacDonald – Director, Marine & Aviation Dept.

Sarah Kessler – Environmental Specialist, Public Works

William Hodgson – Operations Division Manager, Marine & Aviation Dept.

First Line Coastal

Stacey Roberts – Sr. Project Manager

Jacob Pierson – Design Engineer

Mark Stroik – Project Director

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:

Stacey Roberts

850-528-6103

SRoberts@firstlinecoastal.com

Mark Stroik

941-320-0241

MStroik@firstlinecoastal.com

All City project correspondence shall be directed to:

Michael MacDonald, MPA

Director, Marine & Aviation Department

727-224-7005

Michael.MacDonald@myclearwater.com

Sarah Kessler, CFM

Environmental Specialist

727-444-8233

Sarah.Kessler@myclearwater.com

William Hodgson

Operations Division Manager

727-224-7101

William.Hodgson@myclearwater.com

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: TBD

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.

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.

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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:

The following is a list of specific exclusions that apply to this scope of work. This list should not be considered all inclusive.

- a. Regulatory agency authorizations are not guaranteed, and agency response time frames may delay the anticipated work schedule.
- b. Costs for permit application fees are not included and will be paid for by other parties.
- c. The provided project fee assumes a total duration of 24.0 months.
- d. The scope of services provided does not include professional services related to legal or procedural review of City Ordinance creation.

13. SIGNATURES:

PREPARED BY:



Mark Stroik
Project Manager, VP
First Line Coastal, LLC

APPROVED BY:

Michael MacDonald
Director, Marine & Aviation Dept.
City of Clearwater

January 7, 2025

Date

Date

ATTACHMENT "A"

CONSULTANT WORK ORDER – PROJECT FEES TABLE
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**CONSULTANT WORK ORDER
PROJECT FEES TABLE**

Task	Description	Subconsultant Services	Labor	Total
1.0	Data Collection & FWC Coordination	\$ 0.00	\$ 131,000	\$ 131,000
2.0	Design & Permitting	\$ 0.00	\$ 12,000	\$ 12,000
3.0	Waterway Marker Installation Closeout	\$ 0.00	\$ 5,000	\$ 5,000
4.0	Contingency (10%)	\$ 0.00	\$ 14,800	\$ 14,800
Design Total:				\$ 162,800
5.0	Permit Fees			N/A
6.0	Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)			N/A
GRAND TOTAL:				\$ 162,800

ATTACHMENT "B"

CONSULTANT WORK ORDER – CITY DELIVERABLES
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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. Thomas Mahony, at (727) 562-4762 or email address 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.