



# Stantec Consulting Services Inc.

---

## WORK ORDER INITIATION FORM for the CITY OF CLEARWATER

Date:	January 23, 2018
Consultant Project Number:	215614125
City Project Number:	17-0031-EN
City Plan Set Number:	2017026

### 1. PROJECT TITLE:

Imagine Clearwater Master Plan - Design and Construction Consulting Services

### 2. SCOPE OF SERVICES:

- A. Stantec Consulting Services Inc. (Stantec), the Design Professional, is pleased to submit this proposal outlining the Scope of Services and associated Fees for Professional Services for the subject project to the City of Clearwater (Client). This current proposal specifies the Scope of Services that clearly can be defined with emphasis on specific tasks of improvements identified within the Imagine Clearwater Master Plan (ICMP) as discussed with Client staff. It is anticipated that additional tasks will be added to this contract by amendment as required to deliver various components of these improvements in a phased project delivery approach.
  
- B. The basis of this proposal is the concept plan prepared in the IMCP (February 2017) to improve the downtown waterfront. The City approved concept plan and anticipated phasing of the improvements are attached to this scope for reference.
  
- C. This scope of services includes project management, planning, architecture, engineering, design, and any other professional services necessary to implement the specific project requirements. The major concurrent tasks/activities of this proposed scope are:
  - ICMP Concept Validation Phase
  - Pre-Design (15% Plans) Phase

### TASK 200 – PROJECT MANAGEMENT

Stantec will provide support services for coordination of this Task Order with other parts of the project, developments, and consultants.

## **201 Project Management**

Stantec will perform various regular project management related activities to support the Client's management and administration of the overall project. Under this task, Stantec project manager will work closely with the Client's team and Task Managers to address project related issues, cross disciplines coordination, and maintain the project schedule.

## **202 Project Meetings and Coordination**

Stantec will establish and hold regularly scheduled meetings with the Client and other interested parties and/or stakeholders. Stantec will assist the Client to coordinate project implementation with the City departments, permitting agencies, utility companies, and other stakeholders. Participation of several Stantec professional staff with expertise in various technical disciplines may be required. Attending project related meetings will be provided under this task. Meetings may occur in-person, web-based, tele-conference; etc. as mutually accepted. Stantec staff will attend meetings, prepare and track action item summaries.

It is anticipated that the City will manage all public information and involvement services.

## **TASK 210 - MASTER PLAN CONCEPT VALIDATION PHASE SERVICES**

### **211 ICMP Project Elements Evaluation**

Stantec will conduct preliminary architecture and engineering analyses to evaluate and define individual ICMP design elements, address project budgeting, infrastructure phasing, and schedule needs for the project. The plans will include preliminary phasing of improvements and be based upon the current concept plan developed.

### **212 Bandshell Architecture**

The ICMP did not include specific preliminary architecture nor opinion of probable cost estimate for this element. The Stantec team will evaluate the ICMP defined program, evaluate potential noise impacts, siting related issues, prepare alternative concepts, and opinion of probable cost estimates. It is anticipated that the Client will engage other stakeholders/event operators in this review process. Stantec will participate in the process and rely upon Client direction to define level of stakeholder input incorporated in concepts.

- Bandshell Programming**

Schuler Shook, as a subconsultant to Stantec, will provide the required services to support this Task.

See attached Schuler Shook (Theater/Lighting) scope of services dated December 4, 2017, Attachment "D".

- **Bandshell Acoustical Studies**

Concurrent with the Architectural/programing evaluation acoustics of the proposed bandshell will be conducted. Siebein Associates (Acoustics), as a subconsultant to Stantec, will provide the required services to support this Task.

See attached Siebein Associates (Acoustics) scope dated December 4, 2017, Attachment "E".

**213 Library Facade / Connection to Bluff Walk**

The Client has engaged a separate design consultant to evaluate the Main Library's internal circulation and connectivity with the planned ICMP improvements. Stantec team will coordinate with the designer, utilize the approved internal concepts to incorporate connections to ICMP design elements. The Client desires to utilize existing library design aesthetics within proposed ICMP design elements.

**214 Marina Facility / Ticket Booths / Restrooms Building**

The ICMP did not include any specific preliminary architecture design for this element. An opinion of probable cost estimate was defined by GSF. The Stantec team will meet with Client staff, develop program, prepare alternative concepts, and refined opinion of probable cost estimates.

See attached Moffat & Nichol (Coastal/Marine Engineering) scope of services dated January 3, 2018 for services associated with waterside improvements/impacts, Attachment "F".

**215 Plaza Shade Structure**

The ICMP did not include any preliminary architecture design for this element that includes shade structure, restrooms, storage, retail space (shell only), as well as multiple ancillary design elements and grade change. An opinion of probable cost estimate was defined by GSF. The Stantec team will meet with Client staff, develop program, prepare alternative concepts, and refined opinion of probable cost estimates.

**216 Harborview Center / Osceola Avenue Interim Condition**

The Client has engaged a separate design consultant to evaluate the Harborview Center structural condition. The Stantec team will review the proposed RFP specifications and utilize the approved demolition concepts to define an interim condition improvement and connections to ICMP design elements.

## **217 Estuary**

The Stantec team will evaluate the estuary design with consideration of alternative options, location, long term performance, aesthetics and required maintenance. This evaluation will also include use of this facility for stormwater treatment as was contemplated in ICMP.

## **218 Other ICMP Elements**

The Stantec team will evaluate the other ICMP major design elements (e.g. Green, Garden, Parking, Bluff Walk, etc.) for locational connectivity as part of the concept validation process.

## **219 Public Workshop**

The Stantec team will participate in a City Council public workshop to review information developed during the concept plan validation process. It is anticipated that the materials created during the concept validation process will be delivered in a MS PowerPoint presentation format. Bound versions of same will serve as a report deliverable in addition to technical memorandums, opinion of probable costs estimates, and design and construction duration relating to specific project elements. These documents will be delivered to the City in advance of the public workshop for Staff review and approval. Stantec team will attend a review meeting with the Staff and address staff comments prior to submittal for the public workshop.

Any substantial revisions proposed to the current ICMP concept plan (February 2017) will be reviewed and approved by City Council prior to further scope and fee negotiation for design development, construction documents, permitting, bidding, and construction management services.

Revisions after workshop process will be addressed as part of the plans development during the future phases.

## **TASK 300 – PRE-DESIGN (15%) PHASE SERVICES**

Stantec will incorporate mutually agreed upon information prepared during the Master Plan Validation Phase, along with site and engineering data collection and site investigations to prepare Pre-Design (15%) Plans for the ICMP project limits.

## **310 Infrastructure Master Planning/Engineering Data Collection**

Stantec will develop Master Engineering Plans to address infrastructure needs of the Project including roadway, water, wastewater, reclaimed water, stormwater, and franchise utilities systems. The plans will include phasing and be based upon the concept plans developed.

## 311 Initial Investigation Services

### a. Investigation

Stantec will perform investigation services for determination of the extent of the existing utilities and understanding of the proposed infrastructure improvements / requirements. This will be for understanding existing infrastructure conditions, defining the general nature and extent of the required improvements. This task is a continuation of the services performed by Stantec to develop the proposed project concept. This will include:

- *Data Collection* – Research, investigation, and review of existing site related information including surveys, studies, as-built plans, city atlas maps, previous permits for adjacent developments, etc. as they relate to the proposed infrastructure improvements.
- *Streets, Access, Circulation, and Parking* – Confirm existing layout of the streets, access drives and circulation (i.e., driveways, service areas, etc.) for the existing condition within the project limits.
- *Stormwater / Drainage* – Preliminary evaluation of the stormwater requirements of the Project with consideration to collection, conveyance, and water quality treatment options.
- *Water and Sewer* – Investigate the availability of potable water and sanitary sewer and associated capacity allocations to the Project in discussions with the City Departments.
- *Easements and ROW's* – City will identify existing easements and ROW of records.

### b. Pre-Application Meetings

Stantec will coordinate and attend pre-application meetings with the primary agencies as well as reach out to other agencies as listed below to determine the permitting review/approval requirements of the proposed project program:

- City of Clearwater
- City of Clearwater Public Utilities
- Southwest Florida Water Management District (SWFWMD)
- Florida Department of Transportation (FDOT)
- United States Army Corps of Engineers (USACE)
- Florida Department of Environmental Protection (FDEP) for National Pollution Discharge Elimination System (NPDES) permitting requirements

Stantec will set up and attend meetings with the City technical departments (engineering, public utilities, etc.) to further define / clarify the review process and requirements for the overall project. It is assumed that the Client and City Project Managers will attend these meetings.

### **c. Base Map**

For the initial master planning/engineering services, Stantec will utilize the existing condition map as prepared under a previous contract. This base map will be updated with survey information provided by the City. It is assumed that all the drawings/documents prepared as part of the ICMP will be available to Stantec in digital form.

## **312 Infrastructure Master Plan/Engineering Schematic Design**

Considering the nature of the proposed improvements and required phasing of these improvements, it will be necessary to develop Detailed/Final Master Engineering Plans to address infrastructure needs of the Project. It is anticipated that master engineering (roadway / stormwater / utilities) plans to be prepared for review and approval by City. The master water, sanitary sewer, and stormwater plans will be consistent with technical requirements of applicable regulatory agencies. The utilities portion of the Master Plan will be based on points of connection, defined by City, resulting from services provided below. It is our assumption that City will furnish flow and pressure data for the existing and/or future connection points, which are required to set up the hydraulic models for the utility systems.

Stantec will prepare full size sets, twenty-two inch by thirty-four inch (22"x34") plans in an appropriate scale within the project limits for the final submittal. Half size plan sets, eleven inch by seventeen inch (11"x17") will be provided for phase submittals. All plans will be prepared in AutoCAD. Civil 3D will be utilized for preparation of the design and construction plans.

Under this Task Stantec will prepare and process the plans as per the design efforts and findings of the following Tasks.

## **313 Water & Wastewater Master Plans**

Stantec, in conjunction with input from the City Departments, will prepare Master Water and Wastewater Plans for the Project.

### **a. Water and Wastewater Demands**

Stantec, as coordinated with the City, will prepare an estimate of flow/demand projections for the Project. These estimates of water and wastewater flows/demands will be based on the best available development program at the time and flow/demand rates (i.e. per residential units, per square foot, etc.) as recognized by City and/or the State of Florida. The flow projections developed under this task will be used for upgrading of water and wastewater facilities.

**b. Water Master Plan**

Stantec will prepare a master water distribution plan for the Project. The overall conceptual plan of existing and proposed developments, and phasing of the project will be considered in conjunction with this task.

Stantec will conduct a hydraulic analysis as coordinated with City for compliance with the City's existing models.

**c. Wastewater Master Plan**

Stantec will prepare a master wastewater collection plan for the Project. The overall conceptual plan of existing and proposed developments, and phasing of the project will be considered in conjunction with this task. This plan will be coordinated with City for compliance with the City's existing models.

**314 Drainage Master Plan**

Stantec will prepare a master drainage plan depicting the proposed collection and conveyance systems as well as limited water quality treatment facilities for the basins identified in Project. Stormwater models (ICPR) will be utilized for analysis of the existing stormwater runoff as well as the proposed stormwater management system. As part of this task alternative treatment facilities and methods of the proposed stormwater treatment will be evaluated. The results of this analysis along with the conceptual design of the proposed facilities will be documented in a report for use in the final design as well permitting of these facilities.

**315 Electric/Power Master Plan**

Stantec will coordinate with Duke Energy in developing a master plan for the required improvements as part of the Project. Stantec will recommend a master routing plan of the electric/power distribution plan (i.e. conduits and manhole layout) for the overall development in collaboration with Duke Energy. The overall conceptual plan of developments and potential phasing of the project will be considered in conjunction with this task, particularly in coordinating with other utilities. It is understood that the layout design of these facilities will be provided to Stantec by Duke Energy.

**316 Private Utilities Master Plan**

Stantec will collect all reasonably available information for Communication and Gas utilities for use in development of the master infrastructure plan and coordination with other utilities. It is assumed that electric, gas, telephone, cable TV and other miscellaneous utilities will be designed by others. However, a master utilities plan concept, in coordination with the Utility Companies, will be developed to identify the general location of each utility main and coordinate with the

Water, Wastewater, and Storm Sewer Facilities. Stantec will incorporate all the information, as provided by Utility Owners, into the master utility plan for general coordination purposes, if provided to Stantec in sufficient details, format and in a timely manner.

Stantec will coordinate the required meetings to facilitate design of these utilities by others. It is assumed the City Project Manager will attend all meetings.

### **317     Opinion of Probable Construction Cost**

Stantec will, as part of the basic services, prepare and submit to the Client an opinion of the probable construction cost for the elements of the project designed by Stantec. This opinion shall be based on Stantec's experience and judgment, cost information provided by the City and generally available construction data sources. Stantec makes no warranty, either expressed or implied, as to accuracy and reliability of the opinion provided. Additionally, estimates of design and construction duration relating to specific project elements will be provided.

### **318     Master Plan Submittals**

Stantec will submit the concept for the master drainage/roadway, and utilities (water, wastewater, electric/power, communication, natural gas, and cable television) plans, and supporting documents (stormwater analysis, water hydraulic modeling, etc.) to the Client at three (3) levels of completion; conceptual, preliminary, and final.

Stantec will address up to two (2) rounds of comments, based upon the review of the Conceptual and Preliminary Plans. It is understood that all the City comments, for each review round, are collected by the City Project Manager, coordinated, and provided to Stantec in a mutually agreed upon timeframe in a single package. It is anticipated that the City will provide a formal written approval of this plan and the proposed implementation phasing.

### **320     Landscape Architecture Master Plan/Pre-Design**

Stantec will perform initial investigations to clarify existing site conditions and the anticipated site development opportunities and constraints. This will include site visits to evaluate existing conditions along with supporting sketches, site sections, or other images that help to convey the design intent including project reference imagery, revised site plan layout graphic, and other supporting documentation. This will also include an initial meeting with the Client and design team to coordinate project objectives, schedules, etc.

Stantec will prepare a preliminary plan for the public realm elements within the ICMP project limits. The public realm master plan will further develop the concepts that were contained within the approved ICMP. A final updated revised site plan layout graphic will be provided and will include:

### **321 Tree Preservation**

Utilize City provided tree survey data and arborist evaluation report to design project improvements that maximizes the preservation and longevity of existing upland tree resources within the project.

### **322 Preliminary Pedestrian Circulation and Parking**

Evaluate primary and secondary circulation routes, parking, and preliminary grade changes to ensure project accessibility.

### **323 Hardscape Elements / Site Furnishings / Public Art Work**

Elements such as concrete or paver sidewalks or plazas; benches; trash receptacles; and bike racks. Enhanced hardscape design would include elements such as decorative walls, pergolas, gazebos, fountains, lighting (excluding electrical), and signage.

### **324 Water Features**

Conceptual layouts and treatments for the interactive water feature, reflecting pool, and water features within the project.

### **325 Playground**

Conceptual layouts and treatments for a destination playground, experience, equipment, surfacing, and furnishings within the project.

### **326 Tree, Palm, and Ornamental Plantings**

Conceptual planting massing alternatives, native and non-native species, and hierachal theming within the project. Including Coachman Garden, Bluff Walk, Estuary, Green elements, buffers, screening, and grade protection embankments. Stantec will also study the aesthetic grading of the site in relation to the landscape, hardscape, and overall site drainage patterns.

### **327 Site Lighting Fixtures**

Conceptual locations and fixture options within the project using City accepted Duke Energy light standards, as well as design options for enhanced areas or treatments.

### **328 Signage**

Conceptual layouts and treatment options for the monument and wayfinding signs within the project.

**329 Irrigation**

Conceptual main line, water sources, and treatments for the site irrigation within the project.

Stantec will prepare a preliminary schematic design document that will incorporate the above design elements. This document will contain plans showing the general layout and design intent for the public realm elements. Opinion of probable cost estimates will be incorporated within Task 317 and design plan deliverables within Task 318.

**330 Architectural Master Plan/Preliminary Design****331 Bandshell & Support Spaces**

Architectural design for this structure will be based on the findings / determination of the program in the Concept Validation Phase. At this time, it is expected that there may be up to 3 distinct designs that are pursued that would represent low cost, medium cost and high cost alternatives. These may also include ancillary support structures not contained in Tasks 332 or 333 listed below. In addition to the architectural design, we have also included structural and MEP engineering support as required to help form a basis of design that can be used to substantiate a budget. No drawings by these engineering disciplines are included, there work will be delivered in the form of written reports and design narratives.

The architectural designs will be developed to the extent that floor plans, primarily building sections and key exterior elevations can be delivered. There may be supporting sketches or other images that help to convey the design intent along with reference imagery and other supporting documentation.

Subconsultant Shuler Shook will provide theatrical layout, support services, equipment, event lighting surrounding the Green.

Subconsultant Siebein & Associates will provide acoustic study and treatments.

**332 Plaza Shade Structure / Storage / Restrooms / Retail Shell**

This 14,000 GSF welcome center (plaza level), including public restrooms, storage (park level) along with shell space for a 3<sup>rd</sup> party retail tenant will be developed as part of this phase. The architectural design along with the supporting engineering will be developed in a manner consistent with the description of the scope in Item 331 above.

**333 Marina Facility / Ticket booth / Restrooms**

This 600 GSF facility will be developed as part of this phase. The architectural design along with the supporting engineering will be developed in a manner consistent with the description of the scope in Item 331 above.

### **334 Monument Signage**

During this phase, Stantec will determine what signage is required for the project. In addition to the overall graphics and way-finding design indicated in Item 328 above, it is possible that there may be a main sign or signs to be located at key spots in the plan. There may be free-standing monument signs, or signs that would be installed as marquees on some of the new facilities. We would depict these signs appropriately as part of this task.

### **335 Library Façade / Connections**

Work associated with this task is limited to the Area Development/Hardscape coordination that may be needed based on the work being done by Williamson Decar during design evolution. No architectural effort is included at this time.

### **336 Pedestrian Bridges**

There are 3 potential bridges as shown in the current ICMP.

1. From plaza shade structure across Cleveland Street to Bluff Walk south
2. Estuary walkway
3. spiral ramp to Causeway Bridge

These 3 bridges are included in this effort with the architectural and engineering support being done consistent with the efforts outlined in item 331 above.

### **380 Quality Control**

Stantec will conduct the QA/QC of the proposed improvements. This QA/QC is for verification of compliance with governing design practices, standards, and guidelines as well as reviewing agencies' standard and guidelines. Standard plans check lists for conceptual, preliminary, and final design levels will be utilized.

### **390 Deliverables**

Stantec deliverables for these submittals will consist of infrastructure improvement plans, typical sections/details, phasing plans, results of the analysis and opinion of probable construction cost. Hard copy plans and electronic copy will be delivered to the Client/City at each submittal phase.

## **TASK 890 – CONTINGENCY SERVICES**

If requested, Stantec and other team members will provide other assistance and support to the Client on an as needed basis. This may include, but not be limited to coordination of improvements by others, meetings with parties other than identified in this Scope, special negotiations, etc. An estimated Fee Allowance is based on ten (10%) percent of the total Fee is established. In the event that additional work efforts are needed that were not included in the original work order, a specific Scope of Service and a Fixed Fee amount will be established for the Client's approval prior to execution of the work. Any approved services will be invoiced monthly as percentage of the task budget

## **TASK 900 – Expenses**

Project related expenses such as blueprints, normal/customary reproduction services, travel, lodging, subsistence, long distance communication, postage; shipping, report, drawing and/or specification reproduction are all reimbursable expenses. Out-of-pocket reimbursable expenses will be calculated at cost, plus ten (10%) percent, and invoiced as percentage of the task budget with back up provided

### **General Conditions and Understandings:**

- It is assumed that the City will assign a single project manager to serve as the primary POC for the purposes of coordinating the project review through various City Departments.
- It is anticipated that all surveying and utility locates services required for the proposed project will be provided by the City and coordinated by Stantec. All survey documents are anticipated to be provided in Civil 3D latest version. Required survey information include, but not limited to; topographic in state plane coordinate, boundary, all easements, tree, utilities designation and underground locates (SUE), etc.
- It is anticipated that City provide the results of title search of all the parcels and easements within the project limits to identify any associated limitation/restrictions.
- City project manager will assist Stantec in obtaining design information from private developments and all the City Departments.
- Due to the accelerated schedule of the project, it is anticipated that the City will arrange for a single review meeting at each submittal phase. At these meetings, all review comments are provided by the City staff for resolution. Client and City Project Managers will attend these meetings to confirm resolution of all comments.
- Client will provide Stantec with project objectives and requirements as well as any available information pertaining to the Project.
- A detailed schedule will be developed after the NTP is issued. This schedule will be based on project information to be provided by the City and overall project goals coordinated with the required permitting timelines.
- The Client under the project will require a “fast track” approach to meet the anticipated scheduling objectives. This will likely require initiating certain tasks/activities, prior to completion of other prerequisite/predecessor tasks as would be done in a conventional/non-fast tract scenario.
- Stantec will coordinate the scope of services described above with other professional services that will be provided by Stantec under other Task Orders, such as survey services, and/or by other consultants, such as geotechnical services.

- Scope of services associated with structural, mechanical, electrical, specialty design services such as fountain design, irrigation, etc. will be developed and submitted for Client's consideration after completion of the preliminary design.

**Excluded Services:**

The Professional Services that Stantec will provide under this Proposal/agreement include, and are limited to, those described above in the Scope of Services. All other services including, but not limited to, the following are specifically excluded, but may be authorized as Additional Services:

- Demolition and/or remediation of any structures, including Harborview Center, City Hall, etc.
- Transportation planning, traffic counts, etc.
- Surveying, mapping, geomatics.
- Geotechnical Engineering Services
- Regional floodplain analysis, or compensation
- Federal Emergency Management Agency (FEMA) Floodplain Permitting – Conditional Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR)
- All services associated with hazardous materials
- Visual Animations
- Preparation of Design Development (30%) or Construction Plans (60-90-100%), Permitting, Bidding, and Construction Administration Services

If requested by the Client, Stantec may provide some of the above referenced "excluded" services as an amendment to this agreement.

Attachments: Attachment "A" City of Clearwater- Work Order Initiation Form- City Deliverables  
 Attachment "B" Fee Estimate  
 Attachment "C" ICMP Conceptual Plan (Dated: February 2017)  
 Attachment "D"- Schuler Shook (theatre/Lighting) scope dated Dec. 4, 2017  
 Attachment "E" Siebein Associates (Acoustics) scope dated Dec. 4, 2017 Attachment "F"  
 Moffat & Nichol (Coastal/Mar. Eng.) scope dated Jan. 3, 2018

**3. PROJECT GOALS:**

The overall purpose of the City of Clearwater's ICMP – Design and Construction Consulting Services project is to provide design and construction consulting services for Phase 1 and 2 of the Imagine Clearwater Project. Engineering services shall include the development of all designs necessary to complete Phase 1 and 2 of the Project. Timing within Phase 1 shall be developed to maintain the existing concert venue until The Green is complete. A general summary of anticipated services includes, but is not limited to construction drawings, specifications, bid documents, as needed permit acquisition and post design construction services through the duration of the project. Construction services shall include shop drawing review, responding to RFI's, inspecting critical portions of the project, conducting regular progress meetings with stakeholders, preparing as-built drawings, certifying completed work as necessary and closeout of all permits.

This initial work order includes only the necessary professional services needed to complete the Concept Validation and Pre-Design (15% Plans) Phases of the project. Several conceptual design elements contained within the ICMP require additional design investigation and costing to adequately budget and schedule the Phase 1 and 2 project improvements. The following are major deliverables:

- Project Coordination Meetings – (e.g. either In-Person, Skype, Teleconference, etc.)
- Bandshell Architectural Concepts, Programming, and Acoustical Studies – (3 Conceptual Designs)
- Library Connection to Bluff Walk Concepts – (Coordination with Williamson Dacar)
- Marina Facility Architectural Concept
- Plaza Shade Structure Architectural Concept
- Harbourview Center / Osceola Avenue Interim Condition
- Estuary Evaluation
- 15 Percent Pre-Design Plans and Opinion of Probable Construction Costs Estimates
- Public Workshop

#### **4. BUDGET:**

Stantec proposes to provide the services identified under the scope of services per the enclosed **Attachment "B"** Fee Estimate. This price includes all labor and expenses anticipated to be incurred by Stantec team 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 eight hundred thirty-four thousand and two hundred thirty-eight Dollars (\$834,238).

#### **5. SCHEDULE:**

This phase of the project, Validation and Pre-Design Services, will be completed in three (3) months from the issuance of the notice-to-proceed as per the following:

<u>Activity</u>	<u>Weeks from NTP</u>
<b>ICMP Concept Validation</b>	
Kick off meeting	Week 1
Draft Evaluation	Week 4
Evaluation	Week 9
Staff Review/Meeting	Week 11
Workshop	TBD*
<b>Pre-Design</b>	
Data Collection	Week 3
Base Preparation	Week 4
15% Plans Draft	Week 10
OPC Draft	Week 10
15% Plans	Week 12

OPC Week 12

**Bandshell Evaluation**

Concept Development	Week 4
Alternative Concepts	Week 7
Preliminary Noise Study	Week 9**
Preliminary Programming	Week 9
Conceptual OPC	Week 10
Preferred Alternative	Week 12

\* Based on City Council Schedule

\*\*Data collection is required during concert events and study results may impact Bandshell evaluation/concept development schedule.

**6. STAFF ASSIGNMENT (Consultant):**

David Kemper, PE – Managing Principal  
Hamid Sahebkar, PE – Project Manager / Engineering Principal  
Greg Meyer, PLA – Landscape Architect Principal  
Daryl LeBlanc, AIA – Architect Principal  
Neale Stralow, PLA, AICP – Landscape Architect / Deputy PM  
Shuler Shook – Subconsultant  
Siebein & Associates – Subconsultant  
Moffat & Nichol – Subconsultant

**7. CORRESPONDENCE/REPORTING PROCEDURES:**

ENGINEER's project correspondence shall be directed to:  
Hamid Sahebkar, PE with copies to others as may be appropriate.

All City project correspondence shall be directed to:  
Timothy M. Kurtz, RLA, ASLA with copies to others as may be appropriate.

**8. INVOICING/FUNDING PROCEDURES:**

For work performed, invoices shall be submitted monthly to the:

**City of Clearwater, Engineering Department**  
**Attn. Veronica Josef, Senior Staff Assistant**  
**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.

City Invoicing Code: **0315-94892-561300-579-000-0000**

## 9. INVOICING PROCEDURES

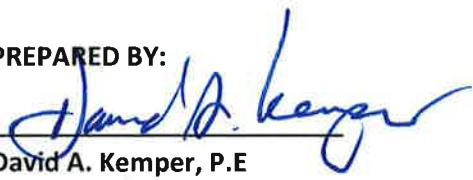
At a minimum, in addition to the invoice amount(s) the following information shall be provided on all invoices submitted on the Work Order:

- A. Purchase Order Number and Contract Amount.
- B. The time period (begin and end date) covered by the invoice.
- C. A short narrative summary of activities completed in the time period
- D. Contract billing method – Lump Sum or Cost Times Multiplier
- E. 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).
- F. If Cost Times Multiplier, hours, hourly rates, names of individuals being billed, amount due, previous amount earned, 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).
- G. If the Work Order is funded by multiple funding codes, an itemization of tasks and invoice amounts by funding code.

## 10. SPECIAL CONSIDERATIONS:

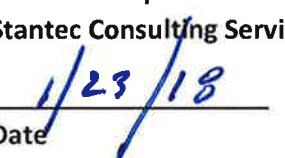
The consultant named above is required to comply with Section 119.0701, Florida Statutes (2013) where applicable.

**PREPARED BY:**

  
David A. Kemper, P.E.

Senior Principal

Stantec Consulting Services Inc

  
Date

**APPROVED BY:**

  
D. Scott Rice, P.E.

City Engineer

City of Clearwater

  
Date



# CITY OF CLEARWATER ENGINEERING DEPARTMENT

---

## WORK ORDER INITIATION FORM 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. If not available Land Desktop files are still acceptable, however the City or Clearwater is currently phasing out Land Desktop.

NOTE: If approved deviation from Clearwater CAD standards are 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, Inc. software. All block references and references contained within the drawing file shall be included. Please address any questions regarding format to Mr. Tom Mahony, at (727) 562 4762 or email address [Tom.Mahony@myClearwater.com](mailto:Tom.Mahony@myClearwater.com).

All electronic files (CAD and Specification files) must be delivered upon completion of project or with 100% plan submittal to City of Clearwater.

# Imagine Clearwater Master Plan



## Stantec Consulting Services Inc.

### WORK ORDER INITIATION FORM PROJECT BUDGET

Task	Description	Subconsultant Services	Labor	Total
<b>200</b>	<b>Project Management</b>			
201	Project Management		\$7,458	\$7,458
202	Meetings & Coordination		\$11,840	\$11,840
	<b>Total Task 200</b>			<b>\$19,298</b>
<b>210</b>	<b>Master Plan Concept Validation</b>			
211	ICMP Proj. Elements Evaluation		\$11,660	\$11,660
212	Bandshell Architecture		\$9,780	\$9,780
213	Library Façade / Connection		\$7,300	\$7,300
214	Marina Facility		\$4,500	\$4,500
215	Plaza Shade Structure		\$6,020	\$6,020
216	Harborview Cntr / Osceola Infrm		\$12,940	\$12,940
217	Estuary		\$13,540	\$13,540
218	Other ICMP Elements		\$13,540	\$13,540
219	Public Workshops		\$22,260	\$22,260
	<b>Total Task 210</b>			<b>\$101,540</b>
<b>250</b>	<b>Sub-Consultants</b>			
251	Bandshell Programing - Schuler Shook	\$29,900		\$29,900
252	Bandshell Noise Studies - Siebein Associates	\$48,500		\$48,500
253	Marine Eng. Support Services - Moffatt & Nichol	\$15,000		\$15,000
	<b>Total Task 250</b>			<b>\$93,400</b>
<b>300</b>	<b>Pre-Design</b>			
<b>310</b>	<b>Infrastructure Master Engineering</b>			
311	Initial Investigation		\$14,440	\$14,440
312	Infrastructure Master Engineering		\$79,920	\$79,920
313	Water & Wastewater Master Plan		\$23,200	\$23,200
314	Drainage Master Plan		\$31,320	\$31,320
315	Electric/Power MP		\$12,320	\$12,320
316	Private Utilities		\$9,320	\$9,320
317	OPC		\$12,320	\$12,320
318	Submittals		\$5,320	\$5,320
	<b>Total Task 310</b>			<b>\$188,160</b>
<b>320</b>	<b>LA Master Plan / Pre-Design</b>			
321	Tree Preservation		\$5,320	\$5,320
322	Preliminary Pedestrian Circulation		\$15,080	\$15,080

Attachment "B"

323	Hardscape Amenities / Site Furnishings		\$21,520	\$21,520
324	Water Features		\$18,800	\$18,800
325	Playground		\$16,560	\$16,560
326	Tree, Palm, Ornamental Plantings		\$18,640	\$18,640
327	Site Lighting Fixtures		\$10,920	\$10,920
328	Signage		\$15,800	\$15,800
329	Irrigation		\$4,960	\$4,960
<b>Total Task 320</b>				<b>\$127,600</b>
<b>330</b>	<b>Architecture Master Plan/Pre-Design</b>			
331	Bandshell & Support Services		\$103,600	\$103,600
332	Plaza Shade Structure/Storage/Restrooms/ Retail Shell		\$69,200	\$69,200
333	Marina Facility/Ticket Booth/Restrooms		\$20,000	\$20,000
334	Monument Signage		\$16,200	\$16,200
335	Library Façade/Connections		\$3,040	\$3,040
336	Pedestrian Bridges		\$16,200	\$16,200
<b>Total Task 330</b>				<b>\$228,240</b>
<b>Subtotal, Labor and Subcontractors</b>				<b>\$758,238</b>
890	Contingency (w/City Staff Approval)			\$66,000
900	Reimbursable			\$10,000
<b>Total Fee</b>				<b>\$834,238</b>

## **ATTACHMENT “C”**

### **ICMP CONCEPTUAL PLAN (Date February 2017)**

# ATTACHMENT "C"



INTRODUCTION

CONTEXT

THE PLAN

THE FRAMEWORK

THE ACTION PLAN

PIERCE  
STREET

CLEVELAND  
STREET

OSCEOLA AVENUE

CIVIC  
GATEWAY

BLUFF WALK

THE GREEN

COACHMAN  
GARDEN

THE ESTUARY

INTRACOASTAL  
WATERWAY

DREW  
STREET

## **ATTACHMENT “D”**

# **SCHULER SHOOK (THEATER/ LIGHTING) SCOPE**

4 December 2017  
Revised 30 January 2018

Mr. Hamid Sahebkar, P.E.  
Stantec  
777 S Harbour Island Boulevard, Suite 600  
Tampa, FL 33602-5729

Re: Imagine Clearwater, Clearwater, Florida

Hamid,

This proposal outlines the scope of work and cost for our services as theatre consultants and lighting designers for the above-named project. We propose to provide theatre consultation and lighting design services for the new 18,000-patron outdoor amphitheatre theatre and related support spaces. This proposal is based on the Imagine Clearwater Master Plan, and the City of Clearwater's Request for Qualifications, dated May 16, 2017.

We understand that the project will support a wide range of performances and gatherings, from local civic events and City events to ticketed events with featured musical artists. The amphitheatre will be situated on the waterfront, calling for a design that celebrates and makes use of the proximity to the shore.

---

This proposal includes the architectural lighting of the amphitheatre (The Green) and the immediate audience support areas.

We will collaborate with Stantec, the design team, and owner representatives in the planning and equipping of the theatre and related spaces, as follows:

#### Advisory Services

- Auditorium (lawn) planning
- Audience Seating
- Stage planning
- Production and performer support area planning
- Front of house planning

**PARTNERS**  
Michael DiBlasi  
Todd Hensley  
Jim Baney  
Jack Hagler  
Michael Burgoyne

**DIRECTORS**  
Duane Schuler  
Robert Shook

750 North Orleans  
Suite 400  
Chicago, IL  
60654 USA

+1 312 944 8230



## Design Services

- Theatre seating
- Stage Rigging Support Schemes
- Speaker cluster rigging
- Stage lighting systems
- Theatre general lighting and lawn audience lighting

The scope of our services will be as follows:

## **Concept Verification**

1. Review the existing data and vision documents completed to date.
2. Participate in meetings with project stakeholders and the design team in order to review and discuss the anticipated uses of the amphitheatre. Discuss amphitheatre forms and shapes, production activity, scheduling, staffing, and backstage and support areas. Review project schedule, budget, and documentation requirements. Discuss and determine factors that define the success of the project.
3. Participate in video conferences with Stantec and the design team to identify basic design requirements for audience slope, stage size and configuration, overhead infrastructure, structural loading, backstage areas, etc.
4. Prepare the initial architectural program in conjunction with Stantec. Advise on programming issues such as area requirements, room adjacencies, and special technical considerations.
5. Maximum of one (1) meeting in the Tampa area during this phase.
6. Maximum of two (2) video conferences during this phase.

## **Schematic Design**

7. Participate in schematic design meetings, via video conference, to assist in the planning of the theatre and related spaces. Provide schematic design input on the auditorium, stage, stage house, dressing rooms, storage, audience services areas, loading dock, dimmer rooms, and other production areas.
8. Prepare schematic plans and sections of the amphitheatre space, including preliminary studies of horizontal and vertical sight lines and strategies for accommodating disabled accessibility.
9. Meet with appropriate City departments, via video conference, to review lighting design illumination and energy standards and criteria.



10. Meeting with the design team in a video conference to formulate lighting design concepts. Select lighting fixtures for typical applications. Prepare a brief narrative describing the lighting design concepts.
11. Establish preliminary cost opinions for amphitheatre equipment systems.
12. Provide advisory structural, electrical, and mechanical loads imposed by stage equipment systems. This information shall be provided to Stantec and the project electrical, mechanical, and structural engineers for their use on this project.
13. Review the schematic design drawings in progress. Review building systems as proposed by the engineering consultants.
14. Prepare a narrative report on theatre planning and equipment, for inclusion into the Schematic Design report.
15. Participate in a presentation to the City, Stakeholders and Community to present the overall concept plan. The meeting to be a working session to identify additional concerns, issues and constraints.
16. One (1) meeting in the Tampa area is included during this phase.
17. Four (4) video conferences included during this phase.

Optional Services include, but are not limited to:

- Architectural lighting for areas not identified in this proposal including Coachman Garden, Bluff Walk and Estuary.

Excluded Services include, but are not limited to:

- Fall protection

Our fees for the above services will be as follows:

Concept Verification .....	\$9,200.00
Schematic Design.....	<u>\$19,200.00</u>
TOTAL .....	\$28,400.00

Reimbursable expenses.....approximately \$1,500.00

Appendix A – Terms and Conditions is attached and hereby made a part of this Agreement.

This proposal shall remain valid for 90 days following the date of submission.



Thank you for the opportunity to present this proposal, and we hope you find it complete and acceptable. To authorize us to begin work, please sign and return a copy to us. We look forward to working with you on this project.

Schuler Shook



Todd Hensley, ASTC  
Partner

**ACCEPTED FOR STANTEC:**

---

SIGNATURE

DATE

---

PRINTED NAME AND TITLE

## **ATTACHMENT “E”**

# **SIEBEIN ASSOCIATES (ACOUSTICS) SCOPE**

**SIEBEIN ASSOCIATES, INC.**  
Consultants in Architectural Acoustics  
625 NW 60<sup>th</sup> Street, Suite C Gainesville, Florida 32607  
Telephone - (352)-331-5111 Facsimile - (352)-331-0009

December 4, 2017

**REVISED**

Mr. Hamed Sahebkar, P.E.  
Principal  
Stantec  
775 South Harbour Island Boulevard, Suite 600  
Tampa, Florida 33602-5729

Dear Hamid:

This letter presents a *draft* proposal for a scope of work and fee for acoustical consulting services for the new Imagine Clearwater Amphitheater in Clearwater, Florida as we discussed during our recent telephone conversation and electronic mail correspondence. *We would gladly discuss any of the proposed services with you in more detail if you desire and revise our proposal to meet the needs of the project.* The anticipated consulting services are listed in Tasks 1-2 below.

Task 1 represents our “base” services for concept design and shaping of the amphitheater during a design charette. Task 2 would determine in advance noise management/acoustical control strategies as well as any physical noise mitigation items such as sound walls, special design of the amphitheater structure and site/landscape features required to meet local ordinances or development stipulations during amplified events. We could work with you and the Client to develop a proposal suited to the needs of the project that involves all or some of the proposed tasks.

***TASK 1. Acoustical Design Concept Recommendations***

- Take one trip to Clearwater to meet with the Architect and Client to discuss acoustical design goals for the project and participate in an initial concept design charette.
- Take a trip to Orlando or Tampa for a charette with the Architect and Theater Consultant to develop the ideas and approaches for the project from the initial charette with the Client.
- Obtain program information from the Architect and Client.
- Provide acoustical design concepts for shaping of the amphitheater enclosure and recommendations for acoustic finish materials to optimize the natural acoustics of the facility for natural and amplified acoustics and to allow for integration of sound reinforcement, lighting and rigging systems.

Members of the Acoustical Society of America, the American Institute of Architects, the Institute of Noise Control Engineers, the American Society of Heating Refrigeration and Air-conditioning Engineers, the American Society for Testing and Materials and the National Council of Acoustical Consultants

- Produce a graphic or computer model of the Amphitheater to study shaping and materials relative to sound projection from natural acoustic and amplified sources.
- Produce a written report entitled *Acoustical Design Concept Recommendations* for the amphitheater with sketches and illustrations as necessary to convey the intent of the recommendations. Particular attention will be paid to the shaping of the facility and the selection of finish materials.
- Conduct a review meeting in Tampa or Clearwater with the Architect and Client.

### ***Cost for Task 1***

**\$13,500**

## ***TASK 2. Site Noise Survey***

- Travel to Clearwater to take acoustical measurements of existing ambient sound levels in the vicinity of the proposed facility.
- Consider taking acoustical measurements of one of the events at the facility at locations of interest so that realistic understandings of present and future sound levels can be determined from computer models of the prosed designs for the new facility.
- Review local noise ordinances and development stipulations if any pertaining to the use of the amphitheater.
- Construct a computer model of the amphitheater and project amplified sounds from the amphitheater into the surrounding community to estimate sound levels at critical locations in the community during amphitheater events played at different sound levels.
- Develop noise mitigation design concepts, administrative control strategies and sound system control strategies to manage potential noise impacts from the facility as needed.

### ***Cost for Task 2***

**\$35,000**

*Attendance and preparation of presentations and/or testimony for public hearings, neighborhood meetings, Plan Board meetings and other regulatory agencies beyond those specifically stated above are Additional Services*

## TERMS

The terms are summarized in this document. Complete terms and conditions are included in the attached document. We would expect to use either the terms and conditions presented with this proposal or a negotiated contract with mutually agreeable terms.

Our basic services include computer modeling of room shaping, room finish selection, sound transmission loss of partitions, environmental noise and HVAC noise control for all projects. Many of the programs we use were developed by our firm.

1. These fees include office overhead and limited reproduction of our recommendations.
2. Long distance telephone calls, fax transmissions, limited printing of our recommendations, express mail and travel costs are included in the fees.
3. Travel and time for job meetings and site visits deemed necessary in addition to those specifically noted above will be billed at the normal hourly rates from time of departure at our office in Gainesville, Florida to the time of our return.
4. Our professional liability for this project in the aggregate for any and all causes is limited to the amount of our fee. Additional coverage can be provided at additional cost if desired.
5. Naming of Additional Insureds can be provided at cost plus administrative fees per named insured per policy per policy year requested.
6. Indemnities can be provided at additional cost.
7. Siebein Associates requires both electronic and hard paper copies of drawings and specifications for our use on projects. If these are not provided by the Architect, they will be billed as reimbursable expenses.
8. Invoices will be submitted monthly during the design process. Payment is due upon receipt unless arrangements are made in advance for an alternate payment schedule. Payments received more than 30 days after invoice are assessed finance charges of 1% per month and interest charges of 1 1/2% per month accrued from date of invoice.

Thank you for considering our firm to work on this project with you. We would look forward to beginning work with you in the near future. Please do not hesitate to call if you have any questions in this regard.

Sincerely,

**SIEBEIN ASSOCIATES, INC.**



Gary W. Siebein, FASA, FAIA  
Senior Principal Consultant  
GWS/ras

**ATTACHMENT “F”**

**MOFFAT & NICHOL  
(COASTAL/MARINE ENGINEERING)  
SCOPE**



1509 W. Swann Avenue, Suite 225  
Tampa, FL 33606  
(813) 258-8818 | Fax (813) 258-8525  
[www.moffattnichol.com](http://www.moffattnichol.com)

January 3, 2018

Stantec  
777 S Harbour Island Boulevard  
Suite 600  
Tampa, Florida 33602-5729

Attn: Hamid Sahebkar, P.E.

**Subject: Concept Validation – Marine Components**

Dear Hamid:

The proposed Imagine Clearwater Master Plan for the City of Clearwater includes an inland estuary area and improved public water access in the vicinity of the existing marina. Construction of the estuary area is expected to require removal of some parking areas currently used by the marina. The estuary may also affect access by delivery and service vehicles to the marina. Public water access in the vicinity of the marina needs to consider the safety of the users as well as maintaining marina functionality. This proposal is to support Stantec in validating and updating these component of the concept to meet these goals.

M&N will use our industry experience in planning and designing marinas and urban waterfronts as well as existing available information, including relevant master plans and studies, related to the project to evaluate impacts to marina operations due to the proposed estuary and to identify potential water access opportunities. M&N will review the proposed parking for the waterfront area with regards to marina operations and waterfront access. M&N will meet with City staff, including the marina manager, to review the marina parking plans and functionality under existing and proposed conditions as well as safety related to the water access feature.

M&N will summarize the estuary impacts to marina operations and potential water access features in a letter report or summary memorandum for inclusion in an overall concept validation report. This scope of work is for concept validation and development only and does not include design of these features. Concept drawings, if needed, will be depicted as hand sketches. The fee to complete this study is a lump sum of \$12,000. M&N also proposes an additional \$3,000 T&M task for meetings with stakeholders, city staff, and other parties as needed. The total proposed fee is \$15,000.

M&N looks forward to the opportunity to work with Stantec on this exciting project. Should you have any questions or comments, please contact me at [mherrman@moffattnichol.com](mailto:mherrman@moffattnichol.com) or (813) 469-4463.

Sincerely,

MOFFATT & NICHOL

A handwritten signature in blue ink that reads "Michael N. Herrman".

Michael Herrman, P.E.  
Senior Project Manager