

## ATTACHMENT "A"

### CONSULTANT WORK ORDER – PROJECT FEES TABLE

Harbor Marina North Basin Repair Design and Engineering

Moffatt & Nichol

23-0030-MA

City of Clearwater

# CONSULTANT WORK ORDER

Date:	April 21, 2025
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## 1. PROJECT INFORMATION:

Project Title:	Harbor Marina North Basin Repair Design and Engineering	
City Project Number:	23-0030-MA	
City Plan Set Number:		
Consultant Project Number:		

## 2. SCOPE OF SERVICES:

This scope of services is for the Moffatt & Nichol Team to provide design and engineering for the repairs to the North Marina due to the damage caused by Hurricane Helene and Hurricane Milton. Structural repairs to the floating attenuators include replacement of the post tensioned cables along the marginal walkway along the shoreline, replacement for 5 wave attenuators along the marginal walkway at the dock entrance (include removal of 3 20" square piles). With the replacement of the wave attenuators, cables will need to be replaced along the 50' long wave attenuators closest to Dock A and new utilities will need to be run to replace the water, electricity and fire with the removal of the wave attenuators. Additional repairs include the replacement of the gangway that was destroyed when hit by a sailboat.

Construction documents will be developed for the full scope of the project. The design plans shall be compiled using the City of Clearwater CAD standards, as attached.

### I. PRE-DESIGN PHASE:

#### Task 1.1: Project Management and Meetings

Project management and meetings will run concurrently with all phases of the project. M&N staff will attend meetings with the City and other stakeholders to gain an understanding of the project requirements, and to discuss design criteria ahead of performing any design. M&N will manage internal staff to complete the scope of work outlined in this proposal, and coordinate project requirements and updates with the City. Regular progress reports will be provided outlining progress and decisions made by the City and M&N. M&N Project Manager will prepare monthly invoices based on percent complete.

Meetings will include the following:

## ATTACHMENT "A"

### CONSULTANT WORK ORDER – PROJECT FEES TABLE

#### Harbor Marina North Basin Repair Design and Engineering

Moffatt & Nichol

23-0030-MA

City of Clearwater

- Kick-Off Meeting and Stakeholder requirements and criteria meeting
- Monthly Update meetings with City Staff (12 meetings)

The design review meetings will focus on reviewing comments received from the City reviewers and the proposed M&N resolution to those comments.

#### Task 1.2: Data Review

Repair items were identified during the inspection conducted by M&N Staff following the hurricanes in October 2024 and listed below. M&N staff will review any additional available information and data for the existing Harbor Marina and identify gaps, if any, where additional information will be required, or additional repairs may be needed. The data to be reviewed includes but is not necessarily limited to existing topographic and bathymetric surveys, record drawings, inspection reports, geotechnical data, previous underwater inspection reports, shop drawings and construction records. If additional repairs are required, M&N will inform the City.

- Replace post tension cables on the marginal wharf along the shoreline
- Replace post tension cables on the marginal walkway to Dock A
- Replace the wave attenuators at the entrance of the North Basin
- Reconnect fire protection, water lines, and electrical with new utilities lines
- Replace the gangway to the fishing pier

## II. DESIGN PHASE (if applicable):

#### Task 2.1: Design Phase

##### 2.1.1: 60% Design

This task is for the preparation of 60% Design contract documents to include:

- Prepare list of technical and performance specifications for primary project components to be replaced.
- Provide details for the replacement of the post tension cables and replacement of the utility lines for the replacement of the wave attenuators along the walkway entrance.
- It is assumed that M&N will be able to reuse plan view and details from the South-North Wave Attenuator Replacement project.
- Prepare 60% construction drawings for City review and comment. The following drawings are anticipated for required disciplines:
  - Coversheet and Index of Drawings
  - General Notes
  - General Arrangement Plan
  - Existing Conditions Plans
  - Demolition Plans, Sections, and Details

## ATTACHMENT "A"

### CONSULTANT WORK ORDER – PROJECT FEES TABLE

#### Harbor Marina North Basin Repair Design and Engineering

Moffatt & Nichol

23-0030-MA

City of Clearwater

- Overall Site Plan
  - Gangway Performance Design and Specification
  - Wave attenuator layout and performance specification
  - Marina Utility Plans for replacement and details.
- Prepare Engineer's Opinion of Probable Construction Cost (EOPCC) for 60% design stage.

#### Task 2.1.2 Permit Applications

A permit application package will be prepared using the 60% Design Development drawings. It is anticipated that the work on this project will qualify for permit exemption from the FDEP and USACE. A Pinellas County permit will be required (PCWNCA Dock/Fill Permit).

#### Task 2.1.3: 90% Design

The M&N team will complete the draft-final design and detailing of structural and utility components and prepare draft-final (90% level) construction documents. This task is for the preparation of 90% Design contract documents to include:

- Update of technical and performance specifications for primary project components.
- Advance 60% Design to 90% construction drawings for City review and comment based on City review comments at 60% Design. The following drawings are anticipated for required disciplines:
  - Coversheet and Index of Drawings
  - General Notes
  - General Arrangement Plan
  - Existing Conditions Plans
  - Demolition Plans, Sections, and Details
  - Overall Site Plan
  - Gangway Performance Design and Specification
  - Wave attenuator layout and performance specification
  - Marina Utility Plans for replacement
- Update Engineer's Opinion of Probable Construction Cost (EOPCC) for 90% design stage

### III. FINAL DESIGN PHASE (if applicable):

#### Task 3.1: Final Design

The M&N team will complete the final design and detailing of structural and utility components and final (100%) construction documents. The final design will incorporate City comments from 90% submittal. The construction documents will

## ATTACHMENT "A"

### CONSULTANT WORK ORDER – PROJECT FEES TABLE

#### Harbor Marina North Basin Repair Design and Engineering

Moffatt & Nichol

23-0030-MA

City of Clearwater

include a combination of drawings, technical specifications, and performance specifications for facility function, design requirements and final utility routing details as outlined below. The project team will complete the following scope of work for final design:

- Technical and performance specifications for primary project components.
- Construction drawings at final (100%) level design for City review and contractor bidding. Upon approval of final construction drawings, provide signed/sealed drawings to the City for permitting and construction.
- One comprehensive drawing set with Marine Structural and Marina Utilities will be provided for the project.
- Update EOPCC 100% Construction document stage.

#### IV. BIDDING PHASE (if applicable):

##### Task 4.1: Bid Support

It is assumed that the City will lead this process with the following technical input from the Project Team to bid this project out for public low bid:

- Prepare scope of work description for RFP/RFQ
- Provide quantities of replacement items
- Provide responses to requests for additional information pertaining to the technical scope of work during the RFP/RFQ period.

### 3. PROJECT GOALS:

- Meeting minutes in MS Word and PDF format
- 1 Kick-off meeting
- 12 City project progress meetings (monthly)
- Deliverables:
  - Meeting Agendas and Minutes
  - Design Criteria Memorandum in PDF format
  - Permit Application Packages in PDF format
  - 60% Submittal (drawings, list of specifications) in PDF format
  - 60% EOPCC in PDF format
  - 90% Submittal (drawings, specifications) in PDF format
  - 100% Construction Documents (drawings, specifications) in PDF format
  - 100% Construction Documents (signed & sealed) in Hard Copy (Arch D, 5 copies)
  - 100% EOPCC in PDF and Excel Formats

## ATTACHMENT "A"

### CONSULTANT WORK ORDER – PROJECT FEES TABLE

Harbor Marina North Basin Repair Design and Engineering

Moffatt & Nichol

23-0030-MA

City of Clearwater

#### 4. FEES:

See Attachment "A".

This price includes all labor and expenses anticipated to be incurred by Moffatt & Nichol 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 Forty-Five Thousand Nine Hundred Four Dollars (\$145,904.00).

The permit application fees will be paid by the consultant and invoiced to the City as a reimbursable.

#### 5. SCHEDULE:

The project is to be completed in 12 months from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

**60% Construction Plans and Permit Applications\*: 90 calendar days**

**90% Construction Plans: 60 calendar days**

**Final Construction Documents: 30 calendar days**

Calendar days for 90% and Final Construction Documents start the day after the completion of the 60% Review Meeting and the 90% Review Meeting, respectively.

\*Permitting review/approvals are not included in this schedule. The permit applications will be used to initiate the environmental permitting process; however, the duration of this process varies by project and agency reviewer and is outside of the Consultants' control.

#### 6. STAFF ASSIGNMENT:

##### Consultant Team

**Moffatt & Nichol (M&N)** – Project management, marina planning and design, coastal engineering, marine structural engineering, marina utility (mechanical, plumbing, electrical) engineering.

Nancy E. Lehr, P.E. Project Manager – Marine Structural Engineer

Derek Sears, P.E. Electrical Design Lead

Wilfredo Ruiz, P.E. Mechanical Design Lead

Manuel Garcia-Castano, PE. Coastal Engineering Lead

##### City of Clearwater Staff:

Kelly Peterich, P.E. Project Manager

Michael MacDonald Marine & Aviation Director

## ATTACHMENT "A"

### CONSULTANT WORK ORDER – PROJECT FEES TABLE

Harbor Marina North Basin Repair Design and Engineering

Moffatt & Nichol

23-0030-MA

City of Clearwater

## 7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:

Moffatt & Nichol

501 E. Kennedy Blvd, Suite 1910

Tampa, FL 33602

813.258.8818

### **Project Manager**

Nancy Lehr, P.E.

[nlehr@moffattnichol.com](mailto:nlehr@moffattnichol.com)

813.258.8818

### **Project Director**

Michael Herrman, P.E.

[mherrman@moffattnichol.com](mailto:mherrman@moffattnichol.com)

813.463.4423

All City project correspondence shall be directed to:

Kelly Peterich, P.E.

100 S. Myrtle Ave.

Clearwater, FL 33756

727.562.4827

[Jeff.Walker@myclearwater.com](mailto:Jeff.Walker@myclearwater.com)

## 8. INVOICING/FUNDING PROCEDURES:

**City Invoicing Code:** 3337333-546700-D2402

For work performed, invoices shall be submitted monthly to:

**ATTENTION: JAMIE GAUBATZ, SR. ACCOUNTANT**

**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.

## ATTACHMENT "A"

### CONSULTANT WORK ORDER – PROJECT FEES TABLE

Harbor Marina North Basin Repair Design and Engineering

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23-0030-MA

City of Clearwater

4. Contract billing method – Lump Sum or Hourly Rate.
5. If Lump Sum, the percentage completion, amount due, previous amount earned and total earned to date for all tasks (direct costs, if any, shall be included in lump sum amount).
6. If Hourly Rate, hours, hourly rates, names of individuals being billed, amount due, previous amount earned, the percent completion, total earned to date for each task and other direct costs (receipts will be required for any single item with a cost of \$50 or greater or cumulative monthly expenses greater than \$100).
7. If the Work Order is funded by multiple funding codes, an itemization of tasks and invoice amounts by funding code.

## 10. CONSIDERATIONS:

Consultant acknowledges the following:

1. The Consultant named above is required to comply with Section 119.0701, Florida Statutes, where applicable.
2. All City directives shall be provided by the City Project Manager.
3. "Alternate equals" shall not be approved until City Project Manager agrees.
4. All submittals must be accompanied by evidence, each has been internally checked for QA/QC before providing to City.
5. Consultants/Contractors are not permitted to use City-owned equipment (i.e. sampling equipment, etc.).
6. Documents posted on City website must ADA accessible.

## 11. ADDITIONAL CONSIDERATIONS:

All work orders should include considerations for the following:

1. Sea Level Rise and Flood Resilience, as applicable.
2. Submittal of a Critical Path Method (CPM) Schedule(s).
3. Submittal of a Project Catalog with the following items, as appropriate:
  - a. Data requests, assumptions, critical correspondence, meeting agenda, sign-in sheets, meeting minutes, document comment-response log(s), technical memorandum/reports, addenda, progress reports, regulatory correspondence, and other project-related documents.
  - b. If construction project, also include design plans, conformed plans, change orders, field orders, RFIs, work change directives, addenda, progress reports, shop drawing and progress submittals, as-builts, record drawings, and other project-related documents such as O&M manuals and warranty information.

## ATTACHMENT "A"

### CONSULTANT WORK ORDER – PROJECT FEES TABLE

Harbor Marina North Basin Repair Design and Engineering

Moffatt & Nichol

23-0030-MA

City of Clearwater

- c. At the conclusion of the project, ENGINEER will combine this information into a Project Catalog and submit it 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 M&N Team does not issue environmental, or construction permits and cannot control agency permit review and issuance timelines.
- The project schedule is predicated on assumed permit agency responsiveness but delays due to permitting agency processing are outside of the Consultants' control.
- This project is to replace the floating docks damaged by extreme storm events. The goal of this project is to provide the best possible repair in the given conditions.
- The City to provide the front end documents to M&N for their use.

## 13. SIGNATURES:

### PREPARED BY:



Michael Herrman, P.E.  
Vice President  
Moffatt & Nichol

4/21/2025

Date

### APPROVED BY:

Tara Kivett, P.E.  
City Engineer  
City of Clearwater

Date



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

Harbor Marina North Basin Repair Design and Engineering

Moffatt &amp; Nichol

23-0030-MA

City of Clearwater

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Task	Description	Subconsultant Services	Labor	Total
1.0	Pre-Design			
1.1	Project Management		\$2,080.00	\$2,080.00
1.2	Meetings		\$10,240.00	\$10,240.00
1.3	Data Review		\$1,400.00	\$1,400.00
Pre-Design Total:				\$13,720.00
2.0	Design			
2.1	60% Submittal		\$31,500.00	\$31,500.00
2.2	90% Submittal		\$24,400.00	\$24,400.00
2.3	Permit Applications		\$14,660.00	\$14,660.00
Design Total:				\$70,560.00
3.0	Final Design Plans and Specifications			
3.1	Final Construction Documents		\$30,420.00	\$30,420.00
Final Design Plans and Specifications Total:				\$30,420.00
4.0	Bid Support			
4.1	Bid Support		\$17,940.00	\$17,940.00
Bid Support Total:				\$17,940.00
SUBTOTAL, LABOR AND SUB-CONTRACTORS:				\$132,640.00
5.0	Design Contingency			\$13,264.00
GRAND TOTAL:				\$145,904.00

**ATTACHMENT "B" *(Include if applicable)***

**CONSULTANT WORK ORDER – CITY DELIVERABLES**

Harbor Marina South Basin North Wave Attenuator Replacement

Moffatt & Nichol

[23-0030-MA]

City of Clearwater

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# CONSULTANT WORK ORDER

## CITY DELIVERABLES

### 1. FORMAT:

The design plans shall be compiled utilizing the following methods:

1. City of Clearwater CAD standards.
2. Datum: Horizontal and Vertical datum shall be referenced to North American Vertical Datum of 1988 (vertical) and North American Datum of 1983/90 (horizontal). The unit of measurement shall be the United States Foot. Any deviation from this datum will not be accepted unless reviewed by City of Clearwater Engineering/Geographic Technology Division.

### 2. DELIVERABLES:

The design plans shall be produced on bond material, 24" x 36" at a scale of 1" = 20' unless approved otherwise. Upon completion the consultant shall deliver all drawing files in digital format with all project data in Autodesk Civil 3D file format.

NOTE: If approved deviation from Clearwater CAD standards is used, the Consultant shall include all necessary information to aid in manipulating the drawings including either PCP, CTB file or pen schedule for plotting. The drawing file shall include only authorized fonts, shapes, line types or other attributes contained in the standard release of Autodesk software. All block references and other references contained within the drawing file shall be included. Please address any questions regarding format to Mr. Thomas Mahony, at (727) 562-4762 or email address [Thomas.Mahony@myClearwater.com](mailto:Thomas.Mahony@myClearwater.com).

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