

CONSULTANT WORK ORDER

SUPPLEMENTAL WORK ORDER #2

Date:	01/13/2021
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1. PROJECT INFORMATION:

Project Title:	Marshall Street Water Reclamation Facility Digester Demolition – Construction Services	
City Project Number:	09-0024-UT	
City Plan Set Number:	2014032	
Consultant Project Number:	2110-210-001	

2. SCOPE OF SERVICES:

This project entails the demolition of the abandoned digester at the Marshall Street WRF. This SWO provides engineering construction services for this demolition project.

- I. PRE-DESIGN PHASE:
Completed.
- II. DESIGN PHASE:
Completed.
- III. FINAL DESIGN PHASE:
Completed.
- IV. BIDDING PHASE:
Completed.
- V. CONSTRUCTION PHASE:

The previous budget for construction engineering and observation services was largely depleted when gathering additional field conditions data, revising the plans and specifications, and re-bidding the project.

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This SWO #2 provides for construction engineering and field observation services. It also provides for project coordination during construction and replenishes the Contingency budget. Tasks 1-12 have already been assigned on the PO.

Task 13: Engineering Services During Construction

- 13.1 Provide Construction Coordination and Documentation Services:
 - Coordinate with the City, the Contractor and the Resident Project Representative;
 - Prepare conformed drawings and specs (electronic);
 - Attend pre-construction meeting;
 - Attend status meetings (6) and prepare minutes; and,
 - Provide document control.

- 13.2 Review Contractor Submittals:
 - Review and respond to Shop Drawings. Fees assume 10 original submittals plus 5 re-submittals;
 - Respond to RFIs (5); and,
 - Review pay applications, including quantities, schedule updates and narratives (5).

- 13.3 Provide Construction Site Assistance:
 - Make site visits (4);

- 13.4 Provide Closeout Services:
 - Prepare punch list/final walk-thru;
 - Vet as-built drawings provided by Contractor for accuracy
 - Prepare Record Drawings based on Contractor supplied As-Built; and,
 - Assist with Construction Contract close-out.

- 13.5 Provide Quality Control Services:
 - Provide evidence of quality control officer’s review of the following submittals to the City:
 - Schedules
 - Shop Drawings
 - RFI responses
 - Work Change Directives
 - RPR Daily Reports

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09-0024-UT

City of Clearwater

Task 14: Construction Observation

- 14.1 Provide up to 280 hours of a Resident Project Representative services to provide for construction observation.
- 14.2 Submit daily observation reports on a weekly basis.

Task 15: Project Coordination During Construction

- 15.1 Coordinate the activities of ENGINEER'S staff and subconsultants with those of the City and administer communications among the project team members and with the City's staff.
- 15.2 Maintain and update monthly project schedules and status reports.
- 15.3 Prepare and submit a health and safety plan for approval by the City Project Manager prior to mobilizing to the site.

Task 16: Additional Construction Services

- 16.1 Site Assistance - ENGINEER'S engineer of record and/or project engineers will provide additional construction-related services, including subconsultant electrical engineering services, and make additional visits to the site during critical phases of construction to assist the City and the contractor comply with contract requirements.
- 16.2 Project Catalog - At the conclusion of the project, ENGINEER will combine project documents, including design plans, conformed plans, as-builts, record drawings, correspondence, meeting agenda and minutes, sign-in sheets, contract documents, change orders, field orders, RFIs, work change directives, addenda, additional drawings issued subsequent to the execution of the contract, progress reports, shop drawings, progress submittals, regulatory correspondence, data requests, assumptions, document comment-response log(s), technical memoranda/reports, and other project-related documents into a project manual and submit to the City for review and comment. The project catalog will be submitted electronically on CD/DVDROM. Only one round of City review and comment is budgeted.

Task 17 - Additional Contingency

- 17.1 ENGINEER will provide additional engineering services as requested in writing by the City. The cost of these services shall be remunerated via the Contingency.

3. PROJECT GOALS:

Project deliverables will include the following:

1. Conformed documents
2. Meeting minutes
3. Schedule, shop drawing and pay application reviews
4. Punch lists
5. Record drawings
6. Observation reports
7. Project catalog

4. FEES:

The price includes all labor and expenses anticipated to be incurred by Consultant for the completion of these tasks in accordance with Professional Services Method “A” – Hourly Rate for a fee not to exceed One Hundred Thousand Six Hundred Twenty-Nine Dollars and Forty Cents (\$100,629.40).

Permit application fees, excluding those obtained by the Contractor, will be paid by the consultant and invoiced to the City as a reimbursable.

5. SCHEDULE:

The project will be completed in accordance with the Contractor’s schedule for construction.

6. STAFF ASSIGNMENT:

ENGINEER:

Principal:	Christopher F. Kuzler, P.E.
Project Manager:	Thomas A. Traina, P.E.
Construction Manager:	Orlando Serrano

CITY:

Project Manager:	Duy Nguyen, EI
Public Utilities Site Representative (Chief Operator):	Ryan Alexander
Public Utilities Liaison (Assistant Manager):	Michael Flanigan

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Public Utilities Manager: Jason Jennings
Utilities Engineering Manager: Jeremy Brown, PE
Public Utilities Assistant Director Richard Gardner, PE

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant’s project correspondence shall be directed to:

Thomas A. Traina, P.E.

Christopher F. Kuzler, P.E.

All City project correspondence shall be directed to:

City’s Project Manager with copies to the Utilities Engineering Manager, Public Utilities Assistant Director, and others as may be appropriate.

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

Consultant acknowledges that all City directives shall be provided by the City Project Manager.

In addition to the original copies delivered as stated in the scope of work, all project deliverables will be submitted in electronic format on CD or other City approved device prior to approval of final invoice.

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: 3217321-561300-96213 for \$100,629.40

For work performed, invoices shall be submitted monthly to:

**Attn: Brooke Freeman, Accountant
City of Clearwater, Engineering Department
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.

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

10. CONSIDERATIONS:

Consultant acknowledges the following:

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

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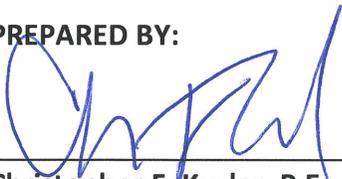
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- 4. Arc Flash labeling requirements:
 - a. All electrical designs and construction shall adhere to NFPA 70 E “Standard for Electrical Safety in the Workplace”.
 - b. Updated calculations of Fault and Arc Flash, and provisions for new or updated Arc Flash equipment labeling shall be included in the contract documents.

12. SPECIAL CONSIDERATIONS:

13. SIGNATURES:

PREPARED BY:



Christopher F. Kuzler, P.E.
Managing Principal
Ardurra Group, Inc.

04/28/21
Date

APPROVED BY:

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

Date

ATTACHMENT "A"

CONSULTANT WORK ORDER – PROJECT FEES TABLE

Marshall Street Water Reclamation Facility Digester Demolition – Construction Services
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**CONSULTANT WORK ORDER
SUPPLEMENTAL WORK ORDER #2**

PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor	Total
13	Engineering During Construction	\$2,500.00	\$23,960.38	\$26,460.38
14	Construction Observation		\$14,271.37	\$14,271.37
15	Project Coordination		\$3,556.00	\$3,556.00
16	Additional Construction Services		\$45,841.65	\$45,841.65
17	Additional Contingency		\$10,000.00	\$10,000.00
Construction Phase Services Total:				\$100,129.40
SUBTOTAL, LABOR AND SUB-CONTRACTORS:				\$100,129.40
6.0	Permit Fees			0
7.0	Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)			\$500
GRAND TOTAL:				\$100,629.40

ATTACHMENT "B"

CONSULTANT WORK ORDER – CITY DELIVERABLES

Marshall Street Water Reclamation Facility Digester Demolition – Construction Services
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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 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.

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