

# SUPPLEMENTAL WORK ORDER II

Date:	05/08/2025
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## 1. PROJECT INFORMATION:

<b>Project Title:</b>	<b>Weston Dr. and S MLK Jr. Ave. Elevated Water Tanks Demolition</b>	
<b>City Project Number:</b>	<b>21-0020-UT</b>	
<b>City Plan Set Number:</b>	<b>2021020</b>	
<b>Consultant Project Number:</b>	<b>21-396</b>	

## 2. SCOPE OF SERVICES:

*Biller Reinhardt Engineering Group, Inc. (BillerReinhart) has prepared this supplemental work order (SWO) for the City of Clearwater (City) that modifies the original work order (Weston Dr. and S MLK Jr. Ave. Elevated Water Tanks Demolition). Work in the original work order included the Pre-Design Phase, Design Phase, and Bidding Phase. This supplemental work order includes the addition of the Construction Phase Services.*

### IV. CONSTRUCTION PHASE:

- Task 4.1: Review documents necessary for the successful completion of the project. These include reviews of RFI's/RFC's project submittals, pay applications, and contractor change orders.
- Task 4.2: Perform construction phase site visits to observe project construction. The purpose of the site visits is to review the completed work generally conforms to project specifications. Field reports will be completed following each site visit with copies presented to the City and the contractor.
- Task 4.3: Attend project related meetings and provide project correspondence, including response to RFI's/RFC's.

### 3. PROJECT GOALS:

*To provide Engineering Consulting Services during the Construction Phase of the project. For the duration of the project, BillerReinhart will be available for up to 20 hours/week to conduct construction phase site visits and attend bi-weekly construction progress meetings, or as scheduled/requested by the City.*

### 4. FEES:

*See Attachment "A"*

This price includes all labor and expenses anticipated to be incurred by Biller Reinhart Engineering Group for the completion of these tasks in accordance with Professional Services Method "A" – Hourly Rate Basis as described in the Agreement for Professional Services for a fee not to exceed **One Hundred Fifty-Six Thousand Six Hundred Forty Dollars (\$156,640)**.

### 5. SCHEDULE:

The project construction phase services are estimated to be completed within 210 days from issuance of notice-to-proceed.

### 6. STAFF ASSIGNMENT:

#### **Biller Reinhart Engineering Group:**

Robert Reinhart, PE – Principal In Charge

Nathalia Hernandez, PE – Project Manager

Esteban Rodriguez, EI – Project Engineer

Matthew Reinhart, EI – Project Engineer

Liam Brocks – Engineer Technician

#### **City of Clearwater:**

Adrian Gonzalez      Project Manager

Richard G. Gardner, PE      Public Utilities Director

Michael Flanigan      Public Utilities Assistant Director

Frederick Hemerick      Water Production Division Manager

Daniel Trueblood      Infrastructure Maintenance Manager

Mike Vacca      Water & Sewer Infrastructure Division Manager

Wayne La Fleur      Public Utilities Infrastructure and Maintenance

Assistant Manager  
Kaylynn Price      Engineering Manager

## 7. CORRESPONDENCE/REPORTING PROCEDURES:

ENGINEER's project correspondence shall be directed to:

Nathalia Hernandez, P.E. <a href="mailto:nhernandez@billerreinhart.com">nhernandez@billerreinhart.com</a> Office: 813-908-7203 Cell: 239-281-2885	Robert Reinhart, P.E. <a href="mailto:rreinhart@billerreinhart.com">rreinhart@billerreinhart.com</a> Office: 813-908-7203 Cell: 813-505-6188
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All City project correspondence shall be directed to the Project Manager, with copies to the Utilities Engineering Manager and Public Utilities Director and Assistant Director.

Engineer 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.

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

## 8. INVOICING/FUNDING PROCEDURES:

**City Invoicing Code: 3217321-563800-96721**

For work performed, invoices shall be submitted monthly to:

**ATTN: Public Utilities  
City of Clearwater, Public Utilities Department  
1650 N. Arcturas Ave., Bldg C.  
CLEARWATER, FLORIDA 33765-1945  
Email: [PUEngineering @MyClearwater.com](mailto:PUEngineering@MyClearwater.com)**

Contingency services will be billed as incurred only after written authorization provided by the City to proceed with those services.

## 9. INVOICING PROCEDURES:

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

1. Purchase Order, Project and Invoice Numbers and Contract Amount.
2. The time period (begin and end date) covered by the invoice.
3. A short narrative summary of activities completed in the time period.
4. Contract billing method – Lump Sum or Hourly Rate.

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

## 10. CONSIDERATIONS:

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.
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:

*Consultant shall comply with Section 119.0701, Florida Statutes (2016) where applicable.*

## 13. SIGNATURES:

**PREPARED BY:**



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**Nathalia Hernandez, P.E.**

**Project Manager**

**Billert Reinhart Engineering Group, Inc.**

05/08/25

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**Date**

**APPROVED BY:**

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**Richard Gardner, P.E.**

**Public Utilities Director**

**City of Clearwater**

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**Date**

## ATTACHMENT "B"

### CONSULTANT WORK ORDER – CITY DELIVERABLES

Water Treatment Plant 3 (WTP3) East Dome and Aerator and Miscellaneous Improvements  
Biller Reinhart Engineering Group 20-0012-UT City of Clearwater

# CONSULTANT WORK ORDER

## PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor	Total
4.0	Construction Phase Services			
4.1	Document Review		\$5,760	\$5,760
4.2	Construction Phase Site Visit		\$125,300	\$125,300
4.3	Project Meetings and Correspondence		\$11,340	\$11,340
SUBTOTAL, LABOR AND SUB-CONTRACTORS:				\$142,400
6.0	Permit Fees			N/A
7.0	10% Contingency			\$14,240
GRAND TOTAL:				\$156,640

This price includes all labor and expenses anticipated to be incurred by Biller Reinhart Engineering Group for the completion of these tasks in accordance with Professional Services Method "A" – Hourly Rate Basis as described in the Agreement for Professional Services.