



**SUPPLEMENTAL WORK ORDER  
for the CITY OF CLEARWATER**

**Date:** March 9, 2017  
**M&C Project Number:** 009920231  
**City Project Number:** 16-0038-UT

**1. PROJECT TITLE:**

Marshall Street Influent Pump Station Emergency Repairs

**2. SCOPE OF SERVICES:**

Provide additional Construction Management, Inspection and Observation Services for the Marshall Street Influent Pump Station Project. Extended services are to the following previous services approved:

**CONSTRUCTION PHASE**

Task 5.1- Construction Phase Services – No Change

Task 5.2 - Construction Observation Services:

Construction Site Visits/Progress Meetings:

**Change from:**

“4 hours per week for the 24 week active construction”

**To:**

“20 hours per week for the 24 week active construction”

Contractor Pay Request Review: - No Change

Task 5.3 – Start Up Services: - No Change

**3. PROJECT GOALS:**

No change

**4. BUDGET:**

See Attachment “B”.

This price includes all labor and expenses anticipated to be incurred by McKim & Creed, Inc. 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 Sixty-five thousand two hundred eighty dollars (\$65,280.00).

**5. SCHEDULE:**

No Change

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

Aubrey Haudricourt, PE – Senior Electrical Engineer

Arthur Anchorsm, PE – Senior Electrical Engineer (Quality Control)

Jason Gillentine PE – Staff Electrical Engineer

Laurel Smith, EIT – Staff Electrical Engineer

**7. CORRESPONDENCE/REPORTING PROCEDURES:**

ENGINEER's project correspondence shall be directed to: Aubrey Haudricourt, PE

All City project correspondence shall be directed to: Kelly O'Brien 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.

City Invoicing Code: [\\_0382-96213-96213-561300-535](#)

**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:**

No change

**PREPARED BY:**

---

**A.Haudricourt, PE  
Engineering Manager  
McKim & Creed, Inc.**

---

**Date**

**APPROVED BY:**

---

**Michael D. Quillen, PE  
City Engineer  
City of Clearwater**

---

**Date**

**SUPPLEMENTAL WORK ORDER**  
**CITY OF CLEARWATER**  
**DELIVERABLES STANDARDS**

**FORMAT:**

The design plans shall be compiled utilizing one of the following standards:  
City of Clearwater CAD standards or Consultant's CAD standards (please provide all supporting documents when utilizing Consultant's Standards).

**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.

**DELIVERABLES:**

A minimum of two (2) signed and sealed Plans and Contract Documents (specifications book) labeled "ISSUED FOR BID" shall be provided at the onset of the bid phase, as well as electronic copies. Electronic plan copies in PDF and CAD and electronic contract documents in PDF and MS Word.

The design plans shall be produced on bond material, 24" x 36" at a scale of 1" = 20' unless approved otherwise. The consultant shall also deliver all digital files in CAD drawing format and PDF format together with all project data in AutoCAD Civil 3D file format. All references, such as other drawings attached, images and graphic files, custom fonts and shapes shall be included in hard copy and electronic copy.

Prior to the City Council award date, a minimum of two (2) copies of signed and sealed plans and contract documents (specifications book) labeled "CONFORMED" shall be provided. All revisions made during the bid phase shall be included in the plan sets and noted in the revision block or as a footnote. Copies of each Addendum shall be included at the front of the contract and all revisions made during the bid phase shall be incorporated into the Contract Documents.

Electronic copies of "CONFORMED" plans (PDF and CAD) and contract documents (PDF and MS Word) shall be provided prior to the City Council award date.

**NOTES:**

- If approved deviation from using Clearwater CAD standards, the consultant shall include all necessary information to aid in manipulating and printing/plotting the drawings. Please address any questions regarding file format to Mr. Tom Mahony, Geographic Technology Manager, at (727) 562-4762 or email address: [tom.mahony@myclearwater.com](mailto:tom.mahony@myclearwater.com).

# Marshall Street Influent Pump Station Emergency Repairs



---

## SUPPLEMENTAL WORK ORDER PROJECT BUDGET

Change Order/Task	Description	Sub-Consultant Services	Labor	Total
Task 5.2	Construction Observation Services: Additional Management, Observation and Inspection Services		\$65,280	\$65,280
				\$65,280