

CONSULTANT SUPPLEMENTAL WORK ORDER 1

Date:	6/29/2022
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1. PROJECT INFORMATION:

Project Title:	Project Management Services (Utilities)		
City Project Number:	<u>22-0007-UT</u>		
City Plan Set Number:	<u>N/A</u>		
Consultant Project Number:	<u>TBD</u>		

2. SCOPE OF SERVICES:

The City of Clearwater (City) is embarking on a number of utilities, engineering, and capital improvements projects. The City has requested that Black & Veatch (ENGINEER) perform project management services in support of these various projects, working as an extension of City staff. The initial work order allowed the project to commence while this Supplemental Work Order 1 was prepared and brought to Council for approval. This Supplemental Work Order 1 provides for additional Project Management (PM) services by ENGINEER. All services under this Work Order have been categorized under “Phase I - Pre-Design”. Work under other Phases is not part of this Work Order. Some projects may be “in-house”; while for others, the City may select Consultants to execute and ENGINEER will serve as the City’s PM for either, as the City elects.

I. PRE-DESIGN PHASE:

Tasks 1, 2, 3, 6, and 7 were in the original Work Order.

Task 4: As-Needed PM Support – Supplemental 1

Services will be provided by ENGINEER professional(s) who shall be available and dedicated to support City projects for forty (40) hours per week. The types of services that ENGINEER may provide under this task include a variety of activities which have been grouped by category. These examples of project management support services / duties to be performed are not intended to be subtasks, rather to illustrate the breadth of services that are offered under this task.

- a. Undergo training on the City Project Management systems, policies and procedures.
- b. Coordinate / correspond with multiple contractors, consultants, City staff, and other stakeholders.
- c. Review contracts, scopes of services, and fee proposals.
- d. Review and comment on deliverables.
- e. Review and comment on schedules.
- f. Review and process invoices and payment applications.
- g. Distribute deliverables and route other documents for review by City staff. Compile comments and return City comments to contracted parties.
- h. Process requests for information by contractors and consultants and coordinate the provision of requested / available documentation.
- i. Track schedule and budget of contractor and consultant contracts on behalf of the City.
- j. Attend meetings, both internal to the City as well as with consultants and contractors. When appropriate, lead meetings and distribute meeting minutes.
- k. Perform site visits to observe City facilities, operations, and construction progress.
- l. Other tasks/ duties as the City identifies.
- m. Monitor the consultant and to ensure project participants complete activities to support a defined project plan, schedule and budget.

Task 5: Project Management and Administration – Supplemental 1

ENGINEER will perform general administrative duties associated with the project, including Supplemental 1 Work Order financial set-up, resource management, progress monitoring, scheduling, general correspondence, office administration, and invoicing.

ENGINEER will maintain an accurate project documentation, filing, and project cost accounting system throughout the project. ENGINEER will maintain continuous control over the quality of all its work efforts. This will include oversight and review by the lead technical engineer(s), project manager and senior technical staff, the time for which is included in the budget for other tasks. Monthly progress reports will be delivered with each ENGINEER's invoice.

II. DESIGN PHASE:

Not applicable.

III. FINAL DESIGN PHASE:

Not applicable.

IV. BIDDING PHASE:

Not applicable.

V. CONSTRUCTION PHASE:

Not applicable.

3. PROJECT GOALS:

The primary goals of this project are to assist the City by serving as an extension of staff (staff augmentation) and performing in a Project Management role to carry out various City projects.

Task 4 Deliverables: Dependent on services requested. To be determined.

Task 5 Deliverables: Monthly progress reports provided with ENGINEER’s invoices.

4. FEES:

Special rates associated with full-time engagement for the City’s PM role have been developed for this Work Order, as follows:

Job Classification	Hourly Rate
Project Engineer/ Scientist I (in full-time PM role)	\$135.00
Project Engineer/ Scientist II (in full-time PM role)	\$149.00
Sr. Engineer/ Scientist I (in full-time PM role)	\$164.00

Services may involve alternate staffing and will use the billing rates in the Master Engineer of Record (EOR) Contract, as mutually agreed.

See Attachment “A”.

This price includes all labor and expenses anticipated to be incurred by Black & Veatch for the completion of these tasks in accordance with Professional Services Method “A” – Hourly Rate, for a fee not to exceed Three Hundred Eighty Thousand Dollars (\$380,000.00).

No permit costs are anticipated or included for this project.

5. SCHEDULE:

ENGINEER will provide project management support services for an additional 64 weeks of issuance of notice to proceed (NTP). Project deliverables are to be phased as follows:

Task	Deliverable/ Milestone	Weeks Following NTP
	Notice to Proceed (NTP)	
4	To Be Determined	Varies
5	Progress Reports	Monthly

6. STAFF ASSIGNMENT:

The City’s staff assignments to this project include:

Richard Gardner, P.E.	Public Utilities Director
Michael Flanigan	Public Utilities Assistant Director
Jeremy Brown, P.E.	Engineering Manager, Utilities
Kervin St. Aimie	Public Utilities Infrastructure Maintenance Manager
TBD	Public Utilities Infrastructure Maintenance Assistant Manager
Christina Goodrich	Public Utilities WET Manager
Travis Teuber	Public Utilities Assistant Manager

The ENGINEER’s staff assignments to this project include:

Rafael E. Frias III, P.E.	Associate Vice President
Andy Westfall, P.E., ENV SP	Client Services Director
Rebecca Oliva, P.E., BCEE, ENV SP, PMP	Project Manager (for this BV WO)
Ivan Tamayo, P.E., others	City PM (extension of staff)

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant’s project correspondence shall be directed to:
Ivan Tamayo with copies to Rebecca Oliva.

All City project correspondence shall be directed to:
Jeremy Brown with copies to Richard Gardner and Michael Flanigan.

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: 4211345-530100

For work performed, invoices shall be submitted monthly to:

Attention: Leland Sivanish, Sr. 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.
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 be 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:

1. Standard Time Off: The ENGINEER professional(s) will not be available during periods of ENGINEER’s standard time off, including vacation, holiday, and sick time. The City will not be charged for ENGINEER professional’s time during periods of Standard Time Off.
 - a. ENGINEER’s standard holidays include: New Year’s Day, Dr. Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve (afternoon), Christmas Day, and one Floating Holiday.
 - b. City holidays include Presidents Day, Veterans Day, and Juneteenth, on which days ENGINEER will not report to work at the City but will use personal vacation time or find other ENGINEER work to do on those days.
 - c. Vacation time will be scheduled in advance in support of City planning.
 - d. If desired by the City, ENGINEER will provide an alternate resource to cover key project activities during scheduled vacation periods or extended sick leave, as applicable.

13. SIGNATURES:

PREPARED BY:



Rafael E. Frias III, P.E.
Associate Vice President
Black & Veatch

June 29, 2022

Date

APPROVED BY:

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

Date

ATTACHMENT "A"**CONSULTANT WORK ORDER – PROJECT FEES TABLE
Project Management Services (Utilities) – Supplemental 1**

Black & Veatch

22-0007-UT

City of Clearwater

**CONSULTANT SUPPLEMENTAL
WORK ORDER 1
PROJECT FEES TABLE**

Task*	Description	Subconsultant Services	Labor	Total
Pre-Design & Design				
1	Project Initiation	\$0	\$0	\$0
2	As-Needed PM Support	\$0	\$0	\$0
3	Project Management and Administration	\$0	\$0	\$0
4	As-Needed PM Support – Supplemental 1	\$0	\$351,128	\$351,128
5	Project Management and Administration – Supplemental 1	\$0	\$8,672	\$8,672
Pre-Design Total:				\$359,800
SUBTOTAL, LABOR AND SUB-CONTRACTORS:				\$359,800
6	Other Direct Costs			\$0
8	Other Direct Costs – Supplemental 1			\$2,104
	Permit Fees			\$0
SUBTOTAL, WITHOUT CONTINGENCY:				\$361,904
7	Contingency			\$0
9	Contingency (5%) – Supplemental 1			\$18,096
GRAND TOTAL:				\$380,000

*Tasks 1, 2, 3, 6, & 7 were in the original Work Order, so new numbers were assigned to the line items for this Supplemental 1 WO.

ATTACHMENT "B"

CONSULTANT WORK ORDER – CITY DELIVERABLES
Project Management Services (Utilities) – Supplemental 1

Black & Veatch

22-0007-UT

City of Clearwater

CONSULTANT WORK ORDER

CITY DELIVERABLES (Not Applicable)

1. FORMAT:

The design plans shall be compiled utilizing the following methods:

1. ENGINEER CAD standards, which has been approved by the City PM.
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 will be produced at 22" x 34" for true half-size if printed on 11" x 17" size paper. 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 ENGINEER 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.