

CONSULTANT WORK ORDER

Supplement Number 2

Date:	10/21/2025
--------------	-------------------

1. PROJECT INFORMATION:

Project Title:	Lower Spring Branch Stormwater Improvements
City Project Number:	14-0048-EN
City Plan Set Number:	2019004
Consultant Project Number:	100062887

2. SCOPE OF SERVICES:

AtkinsRéalis (ATKINSRÉALIS) has prepared this Supplemental Work Order #2 proposal for the City of Clearwater (CITY) as an addendum to the project's initial work order and previous supplemental work order. In this Work Order, ATKINSRÉALIS will perform additional design related services for the project design, as requested and/or required by the CITY and permitting agencies. This supplemental work order is required for the following reasons: the acquisition of 2 parcels adjacent to Springtime Avenue, verifying survey of the channel that may have been disturbed during the 2024 hurricane season, the request for decorative traffic rated railings, and tree mitigation outside of the defined rights-of-way. These tasks are enumerated as follows:

I. FINAL DESIGN PHASE:

Task 10: Permit Updates/Extensions

The Consultant (ATKINSRÉALIS) will update/modify existing permits and permit applications as follows:

- 10.1 SWFWMD ERP Extension
Resubmit for the General ERP that was previously issued Southwest Florida Water Management District (SWFWMD) Environmental Resource Permit (ERP).
- 10.2 USACE Nationwide Permit
Coordination associated with USACE Nationwide Permit Extension/Application.

Task 11: Additional Design Related Services

This task will conclude with the delivery of final construction documents and the bid package.

11.1 Additional Project Management, Meetings, and QA/QC

This task involves managing the technical tasks, communicating, and coordinating with the CITY staff and, if necessary, subconsultants. ATKINSRÉALIS's Project Manager will be responsible for overall client satisfaction in all aspects of this Supplemental Work Order including the schedule, deliverables, and quality control.

11.2 Design Updates

Design of traffic rated railings for Springtime Avenue and Overbrook Avenue. This will include an aesthetically pleasing architectural railing. This will be based on the TxDOT railing as shown in Attachment C.

11.3 Survey

- Survey verification – verify that the survey is still accurate for all 3 locations
- Additional cross-sections of the channel at Springtime Avenue

11.4 Additional Utility Coordination

ATKINSRÉALIS will coordinate with utility owners regarding any potential utility conflicts that may arise from project design changes or any new/recent utilities construction due to extended time frame.

11.5 Tree Mitigation

Tree mitigation plan for trees may be affected by the construction that lies outside the City's rights-of-way.

II. LIMITED PHASE CONSTRUCTION SERVICES

Task 12.1 Limited construction phase services will consist of the following activities:

1. Attend the pre-construction meeting
2. Construction phase project coordination
3. Bi-Weekly progress meetings (18-month construction period estimated)
4. Shop drawing reviews
5. Respond to Contractor RFIs and plan modification for field changes
6. Site visits (18 visits)
7. Final inspection walk-through and preparation of punch list
8. Prepare of record drawings
9. Prepare the SWFWMD statement of completion

Shop Drawing Review

ATKINS shall review the Shop Drawing submittals for compliance with the applicable requirements of the Contract Documents. The review and approval, or other action, shall not extend to means, methods, techniques, sequences, or procedures of construction, or to safety precautions and programs. ATKINS shall review, and approve, or take other appropriate action with respect to Shop Drawings and the results of tests and inspections and other data that the Contractor is required to submit. ATKINS shall receive and review the submittals for compliance with the requirements of the Contract Documents and shall determine and advise the CITY on the acceptability of substitute materials and equipment proposed by Contractor. ATKINS' approval of Contractor submittals is a representation to the CITY that said submittals have general conformance to applicable requirements of the Contract Documents, unless there is written exception. ATKINS shall not:

- Authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by the CITY.
- Undertake any of the responsibilities of the Contractor, subcontractors, or Contractor's superintendent.
- Advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction.
- Advise on, issue direction regarding or assume control over safety precautions and programs of the work. ATKINS shall immediately report to the Contractor and the CITY any safety concerns or violations observed.
- Accept shop drawing or sample submittals from anyone other than the Contractor.

Contractor RFIs and Project Site Visits

- RFI's – ATKINS shall provide, within reasonable time, written responses to requests from the Contractor for clarification of the requirements of the contract documents. Services shall be provided as part of the Scope of Services. The included fee estimate (lump sum amount) is based on up to 10 RFI responses will be required.
- Construction Observation during Site Visits – ATKINS shall visit the site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the CITY and ATKINS, to observe the progress and quality of the work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the

Contractor's work but rather to allow ATKINS to become generally familiar with the work in progress and to determine, in general, if the work is proceeding in accordance with the Contract Documents. Based on general observation, ATKINS shall inform the CITY of the progress of work and shall advise the CITY of observed deficiencies. ATKINS shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor, nor for the Contractor's safety precautions or programs related to project construction.

Record Drawings

The CITY will provide one (1) copy of the red-lined project plan sheets, and ATKINS shall create the Record Drawings based on the information in the red-lined sheets and compose a memo describing any deviations from the permitted plans. ATKINS will submit five (5) signed and sealed Record Drawings, and the memo to the CITY.

SWFWMD Permit Statement of Completion

After completing the Record Drawings and reviewing the changes compared to the permitted drawings, ATKINS will prepare the SWFWMD Statement of Completion and Request for Transfer to Operation Entity form and submit to the CITY.

Task 12.2 Additional RFI's - ATKINS shall provide, within reasonable time, written responses to requests from the Contractor for clarification of the requirements of the contract documents. – (ALLOWANCE)

3. PROJECT GOALS:

ATKINSRÉALIS will submit a final deliverable, inclusive of construction plans, cost estimates, technical specifications, and permit submissions.

4. FEES:

Include a table or an attachment that depicts the total cost per task and/or phase for these engineering services – see Attachment "A"

This price includes all labor and expenses anticipated to be incurred by AtkinsRéalis USA, 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 One Hundred Seventy Seven Thousand and Fifty-Two Dollars (\$177,052.00).

Any additional permit fees incurred, as a result of permit updates/extensions, will be paid by ATKINSRÉALIS and invoiced to the CITY as a reimbursable.

5. SCHEDULE:

The project schedule for Task 11 will be completed in 3 months (90 days) from issuance of notice-to-proceed.

The construction schedule for the project is estimated to be completed in **18** months (or 548 days) from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

Final Construction Documents:	[90] calendar days
Construction:	[548] calendar days

6. STAFF ASSIGNMENT:

Daniel Parsons -PM
Nicholas Stapf
Amanda Serra - EOR
Jason Hodges
Ed Cronyn
Rudy Pein – Structures EOR
Vladimir Sklyarov - Survey

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:

Daniel B. Parsons
Project Manager
AtkinsRéalis

All City project correspondence shall be directed to:

Sam Reilly
Project Manager
City of Clearwater

Copies provided to:

Kelly Peterich
Engineering Division Manager
City of Clearwater

Tara Kivett, PE
City Engineer
City of Clearwater

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: 3197319-500000 ENST180010 DSGN PROSVC

For work performed, invoices shall be submitted monthly to:

**ATTN DIVISION CONTROLLER
CITY OF CLEARWATER, PUBLIC WORKS DEPARTMENT/ENGINEERING
PO BOX 4748
CLEARWATER, FLORIDA 33758-4748**

PublicWorksAccounting@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 in 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 percentage of 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 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:

N/A

13. SIGNATURES:

PREPARED BY:



Daniel Parsons, P.E.
Project Manager
AtkinsRéalis

Date

10/28/25

APPROVED BY:

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

Date

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

Lower Spring Branch Stormwater Improvements

AtkinsRéalis

14-0048-EN

City of Clearwater

CONSULTANT WORK ORDER

PROJECT FEES TABLE

City of Clearwater - Lower Spring Branch Stormwater Improvements				
Task	Description	Atkins Survey Staff	Labor	Total
10	Permit Updates/Extensions			
10.1	SWFWMD General ERP		\$8,215.00	\$8,215.00
10.2	USACE Nationwide Permit		\$4,215.00	\$4,215.00
			Subtotal:	\$12,430.00
11	Additional Design Related Services			
11.1	Additional Project Management, Meetings, and QA/QC		\$16,700.00	\$16,700.00
11.2	Design Updates		\$24,560.00	\$24,560.00
11.3	Survey	\$7,792.00		\$7,792.00
11.4	Additional Utility Coordination		\$4,190.00	\$4,190.00
11.5	Tree Mitigation Plans		\$8,600.00	\$8,600.00
			Subtotal:	\$61,842.00
12	Limited Construction Phase Services			
12.1	Limited Construction Phase Services			\$79,420.00
12.2	Additional RFI - ALLOWANCE			\$23,360.00
			Subtotal:	\$102,780.00
SUBTOTAL, LABOR AND SUB-CONTRACTORS:				\$177,052.00
GRAND TOTAL:				\$177,052.00

ATTACHMENT "B"

CONSULTANT WORK ORDER – CITY DELIVERABLES Lower Spring Branch Stormwater Improvements

AtkinsRéalis

14-0048-EN

City of Clearwater

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. Kyle Vaughan, at (727) 444-8232 or email address

Kyle.Vaughan@myClearwater.com.

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

ATTACHMENT "C"
CONSULTANT WORK ORDER – CITY DELIVERABLES
Lower Spring Branch Stormwater Improvements
14-0048-EN



Figure 4.2. TxDOT C411 Bridge Rail prior to Testing.