

CONSULTANT WORK ORDER

Date:	04/28/2026
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1. PROJECT INFORMATION:

Project Title:	Seawall Annual Repair / Replace Contract Annual Contract Preparation
City Project Number:	<u>24-0077-EN</u>
City Plan Set Number:	<u>2026XXX</u>
Consultant Project Number:	<u>26.CL-XX</u>

2. SCOPE OF SERVICES:

As a coastal community, the City of Clearwater (City) owns multiple disconnected seawall segments throughout its jurisdiction. This seawall portfolio drastically varies both in terms of material, dimensions and condition. In an effort to capture vulnerabilities that may be present, the City recently completed a rigorous City-wide inspection of their facilities with corresponding reports to document critical observations.

These inspections will serve as the basis for future repair and replacement; both in terms of scoping and prioritization. However, prior to implementing a repair approach, the City must first onboard a Contractor through a competitive bidding process in order to determine the degree of repair work that can be accomplished in upcoming years. Advanced Engineering & Design, Inc. (AED) has been selected to prepare the contract documents required to procure a contractor's service.

This contract will consist of three distinct elements; contractual language establishing general and specific conditions for the work, technical specifications dictating the general, material and execution requirements of each specific work task, and construction detailing depicting the degree of work proposed. This contract package will be prepared under this consultant work order. Upon completion, AED may have the opportunity to support the City during the preconstruction and construction phases of the work under a separate, or amended, work order.

Work activities will initially focus on reviewing available data such as the aforementioned inspection reports and other critical documents. Required scope elements will be itemized and the various sites prioritized using a methodology yet to be determined. These activities will directly support the preparation of the annual

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construction plan set and associated structural detailing. Contract quantities will then be developed for inclusion within the bidding document.

Bidding services will be provided as part of this contract. This work will include pre-bid meeting attendance, RFI response preparation and review of submitted bids. An award recommendation letter will be prepared for the City's consideration.

Available as contingencies, a design and permitting allowance have been established in the event these services are needed. The need for said services shall be solely determined by the City and access to these funds is only permitted upon receiving written permission.

I. INVESTIGATION & REVIEW:

- Task 1.01: Inspection reports will be reviewed by AED to better understand the observations made and the need (or degree) of improvements warranted. Limited site inspection will be performed to document other field conditions such as adjacent land use concerns, recent work performed not documented within the inspection reports and other variables that may impact the contractor's ability to successfully perform the work. Technical reviews of products slated for inclusion will be performed in preparation of detailing and specification preparation.
- Task 1.02: Scope itemization will be performed by grouping like construction tasks into a single scope of work. A prioritization of the sites will then be prepared for the City's initial review. Prioritization activities will be considered a five-year cycle.
- Task 1.03: Coordination with City personnel, including but not limited to emails, telephone calls and virtual meetings, will be performed throughout the duration of Tasks 1-3. Any revisions requested by the City in regards to site prioritization will be made prior to progressing into Task 2.

II. ANNUAL CONTRACT DEVELOPMENT:

- Taks 2.01: A construction plan set will be developed outlining the various details and repair sequences that may be needed to perform the work. This construction plan set will not be site-specific but rather general in nature. Structural detailing will be performed where warranted to solicit contractor pricing.
- Task 2.02: Technical specifications will be developed for the proposed improvements. Supplemental specifications will be developed for work not covered by the City's standards.

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Task 2.03: Construction elements will be itemized and costs developed utilizing reference contracts applicable for this project. Pay items will be developed to suitably itemize the work. Debris removal pay items developed by the City in other contracts will be included in this annual.

Task 2.04: Responses will be prepared to City-issued commentary and plan revisions will be made. The annual contract package will be advanced to reflect final completion.

III. BIDDING SERVICES:

Task 3.01: AED will attend a Pre-Bid Meeting at the City of Clearwater. Commentary / questions submitted by prospective contractors will be recorded and incorporated into future addenda.

Task 3.02: AED will respond to Requests for Information (RFIs) placed by the Contractor(s). Responses may require plan, specification and / or quantity revisions. If needed, modified documents will be transmitted to the City.

Task 3.03: AED will review the received bids and the Bid Tabulation provided by the City. A Recommendation of Award letter will be issued. Commentary on submitted pricing will also be provided.

Project contingencies have been allocated for additional services; specifically for possible design and permitting activities. These project contingencies shall not be used unless written approval is provided by the City Project Manager.

3. PROJECT GOALS:

The project will entail the preparation of an annual construction plan set and specification package to support annual seawall improvements proposed to be performed in the coming years. AED will provide the City with an electronic version of all reports, estimates, formal correspondence documents and plans at each design phase as stated above. If requested, AED will provide the City four (4) printed copies of pertinent documents for review purposes. Signed and sealed plans shall be provided prior to bidding. These can be provided in an electronic or printed format.

A Project Catalog will also be provided. This compilation document will include all design, permitting, bidding and construction documents.

Plan sheets will be sized at 24" x 36" (Arch D). All City, County and State stormwater requirements will be implemented.

4. FEES:

See Attachment "A".

This price includes all labor and expenses anticipated to be incurred by Advanced Engineering & Design, 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 ninety three thousand, seven hundred twenty five dollars and five cents. (\$93,725.05).

Allowances are anticipated for this project and projected at \$34,372.51.

5. SCHEDULE:

The project is to be completed in **210** days from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

Investigation & Review:	90 calendar days
Annual Contract Development:	90 calendar days
Bidding Services:	60 calendar days

6. STAFF ASSIGNMENT:

Justin Keller, P.E., President & Senior Project Manager, Carlos Peralta, Project Engineer; William G. Reidy, P.E., Sr. Project Engineer; Dan Stowers, P.E., Sr. Staff Engineer; Steven Torres, Sr. Designer

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:
Justin V. Keller, P.E, CFM, ENV SP, President

All City project correspondence shall be directed to:
Nate Jozefik with Kelly Peterich, P.E. and others to be copied as appropriate

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: ENG180006-MISC-PROSVC \$128,097.56

For work performed, invoices shall be submitted monthly to:

**ATTENTION: PUBLICWORKS ACCOUNTING
PUBLICWORKSACCOUNTING@MYCLEARWATER.COM
CITY OF CLEARWATER, PUBLIC WORKS DEPARTMENT/ENGINEERING
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 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.

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- 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. It is assumed that hazardous materials and/or contaminated groundwater is not present within the limits of the proposed improvements.
- 2. A full assessment of tree impacts is not proposed. It is assumed that trees impacted by construction will be removed.
- 3. The preparation of project renderings are not believed to be needed.
- 4. The City shall televise existing piping if warranted. The review of televised inspections is not assumed to be needed.
- 5. It is assumed that public outreach and holding community meetings will not be needed.
- 6. Topographic survey is not proposed. General elevations will be obtained through use of a digital elevation model (DEM).
- 7. Site specific design not proposed. Design details will be developed to be generally applicable to all sites.
- 8. Living seawalls to be designed and permitted by others.
- 9. GIS services are not proposed.
- 10. Easement research, where needed shall be performed by others.
- 11. Seawall elevation will be a scope item within the annual contract. A monetary allowance will be estimated for this work.
- 12. The preparation of pay item descriptions for debris removal is not proposed.

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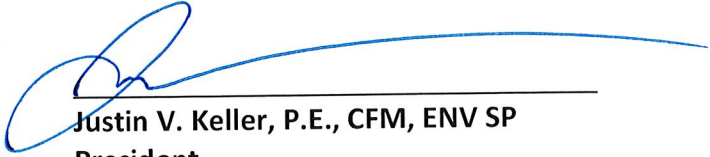
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13. SIGNATURES:

PREPARED BY:



Justin V. Keller, P.E., CFM, ENV SP
President

Advanced Engineering & Design, Inc.

5/4/26
Date

APPROVED BY:

Tara Kivett, P.E.
City Engineer

City of Clearwater

Date

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

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PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor	Total
1.0	Investigation & Review			
1.01	Inspection Records Review / Limited Site Investigation / Technical Product Reviews		\$14,667.20	\$14,667.20
1.02	Scope Itemization / Site Prioritization		\$12,813.24	\$12,813.24
1.03	City Coordination / Meetings / Finalize Annual Contract Scope Items / Prioritization Revisions		\$6,643.52	\$6,643.52
Investigation & Review Total:				\$34,123.96
2.0	Annual Contract Development			
2.01	Annual Plan Set Development / Structural Detailing		\$31,209.00	\$31,209.00
2.02	Technical Specification Development / Measurement & Payment Section		\$9,877.76	\$9,877.76
2.03	Develop Annual Contract Quantities		\$4,583.54	\$4,583.54
2.04	City Package Review / Respond to City Commentary / Finalize Annual Contract		\$5,422.96	\$5,422.96
Annual Contract Development Total:				\$51,093.26
3.0	Bidding Services			
3.01	Attend Pre-Bid Meeting		\$334.75	\$334.75
3.02	Respond to Bidder-Placed RFIs / Perform Plan Revisions as Needed / Issue Addenda		\$6,911.32	\$6,911.32
3.03	Review Submitted Bids & Prepare Recommendation of Award / Conformed Package Preparation		\$1,261.76	\$1,261.76
Bidding Services Total:				\$8,507.83
SUBTOTAL LABOR:				\$93,725.05

ATTACHMENT "A"

CONSULTANT WORK ORDER – PROJECT FEES TABLE

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4.01	Contingency (10%)	\$9,372.51
4.02	Design Allowance	\$15,000.00
4.03	Permitting Allowance	\$10,000.00
GRAND TOTAL:		\$128,097.56

ATTACHMENT "B"

CONSULTANT WORK ORDER – CITY DELIVERABLES

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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 Kyle Vaughan, at 727-444-8232 or email address kyle.vaughan@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.