

SUPPLEMENTAL WORK ORDER

Date:	3/21/2022
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1. PROJECT INFORMATION:

Project Title:	Water Treatment Plant 3 (WTP3) East Dome and Aerator and Miscellaneous Improvements	
City Project Number:	<u>20-0012-UT</u>	
City Plan Set Number:	<u>2020026</u>	
Consultant Project Number:	<u>20-222</u>	

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 (Water Treatment Plant 3 (WTP3) East Dome and Aerator and Miscellaneous Improvements). Work in the original work order included the Document Review Phase, Condition Survey Phase, Design Phase, and Bidding Phase. This supplemental work order includes the addition of the Construction Phase Services.

V. CONSTRUCTION PHASE:

Task 5.1: Review documents necessary for the successful completion of the project. These include review of RFI's/RFC's project submittals, pay applications, and contractor change orders.

Task 5.2: 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 5.3: 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 two construction phase site visits per week and bi-weekly 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, for a fee not to exceed **Seventy-Eight Thousand and Sixty-Seven Dollars (\$78,067)**.

5. SCHEDULE:

The project construction phase services are estimated to be completed within 9 months from issuance of notice-to-proceed.

6. STAFF ASSIGNMENT:

Biller Reinhart Engineering Group:

Brian Walter, PE – Project Manager and Lead Design Engineer

Robert Reinhart, PE – Principal In Charge

Randall Arthurs, PE – Project Engineer

Alejandro Cubas, EI – Project Engineer

City of Clearwater:

Frederick Hemerick – Project Manager

Jeremy J. Brown, PE - Utilities Engineering Manager

Charles McAbee – Plant Chief Operations

Glenn Daniel – Public Utilities Manager

Richard G. Gardner, PE - Public Utilities Assistant Director

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7. CORRESPONDENCE/REPORTING PROCEDURES:

ENGINEER's project correspondence shall be directed to Brian Walter, P.E. and copied to Robert Reinhart, P.E. and Randall Arthurs, P.E., see below for contact:

Brian Walter, P.E.
bwalter@billerreinhart.com

Office: 813-908-7203
Cell: 813-468-5994

Robert Reinhart, P.E.
rreinhart@billerreinhart.com

Office: 813-908-7203
Cell: 813-505-6188

Randall Arthurs, P.E.
rarthurs@billerreinhart.com
Office: 813-503-1977
Cell: 813-503-1977

All City project correspondence shall be directed to the Project Manager, with copies to the Utilities Engineering Manager and Public Utilities Assistant Director.

Consultant 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.

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

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: 3217321-530100-96782

For work performed, invoices shall be submitted monthly to:

**City of Clearwater
Engineering Department
Attention: Veronica Josef, Senior Staff Assistant
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.

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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.

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

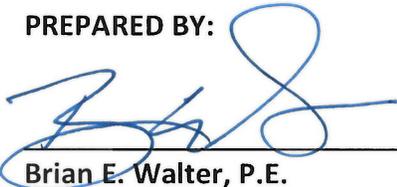
- 4. Arc Flash labeling requirements:
 - a. All electrical designs and construction shall adhere to NFPA 70 E "Standard for Electrical Safety in the Workplace".
 - b. Updated calculations of Fault and Arc Flash, and provisions for new or updated Arc Flash equipment labeling shall be included in the contract documents.

12. SPECIAL CONSIDERATIONS:

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

13. SIGNATURES:

PREPARED BY:



Brian E. Walter, P.E.
Principal Structural Engineer
Biller Reinhart Engineering Group, Inc.

3/28/22
Date

APPROVED BY:

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

Date

ATTACHMENT "B"

CONSULTANT WORK ORDER – CITY DELIVERABLES

Water Treatment Plant 3 (WTP3) East Dome and Aerator and Miscellaneous Improvements

Billier Reinhart Engineering Group

20-0012-UT

City of Clearwater

CONSULTANT WORK ORDER

PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor	Total
5.0	Construction Phase Services			
5.1	Document Review		\$5,000	\$5,000
5.2	Construction Phase Site Visit		\$57,780	\$57,780
5.3	Project Meetings and Correspondence		\$8,190	\$8,190
SUBTOTAL, LABOR AND SUB-CONTRACTORS:				\$70,970
6.0	Permit Fees			N/A
7.0	10% Contingency			\$7,097
GRAND TOTAL:				\$78,067