



SUPPLEMENTAL WORK ORDER

For the CITY OF CLEARWATER

Date: May 3, 2017

Project Number:

City Project Number: 15-0033-UT

1. PROJECT TITLE:

Rehabilitation of Lift Stations 28 & 39

2. SCOPE OF SERVICES:

Add construction phase services for the Rehabilitation of Lift Stations 28 & 39.

1. CONSTRUCTION PHASE

1.1 Preconstruction Conference– The MWI Project Manager, Electrical Engineer and Resident Project Representative will attend and participate in a pre-construction conference, along with preparing meeting notes of topics discussed, decisions made, and action items.

1.2 Contractors RFI's- MWI shall provide technical interpretation of the Drawings, Specifications, and Contract Documents when requested by the Contractor and evaluate requested deviations with regard to the plans or specifications (Request for Information [RFI] process). MWI shall develop and maintain an RFI log noting the date received/answered, subject matter, and resolution to the request. A copy of the RFI log will be included with each progress meeting agenda.

1.3 Shop Drawing Review - MWI shall review or take other appropriate action with respect to material and equipment submittals, shop drawings, samples and other data that the Contractor is required to submit. MWI shall develop and maintain a shop drawing log. Review will be limited to conformance with the design concept of the project and compliance of the information given in the Contract Documents. Such reviews or other actions shall not extend to means, methods, techniques, sequences, or procedures of construction or safety program of the contractor. MWI shall respond to all contractors' submittals fourteen (14) calendar days following receipt in MWI's office.

REHABILITATION OF LIFT STATIONS 28 AND 39

1.4 Progress Meetings –The RPR/ shall lead and conduct regular progress meetings, and prepare and circulate copies of the meeting minutes including topics discussed, action items, and decisions made. For purposes of this proposal it is assumed that there will be six (6) progress meetings. The RPR will assemble agenda for each progress meeting. In addition, the RPR shall prepare, maintain, and circulate logs and records for:

Action Items log/Contractor follow up

Shop Drawing Submittal / Approval

Testing

Request for Proposal

Proposed Change Request (PCR)

Deficiency / Noncompliance

Complaints

Project Photographs

Inventory and Verification of Stored Materials

Punch Lists

1.5 Construction Observation- MWI shall provide a Resident Project Representative (RPR) to observe and document work in progress, along with keeping the Project Manager advised of any conflicts or potential delays. Based on the proposed work schedule, MWI will provide an RPR for an average of twenty (20) hours per week with actual hours onsite determined by Contractor work schedule. The RPR shall maintain a daily log of activities for periods of time when the RPR is on-site. These daily logs shall be submitted to the PUD Project Manager on a weekly basis. Progress photos shall also be taken and provided to the Project Manager to document project progress.

1.6 Substantial/Final Electrical Inspection- MWI shall conduct substantial and final inspections to determine the completeness of the project and recommend final payment to Contractor. Following each inspection, MWI shall prepare a punch list of all items requiring completion, and follow up on the completed and/or corrected items. The punch list shall be provided to the Contractor and the Project Manager.

1.7 Record Drawing Preparation- MWI shall prepare record drawings from the original AutoCAD file based on information provided by the Contractor and others regarding field changes, modifications, etc. made during the construction phase of the project. Such information shall only be verified through field observation and will not be surveyed to verify accuracy of Contractor's measurements. The Project Manager will be provided with two (2) signed and sealed copies, and one electronic copy (AutoCAD format disk) of the record drawings. Record Drawing copies shall be in 11-inch x 17-inch format.

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1.8 Owners Allowance - \$5,000 allowance available for use at the owner/project manager's discretion

3. **PROJECT GOALS:**

No change

4. **BUDGET:**

See Attachment "B"

This price includes all labor and expenses anticipated to be incurred by Metzger & Willard, Inc. for the completion of these tasks in accordance with Professional Services Method "A" – Cost Times Multiplier Basis, **for a fee not to exceed Forty Four Thousand Three Hundred Ten Dollars (\$44,310.00).**

5. **SCHEDULE:**

No Change

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

Nancy O Metzger, PE- Principal

Susan G. Martelli, PE- VP Engineering

Joe Martelli, PE- Senior Professional Engineer

Dale Connor, Senior Inspector

Tim Thomas, PE – Tricon, Electrical Subconsultant

Elizabeth Broadway, PE, Broadway Engineering, Structural Subconsultant

7. **CORRESPONDENCE/REPORTING PROCEDURES:**

ENGINEER's project correspondence shall be directed to: Joe Martelli, PE.

All City project correspondence shall be directed to: Todd Kunell 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, and Attn.: 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.

City Invoicing Code: **327-96217-561300-535-000-0000**

9. **INVOICING PROCEEDURES**

At a minimum, in addition to the invoice amount(s) the following information shall be provided on all invoices submitted on the Work Order:

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- 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:

The consultant named above is required to comply with Section 119.0701, Florida Statutes (2013) where applicable.



PREPARED BY:

Susan G. Martelli, PE
Vice President of Engineering
Metzger & Willard, Inc.

Date



APPROVED BY:

Michael D. Quillen, PE
City Engineer
City of Clearwater

Date



CITY OF CLEARWATER ENGINEERING DEPARTMENT

WORK ORDER INITIATION FORM 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. If not available Land Desktop files are still acceptable, however the City or Clearwater is currently phasing out Land Desktop.

NOTE: If approved deviation from Clearwater CAD standards are 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, 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 (CAD and Specification files) must be delivered upon completion of project or with 100% plan submittal to City of Clearwater.



REHABILITATION OF LIFT STATIONS 28 & 39

SUPPLEMENTAL WORK ORDER PROJECT BUDGET

Task	Description	Subconsultant Services	Labor	Total
6.0	Construction Phase Services			
6.1	Preconstruction Conference	\$270	\$1,390	\$1,660
6.2	Contractors RFI's	\$3,345	\$1,885	\$5,230
6.3	Shop Drawing Review	\$2,820	\$3,920	\$6,740
6.4	Progress Meetings (6)	---	\$3,080	\$3,080
6.5	Construction Observation	---	\$16,120	\$16,120
6.6	Substantial/Final Electrical Inspection	\$2,220	\$0	\$2,220
6.7	Record Drawing Preparation	\$1,250	\$2,760	\$4,010
6.8	Owner's Allowance			\$5,000
Subtotal, Labor and Subcontractors				\$44,060
Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)				\$250
Grand Total				\$44,310