

CONSULTANT WORK ORDER

Date: 01/23/2025

1. PROJECT INFORMATION:

Project Title:	DDMS Sites Assessment	
City Project Number:	00-0075-AD	
City Plan Set Number:	TBD	
Consultant Project Number:	TBD	

2. SCOPE OF SERVICES:

Following Hurricanes Helene and Milton, the City of Clearwater established several Disaster Debris Management Sites (DDMS) for staging, sorting and processing storm related debris. EnviroTrac Ltd. (EnviroTrac) will provide environmental engineering services at DDMS sites as required by Florida Department of Environmental Protection (FDEP). These services will include evaluation, sampling, laboratory testing, reporting and other related tasks as needed.

3. PROJECT GOALS:

To provide evaluation, sampling, laboratory testing, reporting at DDMS sites as required by FDEP.

4. FEES:

This price includes all labor and expenses anticipated to be incurred by EnviroTrac for the completion of this task in accordance with Professional Services Method "B" – Lump Sum – Percentage of Completion by Task, for a fee not to exceed twenty-five thousand, five hundred dollars (\$25,000).

No permit application fees are proposed for this Scope of Services.

5. SCHEDULE:

The tasks will likely be completed within 30 to 60 days from notice-to-proceed (depending on level of scope). Project deliverables will be delivered upon completion of each requested service.

6. STAFF ASSIGNMENT:

EnviroTrac: Kristi Miller – Project Manager (813) 520-1237, William Heim – Senior PM/Reviewer

City of Clearwater: Joe DeCicco, Sr. Environmental Specialist

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:

Kristi Miller (kmiller@envirotrac.com) with copies to Consultant's designated Project Director William Heim (willh@envirotrac.com) and John Ferrill, V.P. (johnf@envirotrac.com) 813.626.8443

All City project correspondence shall be directed to:

Joe DeCicco: Joseph.DeCicco@MyClearwater.com and/or (727) 562-4745 with copies to others as may be appropriate.

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: 1817525-530100-D2501

For work performed, invoices shall be submitted monthly to:

ATTENTION: JAMIE GAUBATZ, SR. ACCOUNTANT

**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.
 - 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:

Invoicing will be submitted at 100% completion of the scope of work. The deliverable will be considered the progress report for invoicing purposes.

13. SIGNATURES:

PREPARED BY:

APPROVED BY:



John Ferrill, P.G.
Vice President
EnviroTrac, Ltd.

January 23, 2025

Date

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

Date

CONSULTANT WORK ORDER

PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor	Total
1.0	DDMS Sites Assessment			\$25,000
Total				\$25,000