MEAD & HUNT

City of Clearwater

CONSULTANT WORK ORDER

Date:	3/25/2026

1. PROJECT INFORMATION:

Project Title:	RO1 Sulfuric Acid Storage and Feed System
City Project Number:	26-0010-UT
City Plan Set Number:	
Consultant Project Number:	M4615600-253527.01

2. SCOPE OF SERVICES:

This Task Order is in conformance with the Agreement for Professional Services (Agreement), RFQ-34-23 dated July 20th, 2023, by and between the CITY of Clearwater (**CITY**) and Mead and Hunt, Inc. (**CONSULTANT**) with an effective date August 1st, 2023 and is referred to herein as the contract.

This Scope of Services submitted for this project involves design and engineering services for following:

1. The CITY completed a system evaluation study with a previous consultant to determine recommendations for operations improvements at the RO2 facility. Among the recommendations were the addition of Sulfuric Acid to the concentrate of RO1 prior to being sent to RO2. This project will design a new facility for the Sulfuric Acid storage and feed system, including chemical containment with leak detection, new storage tanks, a new chemical dosing skid, new chemical piping and conduit. Design will be completed with input from operations to incorporate operator accessibility and add protective coatings as appropriate. The completed design will be bid for construction of the facilities.
2. Improvements to the site may induce modifications to the ERP permit. As such, work includes investigation of the existing stormwater system and application for an exemption. If an exemption is given, work will include design modifications to account for the site improvements.
3. Survey of the identified location for the new storage area, including topographic survey and locations of all visible improvements is included. Review of the record drawings to identify potential subsurface conflicts and SUE to identify size, location, depth, and material of those conflicts is included.

4. Geotechnical evaluation of the proposed location of the facilities to determine soil bearing capacity and a basis of design for the structure and foundation is included. Additionally, geotechnical evaluation of the existing pond to determine seasonal high-water level and percolation rate for potential ERP permit modifications or potential exclusion is included.
5. Construction services of the design are included, including administration of construction progress meetings, submittal and pay application review, responses to requests for additional information, and construction observation.

The design, inspections, and recommendations will be conducted with the input of the CITY'S operational staff to maintain plant operations throughout the design and construction of the project. The design plans shall be compiled using the City of Clearwater CAD standards, as attached. This project addresses the following goals identified in the CITY'S Strategic Plan: High Performing Government, Community Well-Being, and Environmental Stewardship.

Task I. PROJECT MANAGEMENT:

The CONSULTANT'S Project Manager (PM) will prepare a project management plan, which will include all project work, design schedule with submittals, the project team and communication plan, and the quality control plan. The CONSULTANT'S PM will prepare monthly invoices including work activity reports for the billed period.

The CONSULTANT'S PM will monitor and manage the project budget, schedule and scope throughout the estimated seven hundred eighty five (785) calendar day project duration. This duration includes all tasks in this scope. The PM will manage the development of all project work and subconsultant efforts. The PM will prepare monthly invoices including monthly work activity reports. The PM will monitor a quality assurance and control process, which includes the independent review of the project technical work products before its submission to the CITY.

The CONSULTANT will coordinate and preside over one (1) virtual project kick-off meeting with the CITY and the project team to review project goals, scope of work, project schedule and administrative issues. This meeting will incorporate all tasks in this scope. Following the meeting, the CONSULTANT will prepare a written summary of the project meeting and distribute to the attendees. Additionally, the CONSULTANT will coordinate and preside over up to fifteen (15) monthly progress meetings. These meetings will include progress for all tasks in this scope.

The CONSULTANT will coordinate and preside over three (3) virtual meetings with the CITY and the project team to review project deliverables, including 60%, 90%, and 100%. Following the meeting, the CONSULTANT will prepare a written summary of the project meeting and distribute to the attendees.

The deliverables for each of the phases are expected to be completed at different times; thus, the progress meetings for each are included in this task.

All project meetings will be limited to a maximum of two (2) representatives of the Engineer, unless otherwise approved by the CITY Project Manager.

Task II. DATA COLLECTION AND SITE RECONNAISSANCE:

The CONSULTANT will conduct up to two (2) site visits to verify existing conditions and collect photographic and other data collection needed for the design. The CONSULTANT has received data from the CITY and will prepare and submit a written data request to the CITY'S PM outlining any data not received that is required to complete design of the project. The CONSULTANT will maintain a summary spreadsheet of the requested data, status, source, etc. The site visits under this task will include visits for all tasks in this scope.

The CONSULTANT will review record drawings of the existing system and the proposed new location as provided by the CITY and coordinate with the CITY operations staff on project sequence to maintain plant operations during the construction phase.

Task III. DESIGN:

The CONSULTANT will develop a 60% design submittal package, including Construction Drawings and Technical Specifications that reflect the proposed improvements as described above. It is assumed the CITY will conduct their review in a two-week period.

The CONSULTANT will develop a 90% design submittal package, including Construction Drawings and Technical Specifications. The CONSULTANT will prepare a comment/response log for comments received at the 60% review package to be included with 90% submittal documenting how the CITY'S comments were addressed in the current submittal. It is assumed the CITY will conduct their review in a two-week period.

The CONSULTANT will develop a Final Construction Documents submittal package, including Construction Drawings and Technical Specifications. The CONSULTANT will prepare a comment/response log for comments received at the 90% review package to be included with Final Construction Documents submittal documenting how the CITY'S comments were addressed in the current submittal. It is assumed the CITY will conduct their review in a two-week period. The CITY is responsible for combining the technical specs with Division 0 and Division 1 specifications.

Task IV. PERMITTING:

The CONSULTANT will submit a request for a minor modification to the ERP to the Florida Department of Environmental Protection (FDEP) for the improvements that will be made to the site.

If a minor modification is not accepted by FDEP, the CONSULTANT will develop a 100% design for the stormwater system onsite. This design will be used to submit a major modification and will be included in the bid set drawings and specifications for the project.

The CONSULTANT will coordinate a pre-application meeting with the CITY and address comments to permit the new Sulfuric Acid structure. Completed construction drawings will be prepared for the Contractor to submit to the CITY to acquire a building permit.

Task V. BIDDING ASSISTANCE:

The CITY will be responsible for receiving and addressing bidder questions. The CONSULTANT will prepare suggested responses to two (2) Addenda regarding design intent, technical specifications, and construction drawings. The CITY will be responsible for preparation and distribution of addenda.

The CONSULTANT will coordinate and preside over one (1) in-person pre-bid meeting with a virtual option with the CITY and prospective bidders to review the scope of work, and project schedule.

Upon receipt of copies of the bid documents received from the CITY. The CONSULTANT will review up to two (2) bids for completeness and conformance with the technical requirements. The CONSULTANT will evaluate the low bidder(s) submitted qualifications information and contact provided references to inquire about bidders' experience. The CONSULTANT will prepare a tabulation of received bid prices, including unit prices if applicable and verify extended values and totals. The CONSULTANT will also review submitted pricing for imbalances and other disparities. Based on that review, the CONSULTANT will submit to the CITY the bid tabulation and a recommendation of award.

Task VI. CONSTRUCTION SERVICES:

The CONSULTANT will coordinate and preside over one (1) virtual Pre-Construction meeting with the CITY and the project team to review scope of work, project schedule and administrative issues. Following the meeting, the CONSULTANT will prepare a written summary of the project meeting and distribute to the attendees.

The CONSULTANT will coordinate and preside over up to twelve (12) virtual Construction progress meetings with the CITY and the project team to review construction progress, schedule and issues related to the construction of the project. Following the meetings, the CONSULTANT will prepare a written summary of the project meeting and distribute to the attendees.

The CONSULTANT will review up to thirty (30) contractor RFI's related to clarification of the design intent and provide response to CEI team for response back to contractor per the construction contract requirements. The CONSULTANT will maintain a detailed RFI log and actions/responses.

The CONSULTANT will review and respond to up to thirty (30) contractor construction submittals and resubmittals regarding the design for compliance with the design and provide response to CEI team for response back to contractor per the construction contract requirements. The CONSULTANT will maintain a detailed log of submittals and actions.

The CONSULTANT will review and comment on up to Five (5) field/change orders to design quantities, configuration, or contract time or value and give input/feedback to the CITY'S project manager.

The CONSULTANT will review and comment on up to twelve (12) contractor pay requests regarding construction completion, quantities, and compliance with the design.

The CONSULTANT will provide part-time resident project representative (RPR) services for construction observation and documentation for the estimated 52 weeks of construction activity. The construction observation efforts are estimated to be eight (8) hours per week. The duration and number of hours required per week may vary based on the contractor's efforts and the CITY'S needs, but the average effort required is expected to be as outlined above. The RPR will observe the construction activities, review conformance with contract documents, observe quality assurance testing, maintain a detailed log including red-line construction drawings, and field verify work quantities. These efforts will be documented in electronic reports of construction and will include construction photographs. Quality control will be completed by an Inspection Supervisor and the Project Manager in the form of field visits and work product review.

Task VII. Survey and SUE:

The CONSULTANT will work with a subconsultant to complete survey of the proposed work location and surrounding area, including the onsite retention pond. Up to fifteen (15) identified conflicts will be exposed using non-destructive methods at specific locations identified by the CONSULTANT along with input from CITY operational and engineering staff. The final survey files will be delivered to the CITY in PDF and AutoCAD format, and the survey information will be incorporated into the design drawings.

Task VIII. GEOTECHNICAL INVESTIGATION:

The CONSULTANT will work with a subconsultant to complete a Geotechnical investigation of the proposed work locations to determine existing soil conditions, which will be used as the basis for structural design of the foundations. Investigation will include the onsite retention pond for seasonal high-water level and percolation rate for potential modification of the pond. The final Geotechnical report will be delivered to the CITY in PDF format, and the boring information will be incorporated into the design drawings.

3. PROJECT GOALS:

The deliverables that will result from this project include the following:

1. Design package (plans, technical specifications and opinion of probable construction cost) for the construction of a new Sulfuric Acid storage and dosing area, including leak detection and new dosing line to dosed location.

The final project drawings and specifications will be delivered in electronic format. Meetings and site visits, as outlined in Section 2, will be coordinated to ensure project progress throughout the design and construction phase of the project. A minor modification to the FDEP permit is required for this project. Permit fees are to be paid by the CONSULTANT from the Permitting Allowance, and if funds are insufficient, overage shall be paid from Contingency and will be reimbursed by the CITY.

4. FEES:

Refer to fee table 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 the CONSULTANT for the completion of these tasks in accordance with Professional Services Method “A” – Hourly Rate, for a fee not-to-exceed Four-Hundred Eighty-Two Thousand Twenty-Eight Dollars **($482,028)**.

ENGINEER shall provide a minimum of forty-eight (48) hours’ notice prior to conducting fieldwork/site visits. ENGINEER shall provide a minimum of seven (7) days notification for site visits requiring the assistance of CITY Operations and Maintenance personnel.

5. SCHEDULE:

Upon issuance of the Notice to Proceed, the CONSULTANT will schedule a project kickoff meeting with the design team, the CITY project manager, and operations staff. Milestone

submittals will be per the outline below. It is assumed all submittals will be reviewed and comments returned to the CONSULTANT'S project manager within a 2-week period.

The project is to be completed in four (4) separate deliverables as outlined below with their respective expected duration. The deliverable calendar days are from receipt of review comments on previous deliverable (Note: initial deliverable dates of 60% Construction Submittal are from receipt of updated survey, SUE and Geotech, all other submittals to be coordinated so CITY can review all design packages together at each design milestone).

60% Construction Submittal:	**240 calendar days**
90% Construction Submittal:	**90 calendar days**
Final Construction Documents:	**90 calendar days**
Construction Administration	**365 calendar days**

6. STAFF ASSIGNMENT:

The CONSULTANT'S primary project manager and technical expert for this project will be Russell Ferlita. Additional assistance and expertise will include a junior engineer as well as staff outlined below.

The CITY'S project manager and primary point of contact will be Helene Kassouf. Key project staff assignments are as outlined below:

MEAD AND HUNT, INC.:

Russell Ferlita, Ph.D., P.E.	M&H Project Manager/EOR	russ.ferlita@meadhunt.com
Keiran Smith	M&H Senior Electrical Engineer	keiran.smith@meadhunt.com
David Wagner	M&H Senior Structural Engineer	david.wagner@meadhunt.com
Shaleena Manzanero	M&H Project Engineering Assistant	Shaleena.manzanero@meadhunt.com

CITY OF CLEARWATER:

Helene Kassouf, Ph.D., P.E.	City Project Manager	helene.kassouf@myclearwater.com
Kaylynn Price	Utilities Engineering Manager	kaylynn.price@myclearwater.com
Michael Flanigan	Public Utilities Director	michael.flanigan@myclearwater.com
Fred Hemerick	Public Utilities Water Production Manager	Fred.hemerick@myclearwater.com

Patricio Tovar	Public Utilities Potable Water Production Assistant Manager	patricio.tovar@myclearwater.com
Wayne Lafleur	Public Utilities Infrastructure Maintenance Assistant Manager	wayne.lafleur@myclearwater.com

7. CORRESPONDENCE/REPORTING PROCEDURES:

CONSULTANT'S project correspondence shall be directed to: Russell Ferlita, Ph.D., P.E. with copies to Shaleena Manzanero (Shaleena.manzanero@meadhunt.com).

All CITY project correspondence shall be directed to: Helene Kassouf, Ph.D. P.E., (City Project Manager) with copies to the Public Utilities Director, Assistant Director, Engineering Manager, and Water Production Manager.

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: 3217321-561300-96764

For work performed, invoices shall be submitted monthly to:

CITY OF CLEARWATER, PUBLIC UTILITIES DEPARTMENT
ATTENTION: PU ENGINEERING
1650 N. ARCTURAS AVE
BUILDING C
CLEARWATER, FLORIDA 33765-1945

Email Invoices: PUEngineering@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 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:

The CONSULTANT acknowledges the following:

1. The CONSULTANT named above is required to comply with Section 119.0701, Florida Statutes, where applicable.
2. CITY directives shall be provided by the CITY Project Manager.
3. “Alternate equals” shall not be approved until the CITY Project Manager agrees.
4. Submittals must be accompanied by evidence that each has been internally checked for QA/QC before providing to the CITY.
5. The CONSULTANTs/Contractors are not permitted to use CITY-owned equipment (i.e. sampling equipment, etc.).
6. Documents posted on CITY website must be 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".

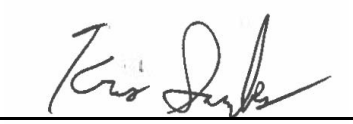
   b. Updated calculations of Fault and Arc Flash, and provisions for new or updated Arc Flash equipment labeling shall be included in the contract documents.

12. SPECIAL CONSIDERATIONS:

The installation and construction sequence of the new sulfuric acid storage and dosing system must take into consideration maintaining plant operations. All designed sequences will be done with the input of plant staff to ensure the plant can operate throughout the entire duration of construction.

13. SIGNATURES:

PREPARED BY:



Kris Samples, PE, DBIA
National Water Market Leader, VP
Mead and Hunt, Inc.

March 25, 2026
Date

APPROVED BY:

Michael Flanigan
Public Utilities Director
City of Clearwater

Date

CONSULTANT WORK ORDER

PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor	Total
1.0	Project Management		$27,860	$27,860
2.0	Data Collection and Site Recon.		$7,900	$7,900
3.0	Design		$193,810	$193,810
4.0	Permitting		$42,996	$42,996
5.0	Bidding Assistance		$10,143	$10,143
6.0	Construction Services		$98,415	$98,415
7.0	Survey and SUE.	$42,083		$42,083
8.0	Geotechnical Investigation	$10,000		$10,000
			SUBTOTAL LABOR:	**$433,207**
9.0	**Permitting Allowance**			**$2,500**
10.0	**Other Direct Costs (prints, photocopies, postage, mileage, etc.)**			**$2,500**
11.0	**Contingency 10%**			**$43,820**
			GRAND TOTAL:	**$482,028**

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 and in reduced 11" x 17" reproductions. Upon completion the consultant shall deliver all drawing files in digital format (pdf) with all project data in Autodesk Plant 3D file format (dwg file).

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 and Specification files) must be delivered upon completion of project or with 100% plan submittal to the City of Clearwater.

Mead & Hunt

CITY OF CLEARWATER
RO1 SULFURIC ACID STORAGE AND FEED SYSTEM
1657 PALMETTO ST, CLEARWATER, FL 33755
ESTIMATED MANHOUR SCHEDULE
March 25, 2026

Phase	Description	Senior Client/Project Manager	Senior Associate	Senior Project Engineer	Senior Project Engineer	Senior Project Engineer	Engineer III	Administrative Assistant	Accounting	Senior Technician	Technician III	Mileage	Total Task ($)
	Hourly Rate	$ 321.00	$ 296.00	$ 264.00	$ 264.00	$ 264.00	$ 187.00	$ 114.00	$ 114.00	$ 180.00	$ 152.00	$ 0.70	See Below
I	**Project Management**												
	Project Management Plan	12							12				$ 5,220
	Project Coordination	16	10					12					$ 9,464
	Work Coordination	12											$ 3,852
	Meetings	9			9	9	9					$ -	$ 9,324
	Subtotals	**49.0**	**10.0**	**0.0**	**9.0**	**9.0**	**9.0**	**12.0**	**12.0**	**0.0**	**0.0**	**$ -**	**$ 27,860**
II	**Data Collection and Site Reconnaissance**												
	Utility Coordination	8			4		12						$ 5,868
	Site Reconnaissance	4					4						$ 2,032
	Subtotals	**12.0**	**0.0**	**0.0**	**4.0**	**0.0**	**16.0**	**0.0**	**0.0**	**0.0**	**0.0**	**$ -**	**$ 7,900**
III	**Project Design**												
	60% Design Development												
	60% Documents	60			32	50	60			60			$ 62,928
	60% QA/QC			16		12							$ 7,392
	90% Design Development												
	90% Documents	40			40	80	60			80			$ 70,140
	90% QAQC			12		8							$ 5,280
	100% Design Development												
	100% Documents	30			24	50	40			40			$ 43,846
	100% QAQC			8		8							$ 4,224
	Subtotals	**130.0**	**0.0**	**36.0**	**96.0**	**208.0**	**160.0**	**0.0**	**0.0**	**180.0**	**0.0**	**$ -**	**$ 193,810**
IV	**Permitting**												
	Environmental Resource Permit												$ -
	Pre-Application Meeting			4								$ -	$ 1,056
	Minor Modification to the Environmental Resource Permit			20									$ 5,280
	Environmental Resource Permit RAI			10									$ 2,640
	Major Modification to the Environmental Resource Permit			100								$ -	$ 26,400
	Environmental Resource Permit RAI												$ -
	Building Permit Documentation & Site Plan Approval			20									$ 5,280
	Pre-Application Meeting	4		4								$ -	$ 2,340
	Subtotals	**4.0**	**0.0**	**158.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**$ -**	**$ 42,996**
V	**Bidding Assistance**												
	Bidding and Contract Documents	8								12			$ 4,728
	Bidding and Contract Documents QAQC			4									$ 1,056
	Prebid Meeting	2										$ -	$ 642
	Addenda	4			4	4							$ 3,396
	Bid Opening	1										$ -	$ 321
	Bid Review and Recommendation of Award	2											
	Subtotals	**17.0**	**0.0**	**4.0**	**4.0**	**4.0**	**0.0**	**0.0**	**0.0**	**12.0**	**0.0**	**$ -**	**$ 10,143**
VI	**Construction Services**												
	Issued for Construction Documents						4						$ 748
	IFC QAQC	2											$ 642
	Pre-Construction Meeting	2		2							2	$ -	$ 1,474
	Progress Meetings (assume 12 meetings)	12									12	$ -	$ 5,676
	Construction Submittals (up to 30)	24											$ 7,704
	Requests for Information (RFI's) (up to 30)	30											$ 9,630
	Field/Change Orders (Up to 5)	5											$ 1,605
	Pay Application (up to 12)	12											$ 3,852
	Site Visits (up to 6)	12											$ 3,852
	Resident Project Representative (52 weeks @ 8 hr/week)										416	$ -	$ 63,232
	Subtotals	**99.0**	**0.0**	**2.0**	**0.0**	**0.0**	**4.0**	**0.0**	**0.0**	**0.0**	**430.0**	**$ -**	**$ 98,415**
	TOTAL ALL TASKS	**311.0**	**10.0**	**200.0**	**113.0**	**221.0**	**189.0**	**12.0**	**12.0**	**192.0**	**430.0**	**$ -**	**$ 381,124**

	Lump Sum Total:	**$ 381,124**
	Subs/Reimbursables:	$ 57,083
	Total w/Reimbursables:	$ 438,207
	Contingency 10%:	$ 43,821
	GRAND TOTAL	**$ 482,028**

Reimbursables Breakdown:

	Description	Amount
VII	Survey & SUE	$ 42,083
VIII	Geotechnical Investigation	$ 10,000
IX	**Permitting Allowance**	**$ 2,500**
X	**Printing/Reproduction/Postage/Mileage**	**$ 2,500**
	Total	**$ 57,083**