

SUPPLEMENTAL WORK ORDER

No.2

Date:	1/9/2024
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1. PROJECT INFORMATION:

Project Title:	17-0028-UT NE MCC-1 Replacement	
City Project Number:	17-0028-UT	
City Plan Set Number:	2020013	
Consultant Project Number:	00920254	

2. SCOPE OF SERVICES:

The City has asked McKim & Creed to provide Construction and Close Out Phase Services for the design project 17-0028-UT NE MCC-1 Replacement. The following itemized service will be a part of this task and fee.

I. CONSTRUCTION PHASE:

12.1 Pre-Construction Meeting:

Consultant will attend the pre-construction meeting conducted by the City. Construction procedures and lines of communication will be established. Consultant will prepare and distribute meeting minutes to attendees.

12.2 Monthly Progress Meetings:

Consultant will attend 12 monthly progress meetings during actual construction. Meetings to include City staff and the Contractor's representatives. Minutes of the progress meetings will be prepared by Consultant and will be provided to the City and the Contractor. Contractor will be required to present Submittal and RFI log as well as updated schedule for review By McKim & Creed.

12.3 Shop Drawings and Other Submittal Reviews:

Consultant will establish and administer a procedure for receiving and tracking submittals estimated at 30. Services will be provided for technical review of shop drawings, detailed construction drawings, erection drawings and other submittals such as O&M manuals. Copies of submittal reviews will be forwarded to the City

and the Contractor. Consultant will keep a submittal tracking log and share with Owner and Contractor

12.4 Clarifications and RFI Responses:

Consultant will respond to requests for information (approximately 12 formal RFI's) and/or clarification by the Contractor or the City, coordinate the resolution of issues during construction, and assist the City in corresponding with the Contractor and Regulatory personnel. Consultant will keep a RFI tracking log and share with Owner and Contractor

12.5 Intermittent Construction Site Observation

Consultant will periodically come to the site to observe construction progress and workmanship. These can be unannounced or by the request of the owner or contractor. Items found in question will be brought the attention of the Owner and Contractor. Time on jobsite during active construction of 9-month at an average of 12 hours per week.

12.6 Project Start-Up:

Consultant will observe the start-up and commissioning coordination of mechanical systems, instrumentation, electrical and controls associated with the mechanical screen system. Consultant will compare the results to the intension of the construction documents and provide feedback to the Owner and Contractor

12.7 Substantial and Final Completion Walkthrough:

Prior to substantial and final completion, Consultant will review the completed work. A punch-list of items to be addressed will be provided along with the notices of substantial/final completion once the Contractor and City agree that these milestones are met. Up to two follow-up inspections will be performed to assist with resolving punch-list items.

II. CLOSE OUT

13.1 Record Drawings:

Consultant will review and provide comments on the red-line drawings provided by the Contractor. Once comments are corrected by the Contractor and deemed complete, Consultant will prepare sets of signed & sealed Record Drawings that will be used for final agency certification and for the City's files.

13.2 Close Out Documents

Upon completion of construction, Record Drawings provided by the Contractor will be certified and the associated documents will be submitted to the regulatory agencies.

3. PROJECT GOALS:

- Project Meeting minutes (12 Months during Active Construction)
- Schedule Updates (16 Months)
- Shop drawing log (Approx 30 over 6 Months)
- RFI log (Approx 12 over Construction Period)
- Change Orders (3 over construction period)
- Field Directives

4. FEES:

This price includes all labor and expenses anticipated to be incurred by McKim & Creed Inc. for the completion of these tasks in accordance with Professional Services Hourly Rate for a fee not to exceed One Hundred Sixty Thousand Eleven Dollars (\$ 160,011.00).

5. SCHEDULE:

The project is to be completed in **16** months (or days) from issuance of notice-to-proceed. The project deliverables are to be phased as follows from Contractors Notice to Proceed (NTP):

	From Contract NTP
Mobilization:	210 calendar days
Submittal Phase Ending:	90 calendar days
Construction Finish:	450 calendar days
Substantial Completion	340 calendar days
Final Completion	450 calendar days
Record Document to City.	480 calendar days

6. STAFF ASSIGNMENT:

Consultant

Project Manager

Aubrey Haudricourt, PE

Construction Administrator	Diane Achinelli/Josephine Garas
Instrumentation and Controls Engineer	Eric Brown/Ian Ott
Architectural/Structural	Jack Christie, AE/Emmett Anderson, PE
Electrical Engineering	Laurel Smith, PE , Josephine Garas

City Staff:

Helene Kassouf, PhD, EI – Project Manager (Helene.kassouf@myclearwater.com)
Kaylynn Price – Acting Utilities Engineering Manager
Richard Gardner, PE – Public Utilities Director
Michael Flanigan – Public Utilities Assistant Director
Christina Goodrich – Wastewater Environmental Tech Manager
Daniel Trueblood – Infrastructure Maintenance Manager
Jerry Hahn – Chief Plan Operator at Northeast WRF

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant’s project correspondence shall be directed to:

Aubrey Haudricourt – ahaudricourt@mckimcreed.com

All City project correspondence shall be directed to:

Helene Kassouf – helene.kassouf@MyClearwater.com with copies to the Public Utilities Director, Assistant Director, and Engineering Manager.

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: 3217321-561300-96215

For work performed, invoices shall be submitted monthly to:

**ATTN DIVISION CONTROLLER
CITY OF CLEARWATER, PUBLIC UTILITIES
PO BOX 4748
CLEARWATER, FLORIDA 33758-4748
Email invoices to: PUEngineering@myclearwater.com**

Contingency services will be billed as incurred only after written authorization provided by the City Project Manager 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 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).
6. 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.

12. SPECIAL CONSIDERATIONS:

- McKim & Creed will coordinated between the City and the Contractor for all equipment shutdowns. Some shutdowns may be after hours during low flow times periods. Additional plant staff may be needed when returning to normal operations.

13. SIGNATURES:

PREPARED BY:



Aubrey Haudricourt

**Electrical Group Manager
McKim & Creed Inc.**

1-11-2024

Date

APPROVED BY:

Richard Gardner PE

**Director, Public Utilities
City of Clearwater**

Date

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

NE MCC-1 Replacement

17-0028-UT

McKim & Creed

City of Clearwater

CONSULTANT WORK ORDER

PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor	Total
12	Construction Services			
12.1	Pre-Construction Meeting		\$4,232.00	\$4,232.00
12.2	Monthly Progress Meeting		\$10,748.00	\$10,748.00
12.3	Shop Drawings		\$11,812.00	\$11,812.00
12.4	Clarifications & RFI's		\$11,232.00	\$11,232.00
12.5	Construction Observation		\$85,376.00	\$85,376.00
12.6	Startup		\$23,424.00	\$23,424.00
12.7	Substantial & Final Completion Punch lists		\$9,308.00	\$9,308.00
Construction Services Total:				\$156,132.00
	Close Out			
13.1	Record Drawings		\$11,176.00	\$11,176.00
13.2	Close Out Documents		\$5,092.00	\$5,092.00
Close Out Total:				\$16,268.00
SUBTOTAL, LABOR AND SUB-CONTRACTORS:				\$172,400.00
14	Contingency (10%)			\$17,240.00
GRAND TOTAL:				\$189,640.00

ATTACHMENT "A"
CONSULTANT WORK ORDER -PROJECT FEES TABLE
NE MCC-1 Replacement
17-0028-UT

McKim & Creed

City of Clearwater

CITY OF CLEARWATER CONSTRUCTION SERVICES MCKIM & CREED MANPOWER AND COSTS PROPOSAL 17-0028-UT 1/9/2024								
R0	\$172,400.00							
TASK	Labor Code	Group	I&C	Construction	Senior	Labor	Sub Total	
		Manager	Engineer	Specialist	Admin	Designer		Project Admin
		\$225	\$160	\$185	\$182	\$122	\$100	
1.0 Construction Services								
1.1 Pre-Construction Meeting		8			8	8		24 \$4,232.00
1.2 Monthly Progress Meeting		8	24	4	24			60 \$10,748.00
1.3 Shop Drawings		4	24	16	16		12	72 \$11,812.00
1.4 Clarifications & RFI's		8	24	8	16		12	68 \$11,232.00
1.5 Construction Observation (9 months @ 12hrs/wk)		32	60	48	328			468 \$85,376.00
1.6 Startup		16	32	48	32			128 \$23,424.00
1.7 Substantial & Final Completion Punchlists		4	16	8	24			52 \$9,308.00
Subtotal Hours		80	180	132	448	8	24	872
Subtotal Cost		\$18,000	\$28,800	\$24,420	\$81,536	\$976	\$2,400	\$156,132 \$156,132
2.0 Close Out								
Record Drawings		8	16		16	32		72 \$11,176.00
Close out documents		4	8		16			28 \$5,092.00
Subtotal Hours		12	24	0	32	32	0	100
Subtotal Cost		\$2,700	\$3,840	\$0	\$5,824	\$3,904	\$0	\$16,268 \$16,268
Total Hours								\$172,400.00
Contingency (10%)								\$17,240.00
Total Budget							0	\$189,640.00

ATTACHMENT "B"

CONSULTANT WORK ORDER – CITY DELIVERABLES

NE MCC-1 Replacement

17-0028-UT

McKim & Creed

City of Clearwater

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. 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 Mr. Thomas Mahony, at (727) 562-4762 or email address Thomas.Mahony@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.

The following deliverables are anticipated for this project:

- Project Meeting minutes
- Shop drawing log
- RFI log
- Change Orders
- Field Directives
- Record Drawings