

CONSULTANT WORK ORDER

Date:	5/15/2024
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1. PROJECT INFORMATION:

Project Title:	Stevenson Creek Boating Speed Zone - Feasibility Review	
City Project Number:	24-0036-MA	
City Plan Set Number:	N/A	
Consultant Project Number:	N/A	

2. SCOPE OF SERVICES:

The City of Clearwater (City) would like to explore establishing a slow speed and/or no wake zone for watercraft within the navigable limits of Stevenson Creek. Located in Pinellas County, Stevenson Creek is a 3.2 mile tidally influenced stream in the Clearwater Harbor Watershed. Stevenson Creek flows into Clearwater Harbor, part of the Pinellas County Aquatic Preserve (PCAP).

The two most common ways slow speed zones are implemented in inland navigable waterways are associated with boater safety or the protection of marine resources and/or environmentally sensitive habitats (i.e. Manatees, seagrass, etc.). First Line Coastal staff will investigate options for implementing a slow speed zone in navigable limits of Stevenson Creek (from Clearwater Harbor to the Douglass Avenue Bridge) and prepare an analysis and estimated costs of the options identified. The scope of this project does not provide for a detailed analysis, but rather is a high-level examination of potential alternatives for establishing a slow speed zone. The goal is to provide the City with sufficient information to assess the potential alternatives and consider making a specific recommendation to implementation an option or for further detailed analysis of the specific alternative(s).

I. PRE-DESIGN PHASE:

Task 1.1 - Project Kickoff & General PM

Task 1.1 will serve for project initiation and will commence with a Virtual Meeting with the City to discuss the project and confirm project goals and expectations. Information will be exchanged to identify any important City staff resources that may be able to provide data and information pertinent to the study. It is anticipated that agency staff with regulatory authority for slow speed zones will be consulted during the study; any additional stakeholders or members of the public the City feels is important to consult can be identified. The task will also serve for general coordination and project management during the work.

Task 1.2 – Shoreline stability assessment

In task 1.2, First Line Coastal staff will conduct a visual assessment of shoreline conditions bordering the project area. Each stretch of shoreline will be categorized and evaluated for its apparent erosional stability, with specific attention towards identification of reaches being subjected to erosional impacts by boat wakes. Additional data will be collected to provide general environmental characterization of the shoreline habitats. Photographic documentation will also be collected to demonstrate typical site conditions. Shoreline type and dominant habitat will be categorized and quantified by type on a site map to inform agency discussion and option development.

II. DESIGN PHASE:

Task 2.1 - Desktop investigation & zoning alternatives research

First Line Coastal staff will perform a desktop investigation to collect existing data on Stevenson Creek related to existing slow speed zones, boater safety and boating accidents, and Manatees and sensitive environmental habitats.

During this phase, research on state, federal, and local regulations governing slow speed zones will be performed to identify the requirements and processes for implementation. This will include the regulatory mechanisms for both boating safety zones and marine resource protection zones.

Task 2.2 – Alternatives analysis report and presentation

With the information gathered in the previous tasks, an outline of the report will be prepared along with criteria for evaluating each alternative. Evaluation criteria is anticipated to include a quantitative estimate of both time and cost, and a qualitative estimate of both environmental and public impact/benefit. This

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will be submitted to the City for review and comment. A Virtual Meeting will be held to discuss any comments and confirm the report approach and evaluation criteria prior to report development.

- III. A draft report will be prepared and submitted to the City for review and comment. Revisions will be made to incorporate the City's feedback and the report finalized. A companion PowerPoint presentation will be developed for presentation to the City Staff, and potentially the City Council at the request by City staff. Contingency

Task 3.0 - Contingency

3. Task 3 has been provided in order to cover any additional studies, surveys, or consulting costs that have not been explicitly included in this scope of work. A budgetary value of 10.0% of the preceding tasks has been established, which will only be used with prior approval from the City of Clearwater. **PROJECT GOALS:**

Task 1.1 deliverables

- Meeting notes for kickoff meeting
- General coordination with City staff

Task 1.2 deliverables

- Project map, categorizing and quantifying shoreline by type.
- GIS data set from the field effort.

Task 2.1 deliverables

- Desktop research and production.
- Meeting minutes or internal memorandums, documenting meetings with stakeholders and/or agencies during performance of the work.
- Project file containing deliverables and materials collected during the performance of the work.

Task 2.2 deliverables

- Draft report for City review.
- Final report with revisions incorporated.

4. Meeting materials suitable for inclusion in council agenda packet. FEES:

This price includes all labor and expenses anticipated to be incurred by First Line Coastal for the completion of these tasks in accordance with Professional Services Method “B” – Lump Sum – Percentage of Completion by Task, for a fee not to exceed twenty-three thousand, six hundred fifty dollars (\$ 23,650.00).

5. SCHEDULE:

The project is to be completed in 4.5 months from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

Task 1.1 - Project kickoff & general PM	135 calendar days
Task 1.2 – Shoreline stability assessment	30 calendar days
Task 2.1 - Desktop investigation & zoning alternatives research	60 calendar days
Task 2.2 - Alternatives analysis report and presentation	30 calendar days

6. STAFF ASSIGNMENT:

City of Clearwater

Michael MacDonald

First Line Coastal

Mark Stroik – Project Manager

Stacey Roberts – Sr. Coastal & Permit Coordinator

Jacob Pierson – Coastal Engineer

Shelby Riffey – Project QC Manager

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant’s project correspondence shall be directed to:

Mark Stroik

941-320-0241

MStroik@firstlinecoastal.com

All City project correspondence shall be directed to:

Michael MacDonald

727-224-7005

Michael.MacDonald@MyClearwater.com

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code: 3157543-530300-9341

For work performed, invoices shall be submitted monthly to:

ATTN Aaron Braley, DIVISION CONTROLLER
CITY OF CLEARWATER, Marine and Aviation Department
25 Causeway Blvd.
CLEARWATER, FLORIDA 33767

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:

The following is a list of specific exclusions that apply to this scope of work. This list should not be considered all inclusive.

- The scope of work proposed herein is investigatory in nature and is not intended to yield a project ready for permit or construction.

13. SIGNATURES:

PREPARED BY:

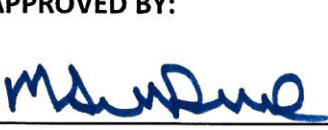


Mark Stroik
Project Manager, VP
First Line Coastal, LLC

5/16/24

Date

APPROVED BY:



Michael MacDonald
Director – Marine & Aviation Dep.
City of Clearwater

5/15/24

Date

ATTACHMENT "A"

CONSULTANT WORK ORDER -- PROJECT FEES TABLE
Stevenson Creek Boating Speed Zone -- Feasibility Review

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CONSULTANT WORK ORDER
PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor	Total
1.0	Pre-Design			
1.1	Project kickoff & general PM	\$ 0.00	\$ 2,000.00	\$ 2,000.00
1.2	Shoreline stability assessment	\$ 0.00	\$ 5,000.00	\$ 5,000.00
Pre-Design Total:				\$ 7,000.00
2.0	Design			
2.1	Desktop investigation & zoning alternatives research	\$ 0.00	\$ 7,500.00	\$ 7,500.00
2.2	Alternatives analysis report and presentation	\$ 0.00	\$ 7,000.00	\$ 7,000.00
Design Total:				\$ 14,500.00
3.0	Contingency			
3.1	Contingency (10%)	\$ 0.00	\$ 2,150.00	\$ 2,150.00
Contingency Total:				\$ 2,150.00
SUBTOTAL, LABOR AND SUB-CONTRACTORS:				\$ 23,650.00
2.0	Permit Fees			\$ 0.00
3.0	Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)			N/A
GRAND TOTAL:				\$ 23,650.00

ATTACHMENT "B"

CONSULTANT WORK ORDER – CITY DELIVERABLES Stevenson Creek Boating Speed Zone – Feasibility Review

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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.