



Long & Associates Architects / Engineers, Inc.

WORK ORDER INITIATION FORM for the CITY OF CLEARWATER

Date: August 09, 2016

Project Number: A/E # 16030

City Project Number: 15-0043-GA

1. **PROJECT TITLE:** Clearwater Gas System Facility Redevelopment

2. **SCOPE OF SERVICES:**

Long & Associates will provide professional Architectural & Engineering Services for the redevelopment of the existing site and construction of the new facilities identified in the Master Site Redevelopment Plan to be implemented in one multi- phased Construction project. Construction Phase Administration Services will be provided for a maximum 24 month construction period.

3. **PROJECT GOALS:**

The Scope and Design Intent of this Project is outlined in the Owner's Project Requirements Document and the Master Site Redevelopment Plan.

4. **BUDGET:**

This Professional Service Fee includes all labor and expenses anticipated to be incurred by Long & Associates Architects / Engineers, Inc. for the completion of these tasks through the end of Construction and the one-year warranty period.

The maximum Lump Sum fee for this Project Scope shall not exceed \$1,353,099 as outlined in Attachment "B". Basic Services have been extrapolated from the DMS fee curve for a Building Construction Value of \$13,680,000 on a Project of somewhat more than average complexity at a 6.64% fee of \$908,000 for Basic Services. The Scope of Basic Services is outlined in Attachment "G". The backup fee calculations for Additional Services are provided in Attachment "E". A proposal for Landscape Architecture services is attached. A Scope of Services for Civil Engineering is provided in Attachment "D".

Permit application fees are not included in the Scope of this Project. Professional Services Fees for any additional project scope will be negotiated in good faith based on the Scope of Work and Schedule for each individual service element. Standard Hourly Rates are provided in Attachment "F".

5. SCHEDULE:

The following Preliminary Project Schedule is Subject to coordination with Staff & City Site Plan Approval process review timeframes.

Project Design Phase Kick-off	June 22, 2016
30% Design Review	August 24, 2016
Development Application Submittal	September 1, 2016
60% CD Review	October 26, 2016
SWFWMD/City Site Permit Application	December 5, 2016
90% CD Review	December 14, 2016
100% Permit Documents	January 25, 2017
SWFWMD Permit Release	March 1, 2017
NTP with Phase 1 Construction	March 16, 2017

6. STAFF ASSIGNMENT (Consultant):

LONG & ASSOCIATES	Principal Architect / PM	Paul W. Portal, AIA, Vice-President
	Staff Architect	Travis Steed, AIA, Principal
	Design Intern	Karen Johnson, AIID
	Civil Engineer	Kevin Bynum, PE, Principal
	Structural Engineer	Paul E. Wiczorek, PE, Principal
	Mechanical Engineer	Erin Hibbard, PE
	Electrical Engineer	Rob Race, PE

7. CORRESPONDENCE/REPORTING PROCEDURES:

All project correspondence from the City & Clearwater Gas shall be directed to:
Paul W. Portal, AIA, Vice-President email : paulp@longandassociates.com

All project correspondence from the Consultant shall be directed simultaneously to:
Tara Kivett, City of Clearwater Engineering Construction Manager
email : tara.kivett@myclearwater.com
Brian D. Langille, PE, Clearwater Gas Operations Manager
email : brian.langille@clearwatergas.com

8. INVOICING/FUNDING PROCEDURES:

Invoices for work performed shall be submitted monthly to the attention of Janet Dorrough, Controller at Clearwater Gas System, 400 N. Myrtle Ave., Clearwater, Florida 33755. Contingency services will be billed as incurred only after written authorization is provided by the City and Clearwater Gas to proceed with those services.

Funding Code:

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:

- 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.

The Scope of Services and Lump Sum Fee associated with the work of this Project are based upon the following assumptions and stipulations:

1. The City will provide for testing and abatement of Asbestos Containing Materials.
2. Long & Associates will coordinate geotechnical testing and recommendation services, as well as services related to the existing ground contamination documentation, monitoring, a Soil Management Plan, and a third-party review of soil disposal, to be provided by GeoSyntec Consultants.
3. No additional environmental services will be provided by Long & Associates.
4. Additional services as may be required by the City of Clearwater for individual Stage construction permitting such as a Comprehensive Infill Redevelopment Project (CIRP), Zoning Change, or Future Land Use Plan Amendment will be provided for an additional fee to be determined on a cost-plus-multiplier basis for time expended.

PREPARED BY:



Paul W. Portal, AIA, LEED AP
Vice-President of Architecture
Long & Associates Architects / Engineers, Inc.

Date

8.10.16

APPROVED BY:

C. S. Warrington, Jr.
Managing Director & Executive Officer
Clearwater Gas System

Date

WORK ORDER INITIATION FORM

CITY OF CLEARWATER DELIVERABLES STANDARDS

FORMAT:

The design plans shall be compiled utilizing one of the following standards:

City of Clearwater CAD standards or Consultant's CAD standards (please provide all supporting documents when utilizing Consultant's Standards).

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.

DELIVERABLES:

A minimum of two (2) signed and sealed Plans and Contract Documents (specifications book) labeled "ISSUED FOR BID" shall be provided at the onset of the bid phase, as well as electronic copies. Electronic plan copies in PDF and CAD and electronic contract documents in PDF and MS Word.

The design plans shall be produced on bond material, 24" x 36" at a scale of 1" = 20' unless approved otherwise. The consultant shall also deliver all digital files in CAD drawing format and PDF format together with all project data in AutoCAD Civil 3D file format. All references, such as other drawings attached, images and graphic files, custom fonts and shapes shall be included in hard copy and electronic copy.

Prior to the City Council award date, a minimum of two (2) copies of signed and sealed plans and contract documents (specifications book) labeled "CONFORMED" shall be provided. All revisions made during the bid phase shall be included in the plan sets and noted in the revision block or as a footnote. Copies of each Addendum shall be included at the front of the contract and all revisions made during the bid phase shall be incorporated into the Contract Documents.

Electronic copies of "CONFORMED" plans (PDF and CAD) and contract documents (PDF and MS Word) shall be provided prior to the City Council award date.

NOTES:

- If approved deviation from using Clearwater CAD standards, the consultant shall include all necessary information to aid in manipulating and printing/plotting the drawings. Please address any questions regarding file format to Mr. Tom Mahony, Geographic Technology Manager, at (727) 562-4762 or email address: tom.mahony@myclearwater.com.

CLEARWATER GAS SYSTEM FACILITY REDEVELOPMENT

Long & Associates Architects / Engineers, Inc.

**WORK ORDER INITIATION FORM
PROJECT BUDGET**

Task	Description	Allowances	L&A Fees	Total
1.0	Building & Facility Design			
1.1	Design Development		\$ 218,000	\$218,000
1.2	60% Construction Docs & GMP Coordination		\$ 218,000	\$218,000
1.3	90% Review Documents		\$ 218,000	\$218,000
1.4	100% Permit Documents		\$ 72,000	\$ 72,000
1.5	Construction Phase Administration		\$ 182,000	\$182,000
				\$908,000
2.0	Design Background Information			
2.1	Utility Locations Vacuum Excavation Allowance	\$ 10,000	\$ 1,000	\$ 11,000
2.2	Preliminary Geotechnical Investigation Allowance	\$ 40,000	\$ 4,000	\$ 44,000
2.3	Soils Management Plan/Monitoring Allowance	\$ 15,000	\$ 1,500	\$ 16,500
				\$ 71,500
3.0	Site Design and Permitting			
3.1	Civil Engineering			
3.1.1	Level 2 Redevelopment Process		\$ 26,140	\$ 26,140
3.1.2	Site Engineering Design		\$ 66,480	\$ 66,480
3.1.3	Site Permitting		\$ 36,380	\$ 36,380
3.1.4	Site Construction Administration		\$ 31,280	\$ 31,280
3.2	Structural Engineering		\$ 12,200	\$ 12,200
3.3	Landscape Architecture	\$ 21,900	\$ 2,190	\$ 24,090
3.4	Site Lighting Design		\$ 10,880	\$ 10,880
				\$207,450
4.0	Commissioning and Post Occupancy Services			
4.1	Building Systems Commissioning (CxA)	\$ 25,000	\$ 2,500	\$ 27,500
4.2	1-yr Warranty Period Services		\$ 15,640	\$ 15,640
				\$ 43,140
Subtotal, Labor and Subcontractors				\$1,230,090
Other Direct Costs (prints, photocopies, postage, etc.)				included
(Not applicable to lump sum Work Orders)				
Contingency (10%) -- for Additional Services & Unforeseen Conditions				\$ 123,009
Grand Total				\$1,353,099

REVIEW PERIOD SUBMITTAL REQUIREMENTS

This list is intended as a guideline of the items to be completed at various levels of project completion. The specific list for each project shall be finalized in the work order.

30% Construction Plans

Requirements for the 30% submittal shall include the following:

- a. Cover Sheet,
- b. Legend and Abbreviations per City standards,
- c. Key Sheet,
- d. Demolition Plans indicating existing improvements, utilities, and topography, and identification of trees to be removed,
- e. Preliminary layout of the proposed improvements, existing right-of-way and easements, subdivision, block, and lot number, and plat book and page for adjacent parcels,
- f. Engineer's/Architect's preliminary opinion of probable construction cost, based on the 30 % submittal.

60% Construction Plans

In addition to the items in the 30% submittal, requirements for the 60% submittal shall include the following:

- a. General Construction Notes related to best management practices, utilities, and other conditions relevant to the project,
- b. Typical pavement sections shall indicate typical cross sectional slopes, median improvements, pavement requirements, right-of-way lines, sidewalks, curbs, gutters, and landscaped areas,
- c. Grading, Paving, and Drainage detail sheets, including standard and nonstandard stormwater management structures, retaining walls, and related notes,
- d. Erosion control and tree protection details, including best management practices applied to the project,
- e. Existing private utilities, as available, such as gas, electrical, telephone, fiber optic, and cable TV,
- f. Detailed Cross Sections,
- g. Wetland Planting Plans and Details,
- h. Utility Plan including utility relocation/adjustment details indicating utility conflicts, relocation design, proposed utility structures, and conflict manholes, design details, and specific profiles, if required,
- i. Permit Applications,
- j. Estimated construction quantities,
- k. Engineer's/Architect's updated opinion of probable construction cost and duration based on the 60% design submittal, and
- l. Engineer/Architect will review City's standard technical specifications and modify or supplement as necessary for the project.

90% Construction Plans

The 90% construction plans shall include the design items required for the construction of the project, including the special provisions and technical specifications. In addition to the items in the 60% submittal, requirements for the 90% submittal shall include the following:

- a. Maintenance of Traffic Plan,
- b. Structural plans, details, and calculations, including design and details of shallow foundations, pedestrian bridge abutments, retaining walls, structural reinforcing, tiebacks, and stability analyses for slopes and retaining walls,
- c. Detailed construction quantities based upon 90% design,
- d. Engineer's/Architect's updated opinion of probable construction cost and duration based on the 90% design submittal, and
- e. Technical specifications and Special Provisions.

Final (100%) Construction Documents

The 100% submittal shall address the City's final review comments.

Engineering Projects prepared and/or submitted shall be reviewed and checked by a civil engineer registered in the state of Florida as the Engineer of Record. The Engineer of Record shall sign, seal and date the design calculations, technical specifications and contract drawings as required by Florida law.

See Attachment "A" – Deliverables – for specific labeling requirements.