



**SUPPLEMENTAL WORK ORDER INITIATION FORM  
for the CITY OF CLEARWATER**

**Date:** July 21, 2016

**Project Number:** 2110-203-008

**City Project Number:** 15-0039-UT

**1. PROJECT TITLE:**

East WRF Clarifier Rehabilitation Project  
Supplemental Work Order No. 2 – East Clarifier Repair Construction Services

**2. SCOPE OF SERVICES:**

The eastern-most clarifier at the City’s East WRF was damaged as a result of the failure of the dewatering system. Under a previous Supplemental Work Order, the City authorized King Engineering Associates, Inc (King) to provide design and bidding services for the repair of the damaged clarifier. This Supplemental Work Order (SWO) No. 2 includes construction-related services for repairs to the tank center pier and floor slab, the tank’s dewatering system, and provisions for testing and repairing, if necessary, the tank’s associated underground piping systems.

**I. ENGINEERING SERVICES DURING CONSTRUCTION**

Construction phase services include additional construction management work associated with the repair of the clarifier, piping and dewatering system, which will be constructed under the same project as the clarifier rehabilitation project. Since this repair work must precede the rehabilitation of the clarifiers, this SWO No. 2 includes additional 2 months of construction management services and an additional 7 weeks of on-site construction observation services. Construction phase services include:

1. Prepare conformed drawings and specifications.
2. Review shop drawings (8+2).
3. Respond to RFIs (5).
4. Attend monthly progress meetings (3).
5. Make site visits (4)

6. Attend dewatering system start-up (1).
7. Review/track COPI, training, O&M, spares & warranties.
8. Prepare punch list/final walk-thru.
9. Prepare record drawings.
10. Provide Contractor close-out assistance.

II. FIELD OBSERVATION SERVICES

Field observation services will be provided on a part-time basis (average 20 hours/week) for up to 7 weeks of construction of the improvements associated with the repair of the clarifier tank, piping and dewatering system, and will include submittal of daily reports on a weekly basis.

**3. PROJECT GOALS:**

Project deliverables for the above Tasks will include:

- Copies of conformed drawings and specifications as described;
- Shop Drawing review comments (1 week turnaround);
- Responses to Contractor RFIs (1 week turnaround);
- Meeting Minutes;
- Certifications of pay applications;
- Certifications of Owner Direct Purchase deliveries;
- Field observation reports;
- O&M manual and warranty review comments; and;
- Electronic copies (AutoCAD) of Record Drawings.

**4. BUDGET:**

See Attachment "B". This price includes all labor and expenses anticipated to be incurred by King Engineering Associates, Inc. for these tasks in accordance with Professional Services Method "B" – Lump Sum – Percentage of Completion by Task for Task 7.0b and in accordance with Professional Services Method "A" – Cost Times Multiplier for task 8.0b, for a fee not to exceed Forty Thousand Four Hundred Eighty-eight Dollars (\$40,488).

**5. SCHEDULE:**

Tasks 7.0b and 8.0b will be completed in accordance with the Owner's and Contractor's schedule.

**6. STAFF ASSIGNMENT (Consultant):**

City Staff

Project Manager	Jeff E. Walker, P.E.
Engineering Manager, Utilities	Robert Fahey, P.E.
Assistant Public Utilities Director	Richard Gardner, P.E.
Wastewater Environmental Technology Manager	Kathryn McGrath
Chief Operator – East WRF	Jeff Borden

King Engineering Associates Staff

Principal  
Sr. Project Manager  
Sr. Project Engineer  
Field Representatives  
Clerical /Document Control

Christopher F. Kuzler, P.E.  
Thomas A. Traina, P.E.  
Jeffrey E. Elick, P.E.  
Orlando Serrano  
Paula Eldon

**7. CORRESPONDENCE/REPORTING PROCEDURES:**

Engineer's project correspondence shall be directed to Thomas A. Traina, P.E. All City project correspondence shall be directed to Jeff Walker, P.E. with copies to others as may be appropriate.

**8. INVOICING/FUNDING PROCEDURES:**

For work performed, invoices shall be submitted monthly to the City of Clearwater, Engineering Department, Attn: Veronica Josef, Senior Staff Assistant, PO Box 4748, Clearwater, Florida 33758-4748.

City Invoicing Code: 0327-96654-561300-535-0000

**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:**

- A. The consultant shall comply with Section 119.0701, Florida Statutes (2013) where applicable.

**PREPARED BY:**

---

**Christopher F. Kuzler, P.E.**  
**Sr. Vice President**  
**King Engineering Associates, Inc.**

---

**Date**

**APPROVED BY:**

---

**Michael D. Quillen, PE**  
**City Engineer**  
**City of Clearwater**

---

**Date**



# CITY OF CLEARWATER ENGINEERING DEPARTMENT

---

## WORK ORDER INITIATION FORM 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. If not available Land Desktop files are still acceptable, however the City or Clearwater is currently phasing out Land Desktop.

NOTE: If approved deviation from Clearwater CAD standards are 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, Inc. software. All block references and references contained within the drawing file shall be included. Please address any questions regarding format to Mr. Tom Mahony, at (727) 562 4762 or email address Tom.Mahony@myClearwater.com.

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

East WRF Clarifier Rehabilitation Project  
Supplemental Work Order No. 2 – East Clarifier Repair  
Construction Services  
King Engineering Associates, Inc.

---

**WORK ORDER INITIATION FORM  
PROJECT BUDGET**

<b>Task</b>	<b>Description</b>	<b>Subconsultant Services</b>	<b>Labor and Materials</b>	<b>Total</b>
7.0b	Engineering Services During Construction	5,800	18,029	23,829
8.0b	Field Observation	1,700	14,959	16,659
<b>Grand Total</b>				<b>\$40,488</b>