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**SUPPLEMENTAL WORK ORDER # 2  
for the CITY OF CLEARWATER**

<b>Date:</b>	<b>08/08/2017</b>
<b>Consultant Project Number:</b>	<b>60504679</b>
<b>City Project Number:</b>	<b>15-0034-UT</b>
<b>City Plan Set Number:</b>	<b>2016033</b>

**1. PROJECT TITLE:**

Corona Ave Sanitary Sewer Improvements – Services during Construction

**2. SCOPE OF SERVICES:**

This Work Order is a second supplement to the original Work Order for the Corona Avenue Sanitary Sewer Analysis project dated May 2, 2016.

The project provides for limited services during construction (shop drawing reviews and responses to requests for information (RFIs) from the CITY and its construction general contractor only) for the Corona Ave Sanitary Sewer Improvements Project.

**TASK 1 - CONSTRUCTION PHASE**

**1. Attendance of Pre-Construction Conference**

AECOM will attend the pre-construction conference. The purpose of AECOM attendance is to answer technical questions with respect to the design. AECOM will not be responsible for responding to questions or providing information that involves the contract between the CITY and the Contractor.

**2. Review and Approval of Shop Drawings**

AECOM will review and approve up to thirty (30) of the Contractor's individual submittals for the project. AECOM will review the Contractor's submittals up to two (2) times each.

### **3. Progress Meetings**

AECOM will attend up to seven (7) progress meetings during construction. The purpose of AECOM attendance is to answer technical questions with respect to the design.

### **4. Response to Requests for Information (RFIs)**

During construction AECOM will review and respond to up to twelve (12) Contractor or CITY generated RFIs. All responses will be in writing and will be submitted to the CITY for its transmittal to the Contractor.

### **5. Final Inspection**

AECOM will attend the final inspection for the project.

### **6. Permits Close Out**

Using the record drawings prepared by the Contractor, AECOM will prepare and submit to FDEP the Request for Approval to Place A Domestic Wastewater Collection/Transmission System into Operation final clearance application. AECOM will assist the Contractor to close the FDOT Utility Permit.

## **3. PROJECT GOALS:**

The project goal is to construct a 12-inch gravity sewer line under SR 60 parallel to the existing 10-inch sanitary sewer in order to mitigate future overflows during heavy rain events along Corona Ave immediately north of SR 60.

## **4. BUDGET:**

This price includes all labor and expenses anticipated to be incurred by AECOM for the completion of these tasks in accordance with Professional Services Method "A" – Cost Times Multiplier Basis, **for a fee not to exceed Twenty Three Thousand, Five Hundred and Fifty Dollars (\$23,550).**

## **5. SCHEDULE:**

The project is to be completed 150 calendar days from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

## **6. STAFF ASSIGNMENTS:**

### **Consultant's Staff:**

**Officer-in-Charge:** Dana K. Tallman, P.E.

**Project Manager:** Bozhidar Handjiev, P.E.

**Senior Designer:** James Scheuerman

**Admin Assistant:**

**Lisa Lanier**

**City's Staff:**

**Todd Kuhnel**

**Project Manager**

**Jerry Wells**

**Public Utilities Liaison**

**Roger Larkin**

**Public Utilities Site Representative**

**Jeremy J. Brown, PE**

**Utilities Engineering Manager**

**Richard G. Gardner, PE**

**Public Utilities Assistant Director**

**7. CORRESPONDENCE/REPORTING /COMMUNICATION PROCEDURES:**

ENGINEER's project correspondence shall be directed to Bozhidar Handjiev, P.E.

All City project correspondence shall be directed to the Project Manager and Public Utilities Liaison with copies to Utilities Engineering Manager and Assistant Director of Public Utilities. All City directives must come from the Project Manager.

The City requires 48 hours notice prior to conducting fieldwork/site visits. If assistance from City employees is needed, the City requires 7 days notice. All fieldwork/site visit requests must be sent to the Project Manager and the Public Utilities Site Representative with copies to Public Utilities Liaison, Utilities Engineering Manager, and Assistant Director of Public Utilities. Fieldwork/site visits must be approved by the Project Manager prior to mobilization.

A health and safety plan must be submitted and approved by the Project Manager prior to conducting any fieldwork/site visits.

In addition to the original copies delivered as stated in the scope of work, all project deliverables will be submitted in electronic format on CD or other City approved device prior to approval of final invoice.

**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. Contingency services will be billed as incurred only after written authorization provided by the City to proceed with those services.

City Invoicing Code: **315-96212-561300-535-000-0000**

## 9. INVOICING PROCEEDURES

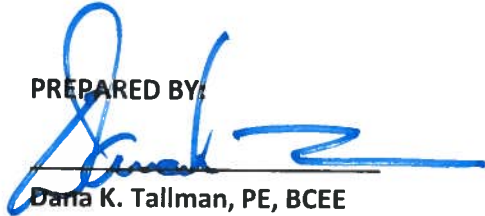
At a minimum, in addition to the invoice amount(s) the following information shall be provided on all invoices submitted on the Work Order:

- 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.

PREPARED BY:



Dana K. Tallman, PE, BCEE

Vice President

AECOM

August 8, 2017

Date

APPROVED BY:

Michael D. Quillen, PE

City Engineer

City of Clearwater

Date



# CITY OF CLEARWATER ENGINEERING DEPARTMENT

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## 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](mailto: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.

# CORONA AVENUE SANITARY SEWER IMPROVEMENTS AECOM

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## SUPPLEMENTAL WORK ORDER # 2 PROJECT BUDGET

Task	Description	Subconsultant Services	Labor	Total
	<b>Services during Construction</b>			
1.	Services during Construction		\$19,208	\$19,208
2.	Contingency (20%)		\$3,842	\$3,842
<b>Subtotal, Labor and Subcontractors</b>				<b>\$23,050</b>
<b>Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)</b>				<b>\$500</b>
<b>Grand Total</b>				<b>\$23,550</b>