



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

Date:	December 27, 2018
AECOM Project Number:	60506788
City Project Number:	16-0020-PL
Plan Set Number:	2016022

1. PROJECT TITLE:

Seminole Street Boat Ramp/North Marina Area Improvements

2. SCOPE OF SERVICES:

This supplemental Work Order is for the Seminole Street Boat Ramp/North Marina Area Improvements Project Work Order (WO) dated May 2, 2016, and will supplement the design scope of the original WO. The additional scope included in this Supplemental WO includes Engineering Services during Construction requested by the City of Clearwater. Additional tasks include:

TASK 1 – Shop Drawing Review and Response to Contractor’s Requests for Additional Information

AECOM will review product shop drawings submitted by the Contractor for conformance to the Contract Drawings and the City of Clearwater Engineering and Technical Standards. The acceptability of substitute materials and equipment proposed by the Contractor will be reviewed, and recommendations made by AECOM to the City. AECOM shall respond to the Contractor’s RFIs which pertain to engineering and the technical aspects of the project. The City will respond to RFIs for questions of a contractual nature. It is anticipated that RFIs will be minor in nature and not require re-design or permitting efforts.

TASK 2 – Pre-Construction Conference

AECOM will attend one (1) pre-construction conference to be conducted by the City and attended by the necessary parties including, contractors, subcontractors, and representatives of the various utilities and other related disciplines.

TASK 3 - Construction Administration Services

AECOM will provide the City qualified representation during the construction phase to address issues concerning the intent and interpretation of the construction drawings and documents prepared by AECOM. Should a changed condition be encountered in the field, and when requested by the City, AECOM will respond in a timely manner with suitable engineering solutions which take into account the changed conditions. From time to time during construction, AECOM may be requested by the City to review contractor proposed field changes or to respond with a recommended solution to remedy particular field situations not covered by the plans or specifications.

Task 4 – Construction Document Review

AECOM will review miscellaneous construction documents to include results of tests and inspections, compaction density reports, and other data which the Contractor is required to submit per the Contract Drawings and Specifications. The Contractor or the City will be responsible for material testing services by a qualified independent testing laboratory/firm.

Task 5 – Site Reviews

It is understood that the daily construction observation and administration services will be provided by the City's staff. AECOM will assist the City's construction surveillance activities on an as-needed basis, at the request of the City. For the purpose of this proposal it is assumed that a maximum of one site visit per month will be conducted by AECOM. The site visits include travel time, field review and time for preparing memorandums summarizing the field reviews and submittal of memorandums to the City. Field reports will be prepared following each visit to record discussion items, progress of work, noted deficiencies, field conditions, etc.

Task 6 – Final Field Review

A punch list will be developed during a final walk-through with the Contractor, AECOM, City representatives, and other applicable entities. A comprehensive list of items requiring repair, modification, or replacement will be determined prior to performing a final walk-through. After the contractor completes the punch list, one (1) final walk-

through field review will be performed to verify the modifications and corrections have been completed.

Task 7 – Record Drawings & Certifications

AECOM will prepare Record Drawings based on certified as-built information supplied by the Contractor. The Contractor will be responsible for obtaining this information from a Registered Land Surveyor. AECOM will certify the project as complete to the City and other governmental authorities that issued permits for the project. Certifications will state that the work has been performed in accordance with the permit conditions and the approved plans. Certifications will be signed and sealed by a Registered Professional Engineer in the State of Florida.

3. PROJECT GOALS:

The project goal is to provide construction phase services to the Client throughout the life of the construction of the project. Tasks in the original scope and supplemental Work Order #1 (100% Plans and Technical Specifications; Final Plans and Technical Specifications; and, Conceptual Restroom Study and Report) have been completed under their respective Scope of Services.

4. BUDGET:

Attachment “B” provides the fee estimate detail. 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 thirty four thousand five hundred and twenty dollars and no cents (\$34,520.00).**

5. SCHEDULE:

The submittal schedule presented with this Supplemental WO supersedes the schedule from the original WO dated May 2, 2016. The project schedule will be for 270 calendar days which will commence 60 days from the City’s Notice to Proceed to the Contractor.

6. STAFF ASSIGNMENT (Consultant):

Officer-in-Charge: Randy Mejeur

Project Manager: Dennis Syrja

7. CORRESPONDENCE/REPORTING PROCEDURES:

Engineer’s project correspondence shall be directed to Michael Delk, City of Clearwater. All City project correspondence shall be directed to Dennis Syrja with copies to others as may be appropriate.

8. INVOICING/FUNDING PROCEDURES:

Invoices for work performed shall be submitted monthly to the City of Clearwater, Engineering Department, Attn.: Kimberly Feeney, Senior Staff Assistant, PO Box 4748, Clearwater, Florida 33758-4748.

City Invoicing Code: 0315-96173-561200-539-000-0000

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:

The consultant named above is required to comply with Section 119.0701, Florida Statutes (2013) where applicable.

PREPARED BY:

Randy Mejeur
Vice President
AECOM

Date

APPROVED BY:

D. Scott Rice P.E.
City Engineer
City of Clearwater

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.

NORTH MARINA IMPROVEMENT PROJECT



WORK ORDER INITIATION FORM PROJECT BUDGET

Task	Description	Other Direct Costs	Labor	Total
III.	Construction Phase Services			
1.				
	Shop Drawings & RAIs		\$5,080.00	\$5,080.00
	Pre-Construction Conference		\$940.00	\$940.00
	Construction Administration Services		\$4,480.00	\$4,480.00
	Construction Document Review		\$2,240.00	\$2,240.00
	Site Reviews		\$14,840.00	\$14,840.00
	Final Field Review		\$1,940.00	\$1,940.00
	Record Drawings & Certifications		\$4,000.00	\$4,000.00
	Expenses	\$1,000.00		\$1,000.00
Grand Total				\$34,520.00