



# GAI Consultants, Inc.

---

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

**Date:** January 23, 2019

**Consultant Project Number:** A181093.02

**City Project Number:** 16-0003-EN

**City Plan Set Reference Number:** 2016017

**1. PROJECT TITLE:**

Cleveland Street, Phase III – Engineering Design– STA 0+00 to STA 30+40

**2. SCOPE OF SERVICES:**

GAI Consultants, Inc. (“GAI”) is pleased to submit this Scope of Services/Fee Proposal for Professional Services the City of Clearwater (the “Client” or the “City”) for the above-referenced project. This proposal reflects the anticipated scope and related costs for services to be provided based on our knowledge of the project.

Cleveland Street is currently being renovated and is in its third phase. This phase starts from the intersection of South Missouri Avenue, traverses east transitioning into Gulf to Bay Boulevard and ending at the intersection of Court Street. This phase also includes an approximate 500 foot portion of Cleveland Street east of Gulf to Bay. Roadway renovations include the reduction of travel lanes, expansion of pedestrian sidewalks, the addition of a cycle track, and the realignment of the intersection at Cleveland Street at Gulf to Bay.

Draft engineering plans prepared by the City to date are to be used in the next phase of design. GAI Streetscape, Landscaping and Irrigation plans are part of this plan set and show the intended typical sections and desired plan surface details. The City has requested GAI to provide a Scope of Services to finish the project as the Engineer of Record (EOR).

Based on our understanding of the project requirements/criteria provided to date by the Client, GAI will perform the following described Scope of Services:

1. PRE-DESIGN PHASE

GAI will provide project management and coordination with the City through the duration of the project. The follow tasks are included.

1.1 Project Meetings

- 1.1.1 Includes up to six (6) meetings at the City of Clearwater: Kick off, Engineering Concept progress (two (2) meetings), 30% Review, 60% Review, and 90% Review.

1.2 Progress Reports to be included with monthly invoices.

1.3 Coordination

- 1.3.1 GAI Project Manager (PM) will maintain communication with the City and the City's consultants, utility providers, and review agencies throughout the duration of the project.

2. DESIGN PHASE

Data Collection

2.1 Supplemental survey to include

- 2.1.1 Topographic conditions within 25 feet of existing R/W primarily to understand items in conflicts with temporary easements, tie-in points, direction of runoff and thresholds.
- 2.1.2 Verify the subsurface utility exploration (SUE) locations and elevations. SUE to be provided by the City's continuing services consultant. GAI will coordinate the Scope of Services.
- 2.1.3 Verify supplemental inverts for storm/sewer.

2.2 Supplemental Geotechnical Exploration, if needed, to be determined. If additional geotechnical investigation is needed beyond report dated July 28, 2017, it is to be provided by the City's continuing services consultant. GAI will coordinate the Scope of Services.

2.3 As-builts for Florida Department of Transportation (FDOT) corridor, City as-builts (water, sewer, reuse), City sewer video.

3. FINAL DESIGN PHASE

3.1 Engineering Concept Design (30% Plans)

- 3.1.1 Roadway Analysis and production:
  - a. Typical Section sheet.

- b. Plan and Profile sheets: Adjust Roadway profile and minor adjustments to plan to provide full reconstruction of roadway. Adjust begin and end of project tie-ins as approved by the City. Use the typical section widths, storage lanes, and general plan already proposed under City plan. Modify intersection details as needed to ensure plan is constructible and that terminus points will transition correctly.
  - c. Select Cross section(s) to show intent.
- 3.1.2 Establish preliminary drainage design (i.e. determine existing condition and level of service for stormwater conveyance). Inspect the existing box culvert and provide a memo of the findings. Meet with permit agency on intent to seek permit exemption for water quality and attenuation.
- 3.1.3 Establish water, sewer and reuse plan diagrams. Diagram will show design intent (water diameter size, line location and approximate offset from construction base line). Include a typical section for utility locations.
- 3.1.4 Initiate Utility contacts to verify existing facilities and start RGB process.
- 3.1.5 Landscape/Streetscape/Irrigation/Lighting plans already developed under earlier services will be updated in order to provide complete construction documents.
- 3.2 Final Design and Engineering:
  - 3.2.1 Plan Production to be a 60%, 90%, and Final Design submittals. Final submittal (following City approval of 100% plan) will be signed and sealed for bidding. Submittals to include utility designs.
    - a. Roadway Plans to include the following sheets: Key sheet, general notes, drainage map, typical sections, tabulations of storm drains/structures, plan, profile, civil standard details, cross sections, soil boring sheet, Demolition Plan (existing conditions-no measured detail) and utility adjustment sheets. Note that Maintenance of Traffic (MOT) shall be provided by GAI in coordination with the City and adjacent property owners.
    - b. Signing and Marking Plans (includes minor intersection changes such as pedestrian signal relocation, however no new mast arms signals are proposed).
    - c. Utility Plans for City watermain, gravity sewer and reuse (i.e. plan and profile, typical section and City standard details). Third party utilities will be addressed in minor adjustments (i.e. adjust top to new finished grade). Should third party utilities require relocation, it is the responsibility of the utility provider.

- d. Streetscape, Landscaping, and Irrigation Plans will be updated to address base changes for the new roadway grading and included in the phased submittals.
- 3.2.2 Engineering Documentation to support plan production and decisions (i.e. memo's, field reviews (to include a box culvert inspection by structural engineer) and progress meeting minutes).
- 3.2.3 Utility coordination to include
  - a. Utility matrix identifying relocation and utility requirements.
  - b. Management oversight of Underground Utility investigations and utility designation.
  - c. Utility certification (not included).
  - d. Transfer of utility markups can be added to utility adjustment plans if provided by utility company in a usable cad format (i.e. Lighting plans by others can be inserted, however if not usable then they will be included in the specifications as part of appendices).
- 3.2.4 Engineers Opinion of Construction Cost submitted following 60%, 90%, and 100% (Final) construction plan submittal approval.
- 3.2.5 Assist the City with Public information meeting update (i.e. provide display boards and or power point) and attendance (two (2) meetings) by PM, EOR and Landscape Architect. Public meetings are to be conducted by City.
- 3.2.6 Provide the City with electronic Final plans and special technical specifications (items not covered in typical City standards) for the City to bid.

#### 4. PERMITTING PHASE

##### 4.1 Florida Department of Environmental Protection (FDEP) Permitting

- 4.1.1 Prepare a FDEP Potable Water System Permit package for submittal to the FDEP required for the building. GAI will respond to one (1) request for information during the review process for obtaining the FDEP Potable Water System Permit.
- 4.1.2 Prepare a FDEP wastewater system permit package for submittal to the FDEP required for the building. GAI will respond to one (1) request for information during the review process for obtaining the DEP Potable Water Permit.

5. BIDDING AND CONSTRUCTION PHASE (Not included - Post Design services to be negotiated)

**Assumptions:**

The proposed Scope of Services and cost(s) are based on the following assumptions and excluded items from this Scope of Services:

- The City has indicated that drainage conditions are adequate for existing facility and has no evidence of any flooding conditions. There are no ponds (stormwater facilities) required for project. There is no environmental mitigation since the outfall pipe to existing creek will not be upsized. There are no planned improvements to the box culvert. It is assumed that that the project will be exempted from Water Management District permitting (a pre-application meeting will be scheduled to confirm).
- City does not require any traffic engineering services (i.e. storage lanes have been developed and traffic projections are satisfied for proposed typical section and plan).
- The City does not require an Environmental Phase I assessment.
- The City will provide existing as-builts (or GIS) for Water, Sewer and Reuse. Any existing TV of sewer lines and a list of utility customers within the project limits, where services are to be maintained.
- Supplemental data collection (including but not limited to survey, geotechnical, SUE) deemed necessary as a result of the Preliminary Engineering services are not included. GAI will assist the City to define the limits, and scope of work, for any such services.
- The City will provide key coordination with property owners should driveways, and encroachments be required.
- The City indicated that all Contract Specifications are available on-line to include general items and utilities. GAI will provide technical specifications when not included in City general specifications (i.e. special equipment, streetscape/landscape specific).
- GAI will provide typical MOT sections that will support the proposed analysis recommendations. GAI will provide general notes for the Contractor to develop the MOT plan to be reviewed by GAI during construction. The Contractor will provide an approved signed and sealed MOT plan by an Engineer.
- This scope assumes that work will not take place in the FDOT Right-of-Way and that FDOT permitting is not included.

**General Assumptions and Understandings:**

GAI's Scope of Services, Schedule, and Compensation as set forth above have been prepared on the basis of the following assumptions and understandings:

- Access to the project site(s) or other land upon which GAI is to conduct any field work will be available to GAI personnel in a timely manner.
- Client has provided all its requirements for GAI's Scope of Services and all criteria and/or specifications that GAI should utilize at the time this Proposal is authorized. This includes any requirement for any statement of professional opinion or certification.
- Client will give GAI prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of GAI's performance.

- Client will examine and provide comments and/or decisions with respect to any GAI interim or final deliverables within a period mutually agreed upon.
- Any of Client’s other consultant(s)/contractor(s) will cooperate and coordinate with GAI in a timely and efficient manner.
- GAI’s proposed compensation and schedule are based on receipt of authorization to proceed within 30 calendar days of the date of this Proposal. GAI reserves the right to adjust its compensation if authorization to proceed is not received within 30 calendar days.
- In the event of any claim, suit or dispute between the City and GAI, the City agrees to only pursue recovery from GAI and will not seek recovery from, pursue or file any claim, or suit, whether based on contract, tort including negligence, strict liability or otherwise against any director, or employee of GAI.
- **PERSONAL LIABILITY OF PERSONNEL DISCLAIMER-PURSUANT TO FLORIDA STATUTE 558.0035, TO THE FULLEST EXTENT PERMITTED BY LAW, OWNER AGREES THAT PURSUANT TO SECTION C, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD LIABLE FOR NEGLIGENCE.**

**3. PROJECT GOALS:**

Execute a buildable set of construction documents to include Plans, Specifications and required documentation (i.e. permits, design documents developed, etc..).

**4. BUDGET:**

This price includes all labor and expenses anticipated to be incurred by GAI 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 Four Hundred Twenty Seven Thousand Five Hundred Fifty Five Dollars (\$427,555).

Permit application fees will be paid by GAI and invoiced to the City as a reimbursable.

**5. SCHEDULE:**

GAI will begin work upon receipt of a copy of this Proposal executed and authorized below. GAI will provide a project schedule within 15 calendar days of notice-to-proceed. GAI will endeavor to complete its Scope of Services and deliver the project deliverables per the project schedule, subject to excused delay occasioned by factors beyond GAI’s reasonable control. The project is to be completed in 10-months from issuance of notice-to-proceed and assumes the City will review submittals within 15 days. The project deliverables are to be phased as follows:

<b>Preliminary Engineering Concept Design:</b>	<b>70 days</b>
<b>Engineering 60% submittal:</b>	<b>90 days</b>
<b>Engineering 90% submittal:</b>	<b>90 days</b>
<b>Final Bid Documents:</b>	<b>30 days</b>

## 6. STAFF ASSIGNMENT (Consultant):

GAI Key Staff Assignment:

- Frank Bellomo, PLA - Senior Director of Landscape Architecture
- Robert D. Fudge, PE - Project Manager
- Ruth Perry, PLA - Landscape Architect Manager
- Ronald Hoogland, PE - Engineering Director

City Staff Assignment:

- Elliot Shoberg – Stormwater Engineering Manager

## 7. CORRESPONDENCE/REPORTING PROCEDURES:

ENGINEER's project correspondence shall be directed to:

- Robert D. Fudge, PE  
[r.fudge@gaiconsultants.com](mailto:r.fudge@gaiconsultants.com)  
(813) 605-7067

All City project correspondence shall be directed to:

- Elliot Shoberg, P.E.  
[elliott.shoberg@myclearwater.com](mailto:elliott.shoberg@myclearwater.com)  
(727) 562-4742

## 8. INVOICING/FUNDING PROCEDURES:

For work performed, invoices shall be submitted monthly to the:

**City of Clearwater,  
Engineering Department  
Attention: Veronica Josef, Senior Staff Assistant  
PO Box 4748  
Clearwater, Florida 33758-4748**

City Invoicing Code: **ENGF180001-DSGN-PROSVC**

## 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. Project Number, 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.

Please do not hesitate to contact me at 813-605-7067 if you have any questions or wish to discuss this Proposal. If this Proposal is acceptable, please sign where indicated below and return one copy for our file. This also will serve as authorization for GAI to proceed. GAI's performance of the Scope of Services will be governed by the GAI Standard Terms and Conditions for Professional Services, attached hereto as Exhibit A and incorporated herein by reference.

**PREPARED BY:**

**APPROVED BY:**

\_\_\_\_\_  
**Robert D. Fudge, P.E.**  
**Senior Engineering Manager**  
**GAI Consultants, Inc.**

\_\_\_\_\_  
**D. Scott Rice, P.E.**  
**City Engineer**  
**City of Clearwater**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Frank Bellomo, PLA**  
**Senior Director of Landscape Architecture**  
**GAI Consultants, Inc.**

\_\_\_\_\_  
**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 must be delivered upon completion of project or with 100% plan submittal to City of Clearwater.

# Cleveland Street, Phase III Engineering Design GAI Consultants, Inc.

## WORK ORDER INITIATION FORM PROJECT BUDGET

Task	Description	Subconsultant Services	Labor	Total
<b>1.0</b>	<b>Pre- Design</b>			
1.1	Project Management Plan		\$12,960	\$12,960
1.2	Progress Reports		\$4,320	\$4,320
1.3	Coordination		\$14,000	\$14,000
1.4	Meetings		\$0	\$0
1.5	Task Allowance (10%)		\$3,128	\$3,128
				<b>\$34,408</b>
<b>2.0</b>	<b>Design</b>			
2.1	Ground Surveys (xyz, Inc.)	\$0	\$0	TBD
2.2	Geotechnical Services	\$0	\$0	TBD
2.3	Utility Locations by Vacuum Excavation (10)	\$0	\$0	TBD
2.4	Task Allowance (10%)		\$0	TBD
				<b>TBD</b>
<b>3.0</b>	<b>Final Design Plans and Specifications</b>			
3.1	30% Submittal		\$38,341	\$38,341
3.2	60% Submittal		\$54,554	\$54,554
3.2	90% Submittal		\$140,200	\$140,200
3.2	Final Construction Documents		\$105,100	\$105,100
3.3	Task Allowance (10%)		\$33,820	\$33,820
				<b>\$372,015</b>
<b>4.0</b>	<b>Permitting Services</b>			
4.1	FDEP Water and Waste Water		\$10,120	\$10,120
4.2	Task Allowance (10%)		\$1,012	\$1,012
				<b>\$11,132</b>
<b>5.0</b>	<b>Construction Phase Services</b>			
5.1	Preconstruction Conference		\$0	TBD
5.2	Contractors RFI's		\$0	TBD
5.3	Shop Drawing Review		\$0	TBD
5.4	Task Allowance (10%)		\$0	TBD
				<b>TBD</b>
<b>Subtotal, Labor and Subcontractors</b>				<b>\$417,555</b>
<b>Permit Review Fees</b>				<b>\$10,000</b>
<b>Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)</b>				<b>\$0</b>
<b>Grand Total</b>				<b>\$427,555</b>