



**SUPPLEMENT #1 WORK ORDER  
for the CITY OF CLEARWATER**

**Date:** October 9, 2019

**Consultant Project Number:** 60599552

**City Project Number:** 19-0013-UT

**1. PROJECT TITLE:**

Lakeview Road Utility Relocation Pinellas County JPA (Project # 19-0001-UT)

**2. SCOPE OF SERVICES:**

This Work Order is a first supplement to the original design scope for the Lakeview Road Utility Relocation Pinellas County JPA project which was executed under the 2019 Miscellaneous Engineering Services (Project # 19-0001-UT) Work Order.

The project provides for limited engineering services during construction (shop drawing reviews and responses to requests for information (RFIs) from the CITY and its construction general contractor only) for the Lakeview Road Utility Relocation Pinellas County JPA Project

**I. 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 twenty (20) 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 and generate a punch list.

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

Using the certified as-built drawings prepared by the Contractor, AECOM will prepare record drawings and submit to FDEP the Certification of Construction Completion and Request for Clearance to Place Permitted PWs Components into Operation final clearance application.

#### **7. Project Dossier**

After final completion of construction, AECOM with the help of the CITY will prepare a Project Dossier for the Construction Phase of the project. The Project Dossier will be an electronic compilation of folders for project correspondence, meeting minutes, contract documents, change orders, field orders, RFIs, work change directives, addenda, additional drawings or drawing revisions issued subsequent to the execution of the construction contract. Drawings, progress reports, shop drawing and progress submittals, regulatory correspondence, and other project-related documents. AECOM will supply for the Project Dossier only the documents that were generated or reviewed and approved by AECOM (e.g. important correspondence between AECOM and CITY or AECOM and the Contractor; approved shop drawings; responses to RFIs; correspondence with regulatory agencies; copies of final clearance permits; etc.). All other documents will be supplied by the City so AECOM can include them in the Project Dossier. A Draft Project Dossier will be submitted in electronic format to the CITY for review and approval. From the review of the Draft Project Dossier, AECOM will prepare the Final Project Dossier and submit it to the CITY in electronic format on CD/DVD ROM. It is anticipated that there will be only one round of City review and comments.

### **3. PROJECT GOALS:**

The project goals are to relocate portions of the existing CITY potable water mains that are in conflict with proposed sidewalk and drainage modifications in the COUNTY project area.

### **4. BUDGET:**

See attachment B. 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 Four Thousand, Seven Hundred Eighty Three Dollars (\$24,783).**

**5. SCHEDULE:**

The project schedule will be dictated by the COUNTY roadway Contractor. At this time, it is estimated that the CITY portion of the project will be completed within 240 calendar days from issuance of notice-to-proceed.

**6. CITY AND CONSULTANT STAFF ASSIGNMENT:**

The City’s staff assignments to this project include:

Todd Kuhnel	Project Manager
Jeremy J. Brown, PE	Utilities Engineering Manager
William Anderson	Public Utilities Coordinator
Glenn Daniel	Public Utilities Manager (Water, Reclaim & Wastewater Collection)
Richard G. Gardner, PE	Public Utilities Assistant Director

The firm’s staff assignments to this project include:

David Wilcox, P.E.:	Officer-in-Charge
Bozhidar V. Handjiev, P.E.:	Project Manager
James Scheuerman:	Senior Designer
Maria Cipriano:	Admin Assistant

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

ENGINEER’s project correspondence shall be directed to: Bozhidar V. Handjiev, P.E. (Consultant Project Manager), with copies to David Wilcox, P.E. (Consultant Account Manager).

All City project correspondence shall be directed to Todd Kuhnel (City Project Manager), with copies to the Utilities Engineering Manager, Public Utilities Manager, and Public Utilities Assistant Director.

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 approved by the Project Manager.

A health and safety plan must be submitted to 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

City Invoice Code: Water: 3277327-530100-96722 \$22,940

Sewer: 3277327-530100-96634 \$1,843

**9. INVOICING PROCEDURES**

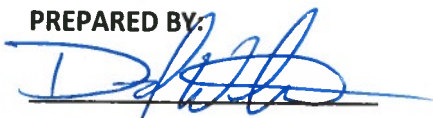
At a minimum, in addition to the invoice amount(s) the following information shall be provided on all invoices submitted on the Work Order:

- A. Project Number, Purchase Order Number, Invoice Number, and Contract Amount.
- B. The time period (begin and end date) covered by the invoice.
- C. A descriptive 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:



David Wilcox, PE  
Officer-in-Charge  
AECOM

Date

10/9/19

APPROVED BY:

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Tara Kivett, 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.

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

Lakeview Road Utility Relocation Pinellas County JPA  
 AECOM  
 City Project Number 19-0013-UT

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**SUPPLEMENT #1 WORK ORDER  
 PROJECT BUDGET**

Task	Description	Subconsultant Services	Labor	Total
<b>4.0</b>	<b>Services During Construction</b>			
4.1	Pre-Construction Conference		\$347	\$347
4.2	Shop Drawings Review and Approval		\$6,518	\$6,518
4.3	Response to RFIs		\$3,842	\$3,842
4.4	Progress Meetings		\$2,430	\$2,430
4.5	Final Inspection		\$2,330	\$2,330
4.6	FDEP Clearance		\$3,842	\$3,842
4.7	Project Dossier		\$2,766	\$2,766
4.8	Task Allowance		\$2,208	\$2,208
<b>Subtotal, Labor and Subcontractors</b>				<b>\$24,283</b>
4.9	Other Direct Costs (prints, photocopies, postage, etc.)			\$500
<b>Grand Total</b>				<b>\$24,783</b>