



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

Date: 7/17/2020

Project Number _____

City Project Number: _____

1. PROJECT TITLE: Environmental Data Collection for Cooper's Point

2. SCOPE OF SERVICES:

Cooper's Bayou, located on the northwest side of the Courtney Campbell Causeway (SR 60) near Safety Harbor has been identified as an area of water quality concern due to both excess nitrogen and algal blooms. In addition, there is the potential for mangrove mitigation, seagrass mitigation and water quality credits in this area of Old Tampa Bay. The City completed a Feasibility Study in May 2019 which demonstrated with initial hydrodynamic modeling and field work that an additional bridge under Courtney Campbell Causeway, re-establishment of historic mosquito ditches, a new bridge under the Dr. Kiran Patel Blvd, removal of spoil piles and Brazilian pepper, and dredging of a portion of the bayou would offer significant ecological benefits.

Atkins is under contract with FDOT District 7 (FPID: 254549-2-32-03) to build from the Phase I Feasibility Study and prepare a Phase II Permitting Report that will include environmental and engineering elements. As part of this contract, the Consultant will coordinate with stakeholders and obtain project buy in. Permitting agencies and stakeholders include SWFWMD, Pinellas County, Hillsborough County, USACE (including associated commenting agencies) and the USCG to obtain concurrence for the project as future compensatory water quality treatment, mangrove mitigation and seagrass mitigation.

The scope of services for this contract is to obtain additional survey and geotechnical data to aid in the permitting efforts being worked on by the Consultant.

1. Project Management/Meetings/Quality Control

Atkins Project Manager, Amanda Serra will manage the technical tasks, communicate, and coordinate with the City staff and others. Atkins' Project Manager will be responsible for overall coordination of the data collection and client satisfaction in all aspects of this Work Order including the schedule, deliverables, and quality control.

2. Data Collection

Atkins will obtain survey and geotechnical data using subconsultants to augment the previous data and hydrological model.

- a. **Data coordination and Review:** Atkins will collect and review existing data pertaining to previous studies in the project areas. These investigations will be conducted with the goal of verifying, augmenting, and/or updating the information collected, record drawings, and other sources.
- b. **Survey Plan:** Atkins, with sub consultant Oceanside Solutions will conduct investigatory-level survey to aid in the preparation of conceptual plans needed for permitting further detail is provided below. Atkins will survey and provide seven cross sections along the mosquito ditches that will be re-established. Atkins will also provide survey of approximately 40 spoil piles to get an average height and area of the spoil piles though out Coopers Point.

Oceanside Solutions will provide bathymetric survey of Coopers Bayou and the area around the proposed bridge on the Courtney Campbell Causeway. Oceanside Solutions will conduct an investigatory hydrographic survey of Cooper's Bayou and the connecting waterway into the Old Tampa Bay. Oceanside will provide cross sections approximately every 200 within Cooper's Bayou with cross section from start and end at the approximate Mean High Water (MHW) line adjacent to respective shorelines, or as close to the vegetation line as reasonable. Oceanside will also provide bathymetric survey 500-feet to the north and south of the center point of the proposed bridge, as well as 500-feet to the east and west of the end points of the proposed bridge.

- c. **Geotechnical Plan:** Gulf Coast Geotechnical Engineering (GCGE) will perform ten (10) hand auger boings to depths of 5 to 8 feet below existing grades in areas of the existing mosquito ditches and associated spoil piles. This will be to provide soil stratigraphy and approximate soil profiles. GCGE will provide the location and description of potentially deleterious materials which may interfere with the construction progress including buried or surficial fill material, organics, construction debris, etc.

3. PROJECT GOALS:

To provide additional data to support the conceptual plans and permitting efforts along with allowing for more accurate estimate of quantities.

4. BUDGET:

This price includes all labor and expenses anticipated to be incurred by Atkins 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 Sixty-One Thousand Four Hundred Ninety Dollars (\$61,490).**

5. SCHEDULE:

The scope of work will be delivered to the City within 60 days of notice to proceed.

6. STAFF ASSIGNMENT:

Atkins Team's Key Staff:

Daniel Parsons	Project Manager
Amanda Serra	Senior Engineer
Shayne Paynter	Senior Technical Director
David Loy	Senior Scientist II

7. CORRESPONDENCE/REPORTING PROCEDURES:

ENGINEER's project correspondence shall be directed to:

Daniel Parsons, PE, CFM, ENV SP (813) 281-4856, daniel.parsons2@atkinsglobal.com

All City project correspondence shall be directed to:

Sarah Kessler, CFM (727) 562-4897, sarah.kessler@myclearwater.com 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: ENST180005-STDY-PROSVC

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:



Daniel Parsons, PE, CFM, ENV SP
West Florida Division Manager
Atkins North America

7/17/2020

Date

APPROVED BY:

Tara Kivett, PE
City Engineer
City of Clearwater

Date



CITY OF CLEARWATER ENGINEERING DEPARTMENT

SUPPLEMENTAL WORK ORDER 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.

Environmental Data Collection for Cooper's Point



WORK ORDER PROJECT BUDGET

Task	Description	Subconsultant Services	Labor	Total
1	Project Management/Meetings & Coordination /Quality Control	N/A	\$16,900	\$16,900
2	Data Collection	\$16,900	\$27,690	\$44,590
			Subtotal	\$61,490
			Total	\$61,490