



BILLER REINHART ENGINEERING GROUP, INC.

WORK ORDER INITIATION FORM
for the CITY OF CLEARWATER

Date: June 4, 2020
Consultant Project Number: 20-210
City Project Number: 20-0027-EN
City Plan Set Number: 2020017

1. **PROJECT TITLE:**
2021 Bridges Repair

2. **SCOPE OF SERVICES:**

Biller Reinhart Engineering Group, Inc. (BillerReinhart) understands that the City would like to move forward with the implementation of repair recommendations for fourteen bridge structures within City of Clearwater, outlined in different condition assessment reports from the biennial bridge inspections. This project is to include development of repair/restoration construction documents (drawings and technical specifications). BillerReinhart will provide assistance to the City during the bidding process and construction phase services, including site visits to observe that repair work is in accordance with contract documents. The following structures are included in this proposal:

Bridge ID	Bridge Name
155503	Douglas Ave./Stevenson Creek
155504	Hercules Ave./Allen Creek
155507	Fairwood Ave./Alligator Creek
155522	Clearwater Pass Bridge
155523	Palmetto St/ Stevenson Creek
NQC3CC	Beverly Circle Over Allen Creek
NQC6CC	Druid Road Over Stevenson Creek
NQC2CC	Hillcrest Ave Over Stevenson Creek
NQC7CC	Lakeview Road Near MLK
NQC14CC	Memorial Causeway Trail
LQC1CC	Rainbow Drive Over Allen Creek

155519	Winward Passage East Bridge
155518	Winward Passage Middle Bridge
155517	Winward Passage West Bridge

I. REVIEW PHASE:

- Review reports for all fourteen bridges in this project
- Brief site visits to review noted conditions requiring repair and to become familiarized with the sites.
- Visually review bridge components (i.e. fence and/or rail posts, walls and/or guardrails) that would be affected by the repairs.
- Assemble data gathered from our document review and brief site visits for preliminary scope development

II. DESIGN PHASE:

- BillerReinhart will prepare restoration design documents for Contractor bidding. Bid documents for each bridge structure will include plans and specifications (also known as the Project Manual) signed and sealed by a Professional Engineer licensed in the State of Florida. Design plans will be compiled using the City of Clearwater CAD standards, as attached.

III. BIDDING PHASE:

- Attend pre-bid meetings
- Provide technical assistance during the bid phase of the project.
 - a. Prepare addendums to the bid documents as required
 - b. Provide project correspondence. This task includes providing responses to questions as required/requested, clarify, or expand the bidding documents
 - c. Review bid tabulations, prepare a bid analysis, and assist in selecting a successful bidder

IV. CONSTRUCTION PHASE:

- Project submittals will be reviewed to verify products conform to project specifications.
- In the event of change orders by the contractor, BillerReinhart will review and respond to change orders as needed. A potential change order will be verified for necessity and cost basis.
- Requests for information by the contractor will be reviewed, responded to, and documented.
- BillerReinhart will perform construction phase site visits to observe project construction. The purpose of the site visits will be to review the completed work and verify the work generally conforms to project specifications and schedule.
- Summary reports will be issued to document observations made during site visits including construction milestones, phases of construction, percentage of work completed, items required by the contractor to be corrected, etc.

3. PROJECT GOALS:

City of Clearwater Bridge Repairs

Review Phase and Preliminary Scope

The goal of the review phase is to develop a preliminary scope of work by assembling data gathered from our document review and brief site visits. Also, to familiarize the team with the sites by visually reviewing the bridges.

Design Phase and Project Manual

The goal of the design phase is to develop design and bidding documents necessary to successfully implement the restoration projects for the fourteen bridge structures within the City of Clearwater mentioned above. The project manual for each bridge structure will contain technical specifications and drawings/details for restoration. The bidding documents in the Project Manual will be based on estimated repair quantities gathered during the previously completed brief site visits and previous reports.

4. BUDGET:

See Attachment "B"

This price includes all labor and expenses anticipated to be incurred by Biller Reinhart Engineering Group, Inc. for the completion of these tasks in accordance with Professional Services Method "A" – Cost Times Multiplier Basis , for a fee not to exceed **One Hundred Sixty-One Thousand One Hundred Fifty Dollars (\$161,150.00)**.

5. SCHEDULE:

The Review and Design phases of the project are to be completed within 3 months (or 90 days) from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

Review Phase	<u>30</u> calendar days
Design Phase	<u>60</u> calendar days
Bidding Phase	TBD
Construction Phase	TBD

6. STAFF ASSIGNMENT:

Biller Reinhart Engineering Group, Inc. Anticipated Staff	
Name	Staff Assignment
Brian E. Walter, P.E.	Project Manager and Lead Design Engineer
Nathalia Hernandez, E.I., Caitlin Williams	Project Engineers and Site Visit Representatives
Rolando Morffy, Randy Cook	CAD Technicians

7. CORRESPONDENCE/REPORTING PROCEDURES:

ENGINEER's project correspondence shall be directed to:

Brian E. Walter, P.E.

bwalter@billerreinhart.com

Office: 813-908-7203

Cell: 813-468-5994

All City project correspondence shall be directed to:

Ivan Dimitrov, Project Manager, 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

Att. 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: ENRD180002-DSGN-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, Project and Invoice Numbers 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.

- 1. This proposal is based on no special access equipment will be required to access any areas of the structure. This proposal does not include any special under bridge access equipment or any needed maintenance of traffic that would be required to deploy such equipment.

PREPARED BY:

Brian E. Walter, PE
Principal Structural Engineer
Biller Reinhart Engineering Group, Inc.

Date

APPROVED BY:

Tara Kivett, PE
City Engineer
City of Clearwater

Date

ATTACHMENT "A"

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.

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.

ATTACHMENT "B"

City of Clearwater Bridge Repairs
BILLER REINHART ENGINEERING GROUP, INC.

WORK ORDER INITIATION FORM PROJECT BUDGET

Task	Description	Subconsultant Services	Labor	Total
1.0	Review Phase			
1.1	Document Review	\$0	\$2,497.00	\$2,497.00
1.2	Brief Site Visits	\$0	\$7,110.00	\$7,110.00
1.3	Preliminary Scope Development	\$0	\$8,793.00	\$8,793.00
1.4	Task Allowance (10%)	\$0	\$1,840.00	\$1,840.00
			Review Phase Total:	\$ 20,240.00
2.0	Design Phase			
2.1	Repairs Design	\$0	\$5,555.00	\$5,555.00
2.2	Technical Specifications	\$0	\$21,405.00	\$21,405.00
2.3	Drawing Preparation	\$0	\$24,840.00	\$24,840.00
2.4	Task Allowance (10%)	\$0	\$5,180.00	\$5,180.00
			Design Phase Total:	\$ 56,980.00
3.0	Bidding Phase			
3.1	Pre-Bid Meeting	\$0	\$2,534.00	\$2,534.00
3.2	Correspondence	\$0	\$2,534.00	\$2,534.00
3.3	Prepare Addendums	\$0	\$6,477.00	\$6,477.00
3.4	Bid Review and Analysis	\$0	\$6,055.00	\$6,055.00
3.5	Task Allowance (10%)	\$0	\$1,760.00	\$1,760.00
			Bidding Phase Total:	\$ 19,360.00
4.0	Construction Phase Services			
4.1	Shop Drawings/Submittals	\$0	\$12,165.00	\$12,165.00
4.2	Pre-Construction Meeting	\$0	\$10,184.00	\$10,184.00
4.3	Contractors RFI's	\$0	\$5,092.00	\$5,092.00
4.4	CA Site Visits and Reports	\$0	\$21,217.00	\$21,217.00
4.5	Closeout Documentation	\$0	\$10,042.00	\$10,042.00
4.6	Task Allowance (10%)	\$0	\$5,870.00	\$5,870.00
			Construction Phase Total:	\$64,570.00
			Grand Total	\$ 161,150.00