

CONSULTANT WORK ORDER

Date:	04/02/2021
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1. PROJECT INFORMATION:

Project Title:	WRF Permits and Local Limits Renewals	
City Project Number:	21-0007-UT	
City Plan Set Number:	N/A	
Consultant Project Number:	22610.21	

2. SCOPE OF SERVICES:

Metzger + Willard, Inc. (MWI), will aid the City of Clearwater with the renewal of the following operating permits for the following Water Reclamation Facilities (WRF):

FACILITY	PERMIT NUMBER	EXPIRATION DATE
Northeast WRF	FL0128937	July 1, 2022
East WRF	FL0021865	June 21, 2022
Marshall Street WRF	FL0021857	February 1, 2022
Note: The reclaimed water system is permitted under FL0186261, the Master Reuse System Permit and will not be re-permitted as a part of this Work Order.		

MWI will also aid the City of Clearwater with the re-evaluation of the Local Limits for the City's Industrial Pretreatment Program.

PART A. HEALTH & SAFETY PLAN

MWI will prepare and submit a Health & Safety Plan, which may include at a minimum the following:

- a. Project Team Organization and Responsibilities with contact information
- b. Hazards Analysis
 1. General
 2. Chemical Exposure Hazards

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3. Physical Hazards - Temperature; noise; air pollution; slips, trips, and falls; fire and explosions; confined space; working near equipment; electricity; utilities; and vehicular traffic
4. Biological Hazards - Animals and insects
- c. Task Hazard Analysis
- d. Emergency Response Plan Locations of emergency facilities Routes to emergency facilities
- e. Record Keeping Requirements
- f. The plan is for use by Metzger + Willard, Inc., employees and any subconsultants on the contract.

TASK A.1. Prepare and submit the Health & Safety Plan to the City.

PART B. WRF PERMIT REWEWALS

MWI proposes to prepare three complete FDEP Permit renewal applications, including all required supporting documentation for the City's Northeast WRF, Marshall Street WRF, and the East WRF in accordance with FDEP Rules 62-600, 62-610, 62-620 FAC, and all other applicable FDEP and USEPA requirements. In addition, MWI will assist as required to prepare a response to FDEP Requests for Additional Information that may be issued by the FDEP during their processing and review of the permit renewal applications and supporting documents and as described herein. **Project Deliverables** are as described in **Paragraph 3 – Project Goals** of this Work Order Initiation Form.

The Permit Renewal Documents shall include, but not be limited to, the following:

A. Updated Capacity Analysis Report

MWI proposes to prepare an Updated Capacity Analysis Reports (UCAR) for each of the WRFs, in accordance with FDEP Rules 62-600, 62-610, 62-620, 62-640 FAC, and all other applicable FDEP and USEPA requirements. The UCARs will be prepared based on the existing and projected (minimum 10 years) service area population and the highest annual flows projected over the next permit life of five years, in accordance with 62-600.405(3), FAC. Growth and projected flows will be obtained from the City, based upon planning projections, collection system master planning efforts, and outstanding developer agreements. To prepare the UCARs, MWI will obtain and summarize the last ten years of flow data from the WRFs, as well as total wastewater influent, reclaimed water use, and surface water effluent discharge. This data will be presented in tabulated and graphical formats in the report. It is anticipated that the previous CARs will be updated and that new CARs will not be developed.

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TASK B.1. Prepare and submit Updated Capacity Analysis Report for review by the City.

B. Operations, Maintenance, and Performance Report

MWI will prepare O&M Performance Reports (OMPR) for the WRFs (three separate documents) in accordance with 62-600.735 FAC and all other applicable FDEP and USEPA requirements. MWI will conduct field inspections of the WRFs, interview staff, and obtain information from the City regarding how the WRFs are managed and operated. MWI will summarize the information for the last ten years of operating data in tabular and graphical formats and provide a facility inspection summary of each of the WRFs. Results of analyses will be graphed to identify trends in influent and effluent parameters. A conditional assessment of equipment will be performed and summarized. Existing Operating Protocols for Reclaimed Water will be reviewed and updated, if necessary, as a part of the OMPR preparation.

TASK B.2. Prepare and submit Updated OMPR for review by the City.

C. Treatment Facility Biosolids Plan

MWI will prepare and submit the Treatment Facility Biosolids Plans (Form 62-640.210(2)(a)), in accordance with 62-640.300(2) FAC for each of the facilities. The Plans will summarize data from the previous five years of treatment facility operations and shall include the following, where applicable: Quantity, quality of biosolids transferred to a disposal site; and, name, contact information, address, permit information of the disposal site. An Agricultural Use Plan for the application sites will not be provided, as they are the responsibility of the application site manager/owner.

TASK B.3. Prepare and submit Biosolids Plan for review by the City.

D. FDEP Permit Application Forms 1 and 2A

MWI will complete for each WRF the FDEP forms: Wastewater Facility or Activity Permit Application Form 1 General Information (FDEP Form 62-620.910(1)) and Wastewater Permit Application Form 2A for Domestic Wastewater Facilities (FDEP Form 62-620.910(2)).

For Form 2A, Section 4 – Scheduled Improvements and Schedules of Implementation, MWI will summarize anticipated minor improvements based on information provided by the City's staff and incorporate those projects and estimated completion dates as agreed by the City. By incorporating planned minor improvements within the new permit, the City will not be required to permit individual projects that are described within the permit.

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For Form 2A, Section 8 – Documentation Submitted, MWI will prepare documentation listed within Tables 1 and 3, as appropriate and required by FDEP to deem the Application complete.

TASK B.4. Prepare and submit Forms 1 and 2A for review by the City.

E. Application Review and Submittal

MWI will attend a workshop for each application (three maximum) with the City to discuss comments from the City on the draft application documents prior to submittal to FDEP. Comments will be addressed within the final application submitted to FDEP.

TASK B.5. Attend Workshop, address comments, and submit application to FDEP.

F. Request for Additional Information Response

MWI will assist the City in responding to a maximum of four (4) Requests for Additional Information received from the FDEP for each operating permit renewal application.

TASK B.6. Review RAIs from FDEP, draft response for review by the City, address comments, and submit final to FDEP.

G. Draft Permit Review and Documentation

MWI will review the draft permits as issued by FDEP for each facility and submit recommendations in writing to the City. MWI will draft for City signature a letter to FDEP summarizing changes for consideration in the final permit, if necessary.

TASK B.7. Review draft permit from FDEP, prepare comments and submit to the City. Draft letter to FDEP as required.

PART C. LOCAL LIMITS RE-EVALUATION

MWI proposes to prepare the Local Limits Re-evaluation report for submittal to FDEP, which will include recommendations for modifications to local limits if demonstrated during the study phase to be necessary. The City functions as the Control Authority over Industrial Pretreatment and has the authority to implement and enforce its Approved Pretreatment Program. FDEP may initiate enforcement action against an industrial user for noncompliance with applicable standards of the program. The City, as Control Authority, submits to the FDEP an annual report which includes a summary of the program for the year, results of sampling, and enforcement

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activities for each of the three WRFs. The Scope for the re-evaluation will include the following:

A. Preparation of the Updated Plan of Study

The updated Plan of Study will be based upon the previously submitted Plan of Study (POS) and will include the identification of sample points, number of samples, pollutants of concern for sampling, and methods of analysis. It is anticipated that the number and locations of sampling will be the same as previously sampled. The methods of analysis and pollutant of concern list will be updated based upon the most recently adopted FAC 62-625.500. The POS will include modifications for any significant industrial users that may have connected to the system since the previously submitted POS.

A draft POS will be submitted to the City for review and comment. Following inclusion of City comments, the Draft POS will be submitted to FDEP for acceptance.

TASK C.1. Prepare and submit the draft Plan of Study to the City for review. Incorporate comments and submit the final draft to FDEP.

B. Sampling and Analysis

Upon acceptance of the POS by the FDEP, sampling and analysis will be performed as described within the POS. Based upon the previous POS, the following locations will be the sample points (or as directed by the City):

NORTHEAST WRF (FL0128937)

Collection System Location 1 – Landmark – MH 222B-5050
Collection System Location 2 – Safety Harbor – Baytowne East LS
Influent – Headworks – PRT-I
Effluent – Reclaimed Water – PRT-E
Biosolids – Belt Filter Press Discharge – PRT-R

EAST WRF (FL0021865)

Collection System – Oakgrove Middle School – MH 308B-8110
Influent – Headworks – PRT-I
Effluent – Reclaimed Water – PRT-E
Biosolids – Thickened Sludge Holding Tank – PRT-R

MARSHALL STREET WRF (FL0021857)

Collection System – Edgewater Drive – MH 251A-2050
Influent – Headworks – PRT-I
Effluent – Surface Water Discharge – PRT-E
Biosolids – Centrifuge / Belt Filter Press – PRT-R

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The following pollutants of concern (POC) have been identified for sampling and evaluating:

POLLUTANTS OF CONCERN - AQUEOUS	
1,4-Dichlorobenzene	Mercury
Ammonia Nitrogen	Methyl-t-butyl ether
Antimony	Molybdenum
Arsenic	Nickel
Bromide	Nitrate + Nitrite N
Bromodichloromethane	Organic Nitrogen
Bromoform	Selenium
Cadmium	Silver
Carbonaceous BOD5	Sodium
COD	Tin
Chloride	Total Dissolved Solids
Chloroform	Total Kjeldahl Nitrogen
Chromium	Total Nitrogen
Copper	Total Organic Carbon
Cyanide, Total	Total Phosphorus as P
Dibromochloromethane	Total Suspended Solids
D-Limonene	Total Trihalomethanes
Iron	Zinc
Lead	pH
Manganese	

POLLUTANTS OF CONCERN - BIOSOLIDS	
1-4, Dichlorobenzene	Dibromochloromethane
Ammonia Nitrogen	Lead
Antimony	Mercury
Arsenic	Molybdenum
Bromodichloromethane	Nickel
Bromoform	Selenium
Cadmium	Silver
Chloroform	Zinc
Chromium	Total Solids
Copper	pH

The City of Clearwater shall take the samples, package in accordance with standards for the industry and deliver to the laboratory in Oldsmar FL. For the aqueous samples – the influent, effluent, and collection system samples – five consecutive days will be provided at each sample location. To obtain the WRF pass-through results, effluent samples will lag 24 hours from the influent sample. Most of the aqueous samples will be composite samples obtained

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from the City's automatic samplers. The remainder will be grab samples. For biosolids samples, grab samples will be taken each day for evaluation.

Pace Analytical Laboratories, Inc. (PACE), a NELAP-certified laboratory, shall perform the analyses, and summarize the results for each parameter.

A Laboratory Allowance has been included to provide for reimbursement to MWI for the laboratory analyses. Copies of receipts will be included in the monthly invoicing.

TASK C.2. Coordinate sampling efforts to be performed by the City. Review sampling results as provided by the laboratory. Verify the City is provided access to the laboratory results portal to receive access to the results.

C. Annual Testing for 2021 IPP Report

Provide sampling and analysis for the annual report of Industrial Pretreatment as required by FDEP. For the first day of the sampling (only) under Part C, Paragraph B, for aqueous samples, the sampling will be expanded to include these parameters. The remainder of the parameters are covered in this Task and include the following:

- Priority Pollutant Volatile Compounds
- Priority Pollutant Pesticide Compounds
- Priority Pollutant Semi-Volatile Compounds
- Hexane Extractable Materials
- Phenolics
- Beryllium
- Thallium

Sample locations include the headworks (composite) for each of the facilities, the effluent (composite) for each of the facilities for a total of 6 samples. Equipment blanks will be taken and used to compare the results.

A Laboratory Allowance has been included for reimbursement to MWI for the laboratory analyses. Copies of receipts will be included in the monthly invoicing.

TASK C.3. Coordinate sampling efforts by the City for the 2021 IPP Annual Report results. Review sampling results as provided by the laboratory.

D. Local Limits Recommendations

Upon completion of the chemical analysis, MWI will be responsible for the evaluation of the Local Limits using analysis program developed by FDEP – Local Limits Information Development System (LLIDS), which is obtained from the FDEP website.

A draft report of the results and recommendations will be prepared and submitted to the City for review and comment. It is anticipated that the report will be an updated report to the previously prepared local discharge limit report.

A workshop will be held to discuss the City's comments and how best to include them within the final report that will be submitted to FDEP.

The final report will be submitted to FDEP, which will include the City's comments as previously described.

TASK C.4. Evaluate local limits using the LLIDS program and prepare draft report for review and comment. Prepare final report for submittal to FDEP. Identify parameters, where applicable, for modification in the City's Pretreatment Ordinance.

E. Respond to Requests for Additional Information from FDEP

After submittal of the Local Limit Development Report to FDEP, it is anticipated that FDEP may request additional information. The FDEP Requests for Additional Information will be responded to as a part of this Task (Maximum of 4 RAIs). The report will be updated to include FDEP comments if necessary.

TASK C.5. Review RAIs from FDEP, draft response for review by the City, address comments, and submit final to FDEP.

3. PROJECT GOALS:

We understand that the City's goals for this project are the following for each WRF:

- Complete the required permit application and supporting documentation, and to provide the information to FDEP a minimum of six months (180 calendar days) prior to the expiration date of the existing permit.

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- Receive renewed FDEP permits for the City's Water Reclamation Facilities, prior to the expiration of the existing permits.
- Complete the Local Limits evaluation as a part of the Pretreatment requirements. Provide recommendations for modifications to the Pretreatment Ordinance, as required.

Project Deliverables

Document Request. MWI will prepare a formal document request for the material that will be required for the completion of this Work Order.

Part A. Project deliverables will include one electronic copy of the Metzger + Willard, Inc., project specific Health and Safety Plan.

Part B. Project deliverables for each WRF will include the following:

- One (1) electronic copy of the draft FDEP Application and all supporting documentation for review and comment by the City prior to submittal to FDEP.
- Three (3) signed and sealed copies and one (1) electronic copy of the final permit renewal package (including all forms and supplemental documents) complete, reviewed for quality and completeness by the Engineer and ready for submission to FDEP. Documents will be provided within suitably sized binders.
- An electronic copy of the final permit renewal package (including all forms and supplemental documents) will be filed with FDEP through their FTP site on the internet. Hard copies of signature pages will be prepared for signature by the City and included in the FDEP submittal.
- One (1) electronic copy of draft responses to Requests for Information will be submitted to the City for review and concurrence prior to submittal to FDEP.
- One (1) electronic copy of the application, requests for additional information and responses, draft permit and comments if provided, and the final permit.

Part C. Project deliverables will include the following:

- One (1) electronic copy of the draft evaluation report for review and comment.
- One (1) electronic copy of the final evaluation report.
- Three (3) copies of the final evaluation report within binders.
- One (1) electronic copy of draft responses to Requests for Information will be submitted to the City for review and concurrence prior to submittal to FDEP.

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Project Catalog – An electronic copy will be provided of the Project Catalog for the complete Work Order, as discussed in Paragraph 11. Additional Considerations.

Project Meetings

Part A. No project meetings are anticipated.

Part B. Meetings will include the following:

Site Visits to each facility (One each) to evaluate the condition of the facility and to interview operations and maintenance personnel; and,

Draft Application Review Workshop for each facility (One each).

Part C. Meetings will include a workshop with the City to review the evaluation report and discuss comments.

4. FEES:

This price includes all labor and expenses anticipated to be incurred by **Metzger + Willard, Inc.**, for the completion of these tasks in accordance with Professional Services Method “A” – Hourly Rate, for a fee not to exceed Two hundred fifty-six thousand five hundred forty two and No/100 Dollars (\$256,542.00).

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

5. SCHEDULE:

The project is to be completed in sixteen (16) months from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

Notice to Proceed: April 12, 2021 (No later than)

Part A. HASP April 16, 2021

Part B. WRF Permit Applications

Marshall Street WRF

Draft Application to the City July 9, 2021

Application submitted to FDEP August 5, 2021

Final Permit in Hand TBD by FDEP

East WRF

Draft Application to the City December 3, 2021

Application submitted to FDEP December 23, 2021

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Final Permit in Hand	TBD by FDEP
Northeast WRF	
Draft Application to the City	December 10, 2021
Application submitted to FDEP	December 31, 2021
Final Permit in Hand	TBD by FDEP

Part C. Local Limits Re-Evaluation

Plan of Study	
Submit Draft to City	April 26, 2021
Submit POS to FDEP	May 3, 2021
Sampling & Laboratory Analysis	
Background (Collection System)	June – August 2021
Facilities	September – December 2021
Draft Re-Evaluation Report	March 2022
Submit Report to FDEP	May 2022
Finalize Local Limits	TBD by FDEP

6. STAFF ASSIGNMENT:

City Staff

Jason Jennings	Project Manager, Wastewater Environmental Technologies Manager
Richard G. Gardner, PE	Assistant Director of Utilities
Michael Flanigan	Wastewater Environmental Technologies Assistant Manager
Corey O'Neil	Industrial Pretreatment Coordinator
Jeremy J. Brown, PE	Engineering Manager, Utilities

MWI Staff

Nancy Metzger, PE	Principal in Charge
Susan Martelli, PE	MWI Project Manager
Joe Martelli, PE	Quality Control / Local Limits Evaluation

7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to Susan Martelli, PE, Project Manager and Joe Martelli, PE, Sr. Project Engineer.

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All City project correspondence shall be directed to Jason Jennings, Richard Gardner, Michael Flanigan, Corey O'Neil, and Jeremy Brown.

8. INVOICING/FUNDING PROCEDURES:

City Invoicing Code:

MS: 4211354-530100 \$ 43,686.50

NE: 4211355-530100 \$ 43,686.50

E 4211356-530100 \$ 39,451.50

IPP 4211353-530100 \$129,717.50

For work performed, invoices shall be submitted monthly to:

**Attn: Veronica Josef, Senior Staff Assistant
City of Clearwater, Engineering Department
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.

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:

1. Purchase Order, Project and Invoice Numbers and Contract Amount.
2. The time period (begin and end date) covered by the invoice.
3. A short narrative summary of activities completed in the time period.
4. Contract billing method – Lump Sum or Hourly Rate.
5. 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).
6. If Hourly Rate, hours, hourly rates, names of individuals being billed, amount due, previous amount earned, the percent completion, 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).
7. If the Work Order is funded by multiple funding codes, an itemization of tasks and invoice amounts by funding code.

10. CONSIDERATIONS:

Consultant acknowledges the following:

1. The Consultant named above is required to comply with Section 119.0701, Florida Statutes, where applicable.
2. All City directives shall be provided by the City Project Manager.

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3. "Alternate equals" shall not be approved until City Project Manager agrees.
4. All submittals must be accompanied by evidence each has been internally checked for QA/QC before providing to City.
5. Consultants/Contractors are not permitted to use City-owned equipment (i.e. sampling equipment, etc.).
6. Documents posted on City website must be ADA accessible.

11. ADDITIONAL CONSIDERATIONS:

All work orders should include considerations for the following:

1. Sea Level Rise and Flood Resilience, as applicable.
2. Submittal of a Critical Path Method (CPM) Schedule(s).
3. Submittal of a Project Catalog with the following items, as appropriate:
 - a. Data requests, assumptions, critical correspondence, meeting agenda, sign-in sheets, meeting minutes, document comment-response log(s), technical memorandum/reports, addenda, progress reports, regulatory correspondence, and other project-related documents.
 - b. If construction project, also include design plans, conformed plans, change orders, field orders, RFIs, work change directives, addenda, progress reports, shop drawing and progress submittals, as-builts, record drawings, and other project-related documents such as O&M manuals and warranty information.
 - c. At the conclusion of the project, ENGINEER will combine this information into a Project Catalog and submit to the City for review and comment.
4. Arc Flash labeling requirements:
 - a. All electrical designs and construction shall adhere to NFPA 70 E "Standard for Electrical Safety in the Workplace".
 - b. Updated calculations of Fault and Arc Flash, and provisions for new or updated Arc Flash equipment labeling shall be included in the contract documents.

12. SPECIAL CONSIDERATIONS:

N/A

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13. SIGNATURES:

PREPARED BY:

APPROVED BY:



Susan G. Martelli, PE
Vice President of Engineering
Metzger + Willard, Inc.

April 8, 2021

Date

Tara Kivett, PE
City Engineer
City of Clearwater

Date

CONSULTANT WORK ORDER

PROJECT FEES TABLE

PART A. HEALTH AND SAFETY PLAN						
TASK	DESCRIPTION	MSWRF	EAST WRF	NEWRF	LOCAL LIMIT	TOTAL
A.1.	HASP	\$822.50	\$822.50	\$822.50	\$822.50	\$3,290.00
SUBTOTAL, PART A.		\$822.50	\$822.50	\$822.50	\$822.50	\$3,290.00

PART B. WATER RECLAMATION FACILITY PERMIT RENEWALS						
TASK	DESCRIPTION	MSWRF	EAST WRF	NEWRF	TOTAL	
B.1.	Update CAR	\$5,770.00	\$5,770.00	\$5,770.00	\$17,310.00	
B.2.	Update OMPR	13,860.00	11,470.00	13,860.00	\$39,190.00	
B.3.	Update Biosolids Plan	2,550.00	1,890.00	2,550.00	\$6,990.00	
B.4.	Application Forms 1 and 2A	4,200.00	4,200.00	4,200.00	\$12,600.00	
B.5.	Submit Application to FDEP	2,820.00	2,820.00	2,820.00	\$8,460.00	
B.6.	RAIs	3,280.00	2,480.00	3,280.00	\$9,040.00	
B.7.	Review Draft Permit	1,160.00	1,160.00	1,160.00	\$3,480.00	
Reimbursable – Permit Fees		5,000.00	5,000.00	5,000.00	\$15,000.00	
SUBTOTAL, PART B.		\$38,640.00	\$34,790.00	\$38,640.00	\$112,070.00	
Part B. Owner's Contingency, 10%		\$3,864.00	\$3,479.00	\$3,864.00	\$11,207.00	
SUBTOTAL, PART B.		\$42,504.00	\$38,269.00	\$42,504.00	\$123,277.00	

PART C. LOCAL LIMITS RE-EVALUATION				
TASK	DESCRIPTION	SUBCONSULTANT SERVICES	LABOR	TOTAL
C.1.	Plan of Study	0	\$1,780.00	\$1,780.00
C.2.	Sampling & Analysis	0	3,850.00	\$3,850.00
C.3.	Annual Testing 2021 IPP Report	0	1,270.00	\$1,270.00
C.4.	Prepare Report and submit	0	32,850.00	\$32,850.00
C.5.	RAIs	0	7,100.00	\$7,100.00
Reimbursable – Laboratory Allowance				\$70,000.00
SUBTOTAL, PART C.		\$0.00	\$46,850.00	\$116,850.00
Part C Owner's Contingency, 10%				\$11,685.00
SUBTOTAL, PART C.				\$128,535.00

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PROJECT CATALOG						
TASK	DESCRIPTON	MSWRF	EAST WRF	NEWRF	LOCAL LIMIT	TOTAL
11.3.	Prepare Project Catalog	\$360.00	\$360.00	\$360.00	\$360.00	\$1,440.00
SUBTOTAL, PROJECT CATALOG		\$360.00	\$360.00	\$360.00	\$360.00	\$1,440.00
GRAND TOTAL					\$256,542.00	