



## SUPPLEMENTAL #1 WORK ORDER for the CITY OF CLEARWATER

**Date:** December 15, 2020

**Consultant Project Number:** 22609.19

**City Project Number:** 18-0058-UT

**City Plan Set Number:** 2020011

1. **PROJECT TITLE:**

Rehab of LS 54 & 65 and LS Standards

2. **SCOPE OF SERVICES:**

Add construction phase services for the LS-54 & LS-65 portion of this project.

I. **PRE-DESIGN PHASE:**

Included in original work order

II. **DESIGN PHASE:**

Included in original work order

III. **FINAL DESIGN PHASE:**

Included in original work order

IV. **PERMITTING PHASE (Building Department):**

Included in original work order

V. **BIDDING PHASE**

Included in original work order

VI. **PERMITTING PHASE (Right of Way)**

**Task 6.1: Permitting-** Prepare and submit right-of-way permit applications to Pinellas county for construction at LS-54 and LS-65.

VII. **CONSTRUCTION PHASE:**

**Task 7.1: Preconstruction Conference** – The MWI Project Manager, Electrical Engineer and Resident Project Representative (RPR) will attend and participate in a pre-construction conference, along with preparing meeting notes of topics discussed, decisions made, and action items.

**Task 7.2: Contractors RFI's-** MWI shall provide technical interpretation of the Drawings, Specifications, and Contract Documents when requested by the Contractor and evaluate requested deviations with regard to the plans or specifications (Request for Information [RFI] process). MWI shall develop and maintain an RFI log noting the date received/answered, subject matter, and resolution to the request. A copy of the RFI log will be included with each progress meeting agenda. For purposes of this proposal a total of ten (10) RFIs will be reviewed.

**Task 7.3: Shop Drawing Review** - MWI shall review or take other appropriate action with respect to material and equipment submittals, shop drawings, samples and other data that the Contractor is required to submit. MWI shall develop and maintain a shop drawing log. Review will be limited to conformance with the design concept of the project and compliance of the information given in the Contract Documents. Such reviews or other actions shall not extend to means, methods, techniques, sequences, or procedures of construction or safety program of the contractor. MWI shall respond to all contractors' submittals fourteen (14) calendar days following receipt in MWI's office. Submittals requesting alternate equals shall be approved by the Owner.

**Task 7.4: Progress Meetings** –The RPR/ shall lead and conduct regular progress meetings and prepare and circulate copies of the meeting minutes including topics discussed, action items, and decisions made. For purposes of this proposal, it is assumed that there will be six (6) progress meetings. The RPR will assemble agenda for each progress meeting. In addition, the RPR shall prepare, maintain, and circulate logs and records for:

Action Items log/Contractor follow up

Shop Drawing Submittal / Approval

Testing

Request for Proposal

Proposed Change Request (PCR) Deficiency / Noncompliance Complaints

Project Photographs

Inventory and Verification of Stored Materials

Punch Lists

**Task 7.5: Construction Observation-** MWI shall provide a Resident Project Representative (RPR) to observe and document work in progress, along with keeping the Project Manager advised of any conflicts or potential delays. Based on the proposed work schedule, MWI will provide an RPR for an average of twenty (20) hours per week with actual hours onsite determined by Contractor work schedule. The RPR shall maintain a daily log of activities for periods of time when the RPR is on-site. These daily logs shall be submitted to the City Project Manager on a weekly basis. Progress photos shall also be taken and provided to the Project Manager to document project progress.

**Task 7.6: Substantial/Final Electrical Inspection-** MWI shall conduct substantial and final electrical inspections to determine the completeness of the project and recommend final payment to Contractor. Following each inspection, MWI shall prepare a punch list of all items requiring completion and follow up on the completed and/or corrected items. The punch list shall be provided to the Contractor and the Project

Manager. It is assumed that the site visits for Substantial and Final inspections will be scheduled such that both sites will be inspected on the same trip (One trip visiting both sites for Substantial, one trip visiting both sites for Final).

**Task 7.7: Record Drawing Preparation-** MWI shall prepare record drawings from the original AutoCAD file based on information provided by the Contractor and others regarding field changes, modifications, etc. made during the construction phase of the project. Such information shall only be verified through field observation and will not be surveyed to verify accuracy of Contractor's measurements. The Project Manager will be provided with four (4) printed copies, and one electronic copy (AutoCAD format disk) of the record drawings. Record Drawing copies shall be in 24 X 36-inch format.

**Task 7.8: Project Catalog-** At the conclusion of the project, ENGINEER will combine the following information into a project catalog and submit to the City for review and comment. The project catalog will be submitted electronically on USB thumb drive. MWI has budgeted for up to one round of City review and comment. To Be Included: Files of correspondence, meeting minutes, Contract Documents, Change Orders, Field Orders, RFIs, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Contract, progress reports, Shop Drawing and Progress submittals, regulatory correspondence and other Project-related documents.

**Task 7.9: Owners Allowance** - 20% project allowance available for use at the owner/project manager's discretion.

### 3. PROJECT GOALS:

The project goals include providing the City with updated controls, pumps, piping, wet well coating, flow meters and backup power for Lift Stations 54 and 65 using topographic surveys provided by the City. A set of pump station standards covering the most common pump stations within the City will also be developed. This supplemental work order will provide construction phase services only for the construction of LS-54 and LS-65.

### 4. BUDGET:

*See Attachment "B"*

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 Seventy Eight Thousand One Hundred Thirty Nine and 19/00 Dollars (\$78,139.19).

### 5. SCHEDULE:

This work order is for construction phase services and will follow the schedule of the contractor beginning with the preconstruction conference. The construction portion of the project is to be completed 180 days from issuance of notice-to-proceed to the Contractor. The Contractors schedule will dictate completion of the work under this supplemental work order.

## 6. STAFF ASSIGNMENT:

### City Staff

Todd Kuhnel	Project Manager
Kervin St. Aimie	Public Utilities Asst Manager
Mike Gillian	Public Utilities Infrastructure Maintenance Manager
Jeremy J. Brown, PE	Engineering Manager, Utilities
Richard G. Gardner, PE	Public Utilities Assistant Director

### MWI Staff

Nancy O. Metzger, PE	Principal in Charge
Susan G. Martelli, PE	QA/QC
Joe Martelli, PE	Project Manager

## 7. CORRESPONDENCE/REPORTING PROCEDURES:

ENGINEER's project correspondence shall be directed to:

Primary: Joe Martelli, PE, Senior Project Manager, Secondary: Susan Martelli, PE, VP Engineering.

All City project correspondence shall be directed to:

Todd Kuhnel	Project Manager
Mike Gilliam	Public Utilities Infrastructure Manager
Kervin St. Aimie	Public Utilities Assistant Manager
Jeremy J. Brown, PE	Utilities Engineering Manager
Richard G. Gardner, PE	Public Utilities Assistant Director

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

ENGINEER shall provide a minimum of forty-eight (48) hours' notice prior to conducting fieldwork/site visits. ENGINEER shall provide a minimum of seven (7) days notification for site visits requiring the assistance of City Operations and Maintenance personnel.

ENGINEER acknowledges that all City directives shall be provided by the City Project Manager.

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  
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: 3217321-530100-96686**

## 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. 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 Hourly Rate.
- 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 Hourly Rate, 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, where applicable.

**PREPARED BY:**



**Susan G. Martelli, PE  
VP Engineering  
Metzger + Willard, Inc**

December 17, 2020

**Date**

**APPROVED BY:**

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**Tara Kivett, P.E.  
City Engineer  
City of Clearwater**

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**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 is 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](mailto: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.

# Rehab of LS 54 & 65 Project #18-0058-UT



## WORK ORDER INITIATION FORM PROJECT BUDGET

Task	Description	Subconsultant Services	Labor	Total
<b>6.0</b>	<b>Permitting Services</b>			
6.1	Pinellas County ROW Permitting	\$0	\$1,116.00	<b>\$1,116.00</b>
6.2	Task Allowance (10%)	\$0	\$111.60	<b>\$111.60</b>
<b>Permitting Services Total:</b>				<b>\$1,227.60</b>
<b>7.0</b>	<b>Construction Phase Services</b>			
7.1	Preconstruction Conference	\$540.00	\$1,085.00	<b>\$1,625.00</b>
7.2	Contractors RFI's	\$3,060.00	\$2,232.00	<b>\$5,292.00</b>
7.3	Shop Drawing Review	\$1,860.00	\$6,846.23	<b>\$8,706.23</b>
7.4	Progress Meetings	\$0	\$4,371.00	<b>\$4,371.00</b>
7.5	Construction Observation	\$0	\$35,836.00	<b>\$35,836.00</b>
7.6	Substantial/Final Electrical Inspection	\$2,544.00	\$0	<b>\$2,544.00</b>
7.7	Record Drawing Preparation	\$1,350.00	\$2,140.43	<b>\$3,490.43</b>
7.8	Project Catalog	\$0	\$1,395.00	<b>\$1,395.00</b>
7.9	Task Allowance (20%)	\$0	\$12,651.93	<b>\$12,651.93</b>
<b>Construction Phase Services Total:</b>				<b>\$75,911.59</b>
<b>Subtotal, Labor and Subcontractors</b>				<b>\$77,139.19</b>
<b>Permit Review Fees</b>				<b>\$0.00</b>
<b>8.0</b>	<b>Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)</b>			<b>\$1,000</b>
<b>Grand Total</b>				<b>\$78,139.19</b>