



# CONSULTANT WORK ORDER

## Supplemental 2

<b>Date:</b>	<b>X/X/2021</b>
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### 1. PROJECT INFORMATION:

<b>Project Title:</b>	Florida Department of Transportation (FDOT) Utility Relocation at US 19 and Harn Blvd	
<b>City Project Number:</b>	20-0007-UT	
<b>City Plan Set Number:</b>	N/A	
<b>Consultant Project Number:</b>	154450	

### 2. SCOPE OF SERVICES:

Brown and Caldwell (Consultant) will provide the following services to the City of Clearwater (the City):

The Consultant has been requested to coordinate and perform construction phase services for the utility adjustment associated with the FDOT US 19/SR 55 Pedestrian Overpass at the intersection of Harn Boulevard and US 19. The City entered into a Utility Work by Highway Contract Agreement (UWHCA) with the FDOT to relocate an 8-inch reclaimed water main from the southern right of way along Harn Blvd near the intersection with US-19 as well as relocate the 4-inch reclaimed water stub-out for the Bay Cove Apartments on the east side of US-19. The Consultant has previously completed a design package for the utility relocation of the two existing reclaimed water mains located at the intersection of Harn Blvd and US 19. The design package was included as a UWHCA set with the FDOT's plan set and has proceeded to letting as the FDOT seeks to select a Contractor to complete the work. The City desires the Consultant to provide construction services for the relocation of the City's utilities as designed by the Consultant.

#### 100 PRE-DESIGN PHASE:

This phase has previously been completed.

#### 200 FINAL DESIGN PHASE:

This phase has previously been completed.

### 300 BIDDING PHASE:

This phase has previously been completed.

### 400 CONTINGENCY:

Consultant shall provide additional services as mutually agreed upon in writing.

### 500 CONSTRUCTION MANAGEMENT PHASE:

Task 501 Construction Management Plan, Field Health and Safety Plan, and Quality Management Plan

Task 502 Progress Reports and Invoices

Task 503 Project Coordination

- a. Consultant will coordinate with City and FDOT for schedules, construction activities, daily documents, miscellaneous communication, and project updates.
- b. Consultant coordination regarding construction milestones, City schedules and miscellaneous project updates based on direction received from the City.

### 600 CONSTRUCTION SERVICES:

Task 601 The CONSULTANT will conduct up to thirty (30) site visits to witness and observe the FDOT's contractor's reclaimed water main relocation is consistent with the design documents. Each site visit is assumed to be a full day. The ENGINEER will monitor and document site observations with pictures and a daily report. Daily reports will include a brief summary of the work completed, equipment used, quantity of materials installed or removed and photographs as necessary. The site visits are anticipated to occur during both Phase 1 and Phase 2 of the Harn 8-inch reclaimed water main relocation as well as during the relocation of the existing 4-inch reclaimed water main stub-out on the east side of US-19.

The Consultant will not direct, authorize or supervise the contractor. Witnessed concerns regarding the installation will be identified to both the City and FDOT should action be necessary. It is assumed that the City will have a representative on site to open and close the City's reclaimed water valves when necessary. The City will have a representative on site during tie-in to existing infrastructure and testing. In addition, Consultant will coordinate with the FDOT representative onsite.

The ENGINEER will coordinate with the CITY's Project Manager during construction to assist in technical clarifications to the scope of work.

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- Task 602 The Consultant will respond to Requests for Information (RFI) (Assumed to be no more than 8) and review shop drawings for material/product submittals (Assumed to be no more than 20).
- Task 603 The Consultant will attend up to ten (10) construction progress meetings/conference calls to coordinate with the FDOT and their Contractor.
- Task 604 The Consultant will prepare record drawings for the City 's records.
- Task 605 The Consultant will prepare a project catalog which will include the following items, as appropriate:
- Data requests, assumptions, correspondence, meeting agenda, sign-in sheets, meeting minutes, document comment-response log(s), technical memorandum/reports, addenda, progress reports (daily logs), regulatory correspondence, design plans, conformed plans, change orders, field orders, RFIs, work change directives, field photos, addenda, shop drawing and progress submittals, as-builts, record drawings, and other project-related documents. Meeting agenda, sign-in sheets, and meeting minutes will be provided by the FDOT and will be included in the project catalog by B&C.
- Task 606 The Consultant will provide internal QC review of the deliverables described herein. The Consultant will provide documentation of the internal QC comments and responses generated for the deliverables.
- Task 607 The Consultant will make adjustments and changes in the Plans Package as the FDOT determines necessary pursuant to Section 2.f of the UWHCA. This assumes no more than 3 plan changes and 3 specification changes. The Consultant will submit the adjusted plans and/or specifications to the City for review and revise based on City generated comments prior to submittal to the FDOT.

Deliverables:

- Daily Construction Reports developed during site visits, PDF
- QA/QC Correspondence
- Project Catalog

### 3. PROJECT GOALS:

BC will perform Construction Services during the construction of the subject project. BC will develop the following documents during the Construction phase:

- Daily Construction Reports developed during site visits, PDF
- QA/QC Correspondence
- Project Catalog

BC will attend the following meetings:

- Ten (10) Construction Meetings/Calls to coordinate with the FDOT, Contractor, and the City.

#### 4. FEES:

See – Attachment “A”

This price includes all labor and expenses anticipated to be incurred by Brown and Caldwell for the completion of these tasks in accordance with Professional Services Method “A” – Hourly Rate, for a fee not to exceed One Hundred Nine Thousand Nine Hundred and Ten Dollars (**\$109,910**).

#### 5. SCHEDULE:

The project design will depend on the FDOT’s timeline. The FDOT’s Contractor will provide a project schedule at the beginning of construction.

#### 6. STAFF ASSIGNMENT:

**Brown and Caldwell:**

Todd Bosso, PE – Managing Engineer

Phil Walker, PE – Project Manager

Brett Sillman, EI – Field Representative / Project Engineer

Abby Brown, EI – Back-up Field Representative / Project Engineer

Rhona Gonzalez – Project Analyst I

Carlota Centeio – Project Coordinator

**City of Clearwater:**

Duy Nguyen, EI – Project Manager

Jason Gray – Public Utilities Site Representative (RCW Distribution Foreman)

Michael Vacca – Public Utilities Liaison (Water Distribution Assistant Manager and Interim Acting RCW Assistant Manager)

Glenn Daniel – Public Utilities Manager (Water, Reclaimed, and Wastewater Collections)

Jeremy J. Brown, PE - Utilities Engineering Manager

Richard G. Gardner, PE - Public Utilities Director

## 7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to Consultant's Project Manager.

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

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

A health and safety plan must be submitted and approved by 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:

**City Invoicing Code:** 3277327-530100-96784

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.
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 ADA accessible.

Consultant's scope of services, budget, and schedule assume the following:

- a. The scope of work and budget assumes that all activities not listed in the scope will be completed by the FDOT pursuant to Section 2 – Performance of Utility Work part c and d.
- b. No permitting services will be required.
- c. No maintenance of traffic plans or field support are included.
- d. Surveying, Subsurface Utility Engineering, and Geotechnical Services are not included.
- e. No easement acquisition or legal sketches are included.
- f. Consultant will not be conducting any sampling or testing of the City's reclaimed water.
- g. Consultant will not operate any valves or utility infrastructure.

## 11. ADDITIONAL CONSIDERATIONS:

All work orders should include considerations for the following, as applicable:

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.

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- 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. SIGNATURES:

**PREPARED BY:**

**APPROVED BY:**

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**Todd Bosso, PE**  
**Managing Engineer**  
**Brown and Caldwell**

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

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**Date**

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**Date**

**ATTACHMENT "A"****CONSULTANT WORK ORDER – PROJECT FEES TABLE**

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# CONSULTANT WORK ORDER

## PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor	Total
400	Contingency		\$11,000	\$11,000
Contingency Total:				\$11,000
500	Construction Management			
501	Construction Management Plan and Field Safety		\$ 1,635	\$ 1,635
502	Progress Report and Invoices		\$ 4,260	\$ 4,260
503	Project Coordination		\$ 6,260	\$ 6,260
Construction Management Total:				\$12,155
600	Construction Phase Services			
601	Site Visits		\$ 35,580	\$ 35,580
602	Submittal Review		\$ 15,680	\$ 15,680
603	Progress Meetings		\$ 8,400	\$ 8,400
604	Record Drawings		\$ 6,090	\$ 6,090
605	Project Closeout		\$ 5,110	\$ 5,110
606	QA/QC		\$7,820	\$7,820
607	Plan Adjustments		\$7,875	\$7,875
Construction Phase Services Total:				\$86,555
SUBTOTAL, LABOR AND SUB-CONTRACTORS:				\$109,710
700	Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)			\$200
GRAND TOTAL:				\$109,910



## **ATTACHMENT "B"**

CONSULTANT WORK ORDER – CITY DELIVERABLES  
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# **CONSULTANT WORK ORDER**

## **CITY DELIVERABLES**

### **1. FORMAT:**

The design plans shall be compiled utilizing the following methods:

1. FDOT format for all plans and specifications.
2. The datum to be used will be provided by the FDOT.

### **2. DELIVERABLES:**

The design plans shall be produced as required by the FDOT but is expected to include full size signed and sealed drawings produced on bond material. Upon completion the consultant shall deliver all drawing files in digital format with all project data in Microstation 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](mailto:Tom.Mahony@myClearwater.com).

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