

# CONSULTANT WORK ORDER

Date:	9/8/2021
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## 1. PROJECT INFORMATION:

<b>Project Title:</b>	<b>Lakeview at Keene Drainage and Rd Improvements</b>		
<b>City Project Number:</b>	<b>20-0038-UT</b>		
<b>City Plan Set Number:</b>	<b><u>2020032</u></b>		
<b>Consultant Project Number:</b>	<b><u>039181.001</u></b>		

## 2. SCOPE OF SERVICES:

This Scope of Services is to provide the necessary professional services to prepare the utility adjustment design documents for the City of Clearwater (City) potable water, sanitary sewer and reclaimed water facilities located within the limits of Pinellas County's Lakeview Road @ Keene Road Drainage and Intersection Improvements project. It appears that the improvements extend generally from Woodcrest Avenue to Brookside Drive. The City intends to enter into a Joint Project Agreement (JPA) with Pinellas County for the construction of these improvements. This scope is based on the understanding that the County will provide sixty percent (60%) design drawings (9 plan/profile sheets) in electronic format (CAD), that will be used to develop the potable water, reclaimed water and sanitary sewer utility adjustment design plans. This scope of work also includes, developing Engineer's Opinion of Probable Construction Costs (EOPCC), coordination with the appropriate permitting agencies and private utility agencies, and development of permit applications (Pinellas County/FDEP), Dry utilities are not included in this scope. The design plans prepared in this scope will be prepared utilizing the City's CAD standards, as attached.

### I. PRE-DESIGN PHASE:

#### Task 1.1: Project Management Plan

A Project Management Plan (PMP) will be prepared following receipt of the Notice to Proceed from the City. The PMP will contain the project schedule and budget identified by task, along with the key personnel from the City and Halff that will be involved in the project. Key coordination and other project

## CONSULTANT WORK ORDER

Lakeview Road @ Keene Road Drainage and Intersection Improvements Utility Adjustments  
Halff Associates, Inc. 20-0038-UT City of Clearwater

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requirements will be incorporated into the PMP. The PMP will be provided to the City's project manager.

### Task 1.2: Progress Reports

Monthly progress reports will be prepared by Halff. This progress report will be included with the invoice submitted by Halff. Up to six (6) monthly progress reports are anticipated based on the estimated duration of the design phase.

### Task 1.3: Project Coordination

The Halff Project Manager will identify key coordination requirements and submit to the City for review and approval. The City will identify the appropriate staff within the City and County that will be involved with this project. Halff will include the coordination requirements in the PMP and will facilitate coordination services during the anticipated eight (8) month duration of the project. A total of twelve (12) project coordination meetings are included in the scope of services. Coordination meetings include kick-off meeting, 30% design review, 60% design review, constructability workshop, final design review, initial permitting agency meeting and two JPA coordination meetings with Pinellas County. Minutes of meetings will also be developed and distributed to the attendees.

## II. DESIGN PHASE:

### Design Support Services:

#### Task 2.1: Existing Condition and Design Surveys

As per conversations with County staff, the County will provide all above and below ground survey data/information required to develop the design documents for the City's water and sewer adjustments. However, a line item budget is included for this item to be used if additional investigations are needed. Halff will use SurvTech Solutions for this effort if needed.

#### Task 2.2: Geotechnical Services

As per conversations with County staff, geotechnical services are not typically required for projects of this type. However, a line item budget is included for this item to be used if needed. Halff will use AREHNA Engineering for this effort if needed.

#### Task 2.3: Utility Locations by Vacuum Excavation

As per conversations with County staff, the County will provide vacuum excavates for utility locations, depths, and materials required to develop the design documents for the City's water and sewer adjustments. However, this line item includes a budget for up to fourteen (14) vacuum excavates to be used if needed. Halff will use SurvTech Solutions for this effort if needed.

### III. FINAL DESIGN PHASE

Design phase submittals will be included at the 30%, 60% and Final phases. Halff will review City and County plans and specifications to identify and resolve discrepancies/conflicts. Halff will QA/AC each phase prior to submittal to the City. Design phase submittals are as follows:

#### Task 3.1: Kick-off Meeting and 30% Submittal

Halff will schedule a kick-off meeting, with the goal of collecting existing information, to gain insight on any special conditions or concerns relevant to the project. Based on the information collected at this meeting, Halff will develop 30% water and sewer design adjustment drawings utilizing the plan and profile sheets provided by Pinellas County. Halff will incorporate provided vacuum excavation information and develop preliminary cross-section and standard detail sheets and develop technical specifications. Based on these 30% plans, Halff will prepare a preliminary Engineer's Opinion of Probable Construction Cost (EOPCC). The EOPCC will utilize readily available pricing data/information and will be subject to final contractor pricing. Halff will also conduct a site visit to verify field conditions. A 30% plan review meeting with the City will be conducted to obtain comments.

#### Task 3.2: 60% Submittal

Based on the City's approval of the 30% design documents, Halff will proceed to developing the 60% design drawings and technical specifications. The cross-sections, standard detail sheets, and an updated OPCC will be provided. A 60% plan review meeting with the City will be conducted to obtain City comments.

A 90% submittal is not included in this proposal.

#### Task 3.3: Final Design Phase Documents:

Based on the City's approval of the 60% design documents, Halff will proceed to develop the final design and bidding documents. Halff will prepare and submit applicable permit applications. A final OPCC will also be prepared. This task also includes a final design document review meeting with the City. Any final comments by the City will be included in revised documents, if applicable. Technical specifications will be based on City standards and modified to County formats along with conformed plan sets.

#### Task 3.4: Permitting Services

Halff will coordinate with Pinellas County and FDEP to obtain the required permits. Halff will participate in a virtual meeting with the City and permitting agencies during the 30% design phase to discuss the project and identify any permitting and schedule issues. Upon completion of the Final Design phase (3.3), Halff will prepare and submit permit applications for Pinellas County

CONSULTANT WORK ORDER

Lakeview Road @ Keene Road Drainage and Intersection Improvements Utility Adjustments  
Halff Associates, Inc. 20-0038-UT City of Clearwater

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Utilization and FDEP permits. For this task, up to two requests for additional information by the permitting agencies are included.

IV. BIDDING PHASE (Not applicable):

V. CONSTRUCTION PHASE (Not applicable):

3. PROJECT GOALS:

To relocate portions of the CITY potable water, reclaimed water and sanitary sewer facilities that are in conflict with the proposed drainage modifications in the COUNTY project area.

4. FEES:

Attachment "A" provides a fee summary.

This price includes all labor and expenses anticipated to be incurred by Halff Associates, 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 thirty-two thousand three hundred sixty-one dollars (\$ 132,361.00). Permit application fees will be paid by the consultant and invoiced to the City as a reimbursable.

5. SCHEDULE:

The schedule for this work order provides for three major milestones 30% design document deliverable, 60% Document Deliverable, a Constructability and phasing workshop and Final Construction Document Deliverable. The proposed schedule provides for 3-week review by the City of each submittal and 1-week for Halff to incorporate applicable revisions to the submittals. All memos will be completed within 1-week of a meeting.

It is our understanding that the County is scheduling this project is to be completed 8 months from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

<b>30% Construction Plans:</b>	<b>90 calendar days</b>
<b>60% Construction Plans and Permit Applications:</b>	<b>90 calendar days</b>
<b>Constructability and phasing workshop:</b>	<b>14 calendar days</b>
<b>60% submittal</b>	
<b>Final Construction Documents:</b>	<b>60 calendar days</b>

## 6. STAFF ASSIGNMENT:

Halff:

Project Manager: Phillip Keyes, PE

Project Engineer: (EOR): Mike Osipov, PE

Project Engineer/CAD: Micah Smart, EI

QA/QC: David Fleeman, PE

City:

Project Manager: Jordan Hicks, PE

Engineering Manager: Jeremy Brown, PE

Public Utilities Assistant Director: Richard G. Gardner, PE

Public Utilities Manager: Glenn Daniel  
(Water, Reclaim & Wastewater Collection)

Public Utilities Assistant Manager: Jerry Wells

Public Utilities Water Distribution: Ike George  
Supervisor Coordinator

## 7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant's project correspondence shall be directed to:

Phillip Keyes, PE  
Michael Osipov, PE  
Halff Associates Inc.  
1000 N. Ashley Dr.  
Suite 900  
Tampa FL 33602

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

All City directives must come from the Project Manager.

The City requires 48 hours' notice prior to conducting fieldwork/site visits. If assistance from City employees is needed, the City requires 7 days' notice. All fieldwork/site visit requests must be approved by the Project Manager.

CONSULTANT WORK ORDER

Lakeview Road @ Keene Road Drainage and Intersection Improvements Utility Adjustments  
Halff Associates, Inc. 20-0038-UT City of Clearwater

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A health and safety plan must be submitted to 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 prior to approval of final invoice.

## 8. INVOICING/FUNDING PROCEDURES:

**City Invoicing Code: 3277327-530100-96722 for \$66,180.50**

**3277327-530100-96634 for \$66,180.50**

For work performed, invoices shall be submitted monthly to:

**Attn: Brooke Freeman, Accountant  
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.

## 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:

The consultant named above is required to comply with Section 119.0701, Florida Statutes where applicable.

CONSULTANT WORK ORDER

Lakeview Road @ Keene Road Drainage and Intersection Improvements Utility Adjustments  
Halff Associates, Inc. 20-0038-UT City of Clearwater

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## 13. SIGNATURES:

**PREPARED BY:**



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H. Phillip Keyes, PE  
Vice President, Public Infrastructure  
Halff Associates, Inc.

9/8/2021

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**Date**

**APPROVED BY:**

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

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**Date**

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

Lakeview Road @ Keene Road Drainage and Intersection Improvements Utility Adjustments  
Halff Associates, Inc. 20-0038-UT City of Clearwater

# CONSULTANT WORK ORDER

## PROJECT FEES TABLE

Task	Description	Subconsultant Services	Labor	Total
<b>1.0</b>	<b>Pre-Design</b>			
1.1	Project Management Plan		\$2,790.00	\$2,790.00
1.2	Progress Reports		\$3,720.00	\$3,720.00
1.3	Project Coordination		\$10,390.00	\$10,390.00
<b>Pre-Design Total:</b>				<b>\$16,900.00</b>
<b>2.0</b>	<b>Design</b>			
2.1	Existing Condition and Design Surveys	\$9,030.00	\$2,765.00	\$11,795.00
2.2	Geotechnical Services	\$8,876.00	\$1,645.00	\$10,521.00
2.3	Utility Locations by Vacuum Excavation	\$10,685.00	\$2,765.00	\$13,450.00
<b>Design Total:</b>				<b>\$35,766.00</b>
<b>3.0</b>	<b>Final Design Plans and Specifications</b>			
3.1	Kickoff Meetings & 30% Submittal		\$13,970.00	\$13,970.00
3.2	60% Submittal		\$17,490.00	\$17,490.00
3.3	Final Design Documents		\$13,880.00	\$13,880.00
3.5	QAQC		\$8,800.00	\$8,800.00
<b>Final Design Plans and Specifications Total:</b>				<b>\$54,140.00</b>
<b>4.0</b>	<b>Permitting Services</b>			
4.1	Permitting		\$2,245.00	\$2,245.00
<b>Permitting Services Total:</b>				<b>\$2,245.00</b>
<b>SUBTOTAL, LABOR AND SUB-CONTRACTORS:</b>				<b>\$109,051.00</b>
<b>6.0</b>	<b>Permit Fees</b>			<b>\$1,500.00</b>
<b>7.0</b>	<b>Other Direct Costs (prints, photocopies, postage, etc.) (Not applicable to lump sum Work Orders)</b>			<b>\$00.00</b>
<b>8.0</b>	<b>Contingency</b>			<b>\$21,810.00</b>
<b>GRAND TOTAL:</b>				<b>\$132,361.00</b>

**ATTACHMENT "B" *(Include if applicable)***

**CONSULTANT WORK ORDER – CITY DELIVERABLES**

Lakeview Road @ Keene Road Drainage and Intersection Improvements Utility Adjustments  
Halff Associates, Inc. 20-0038-UT City of Clearwater

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# **CONSULTANT 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.

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 (including CAD and Specification files) must be delivered upon completion of project or with 100% plan submittal to City of Clearwater.