

# CONSULTANT WORK ORDER

*(Identify if applicable)*

|              |  |
|--------------|--|
| <b>Date:</b> |  |
|--------------|--|

## 1. PROJECT INFORMATION:

|                                   |  |  |
|-----------------------------------|--|--|
| <b>Project Title:</b>             |  |  |
| <b>City Project Number:</b>       |  |  |
| <b>City Plan Set Number:</b>      |  |  |
| <b>Consultant Project Number:</b> |  |  |

## 2. SCOPE OF SERVICES:

*Provide a summary of the project and then thoroughly outline the tasks that will be performed as part of the pre-design phase, the design phase, bidding phase, etc. Include the following statement: "The design plans shall be compiled using the City of Clearwater CAD standards, as attached"*

### I. PRE-DESIGN PHASE:

Task 1.1: Task Name & Summary

### II. DESIGN PHASE (if applicable):

Task 2.1: Task Name & Summary

### III. FINAL DESIGN PHASE (if applicable):

Task 3.1: Task Name & Summary

### IV. BIDDING PHASE (if applicable):

Task 4.1: Task Name & Summary

### V. CONSTRUCTION PHASE (if applicable):

Task 5.1: Task Name & Summary

### 3. PROJECT GOALS:

*Summarize the work products (e.g., Project Catalog), that will be developed during, and at completion of this project. Include deliverables, reports, drawings, specifications, # of copies, the format in which plans will be provided, meetings and/or site visits, permits, etc.*

### 4. FEES:

*Include a table or an attachment that depicts the total cost per task and/or phase for these engineering services – see Attachment “A”*

This price includes all labor and expenses anticipated to be incurred by

\_\_\_\_\_ (*insert consulting firm*) for the completion of these tasks in accordance with Professional Services Method “A” – Hourly Rate or Method “B” – Lump Sum – Percentage of Completion by Task (*choose Method “A” or “B”*), for a fee not to exceed \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

*Include a statement that the permit application fees (include permit costs in the project fees) will be paid by the consultant and invoiced to the City as a reimbursable*

### 5. SCHEDULE:

*Insert a discussion of the schedule, including milestones, and critical events*

The project is to be completed in \_\_\_\_\_ months (or days) from issuance of notice-to-proceed. The project deliverables are to be phased as follows:

|                                                        |                             |
|--------------------------------------------------------|-----------------------------|
| <b>30% Construction Plans:</b>                         | <b>calendar days</b>        |
| <b>60% Construction Plans and Permit Applications:</b> | <b>calendar days</b>        |
| <b>90% Construction Plans:</b>                         | <b>calendar days</b>        |
| <b>Final Construction Documents:</b>                   | <b><u>calendar days</u></b> |

### 6. STAFF ASSIGNMENT:

*Insert the firm’s and the City’s staff assignments to this project*

### 7. CORRESPONDENCE/REPORTING PROCEDURES:

Consultant’s project correspondence shall be directed to:

*Insert Consultant’s designated Project Manager with copies to Consultant’s designated Project Director*

All City project correspondence shall be directed to:

*Insert City’s designated Project Manager (others to be copied as appropriate)*

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## 8. INVOICING/FUNDING PROCEDURES:

**City Invoicing Code:** \_\_\_\_\_

For work performed, invoices shall be submitted monthly to:

**ATTN DIVISION CONTROLLER  
CITY OF CLEARWATER, PUBLIC WORKS DEPARTMENT/ENGINEERING  
PO BOX 4748  
CLEARWATER FL 33758-4748**

[PublicWorksAccounting@MyClearwater.com](mailto:PublicWorksAccounting@MyClearwater.com)

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.).

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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 Project Catalog and submit it 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:

## 13. SIGNATURES:

**PREPARED BY:**

**APPROVED BY:**

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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

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                                                                                     |                        |       |       |
| 1.2                                                 | Progress Reports                                                                                            |                        |       |       |
| 1.3                                                 | Coordination                                                                                                |                        |       |       |
| 1.4                                                 | Meetings                                                                                                    |                        |       |       |
| <b>Pre-Design Total:</b>                            |                                                                                                             |                        |       |       |
| <b>2.0</b>                                          | <b>Design</b>                                                                                               |                        |       |       |
| 2.1                                                 | Ground Surveys                                                                                              |                        |       |       |
| 2.2                                                 | Geotechnical Services                                                                                       |                        |       |       |
| 2.3                                                 | Utility Locations by Vacuum Excavation                                                                      |                        |       |       |
| <b>Design Total:</b>                                |                                                                                                             |                        |       |       |
| <b>3.0</b>                                          | <b>Final Design Plans and Specifications</b>                                                                |                        |       |       |
| 3.1                                                 | 30% Submittal                                                                                               |                        |       |       |
| 3.2                                                 | 60% Submittal                                                                                               |                        |       |       |
| 3.3                                                 | 90% Submittal                                                                                               |                        |       |       |
| 3.4                                                 | Final Construction Documents                                                                                |                        |       |       |
| <b>Final Design Plans and Specifications Total:</b> |                                                                                                             |                        |       |       |
| <b>4.0</b>                                          | <b>Permitting Services</b>                                                                                  |                        |       |       |
| 4.1                                                 | Permitting                                                                                                  |                        |       |       |
| <b>Permitting Services Total:</b>                   |                                                                                                             |                        |       |       |
| <b>5.0</b>                                          | <b>Construction Phase Services</b>                                                                          |                        |       |       |
| 5.1                                                 | Preconstruction Conference                                                                                  |                        |       |       |
| 5.2                                                 | Contractors RFI's                                                                                           |                        |       |       |
| 5.3                                                 | Shop Drawing Review                                                                                         |                        |       |       |
| <b>Construction Phase Services Total:</b>           |                                                                                                             |                        |       |       |
| <b>SUBTOTAL, LABOR, AND SUB-CONTRACTORS:</b>        |                                                                                                             |                        |       |       |
| <b>6.0</b>                                          | <b>Permit Fees</b>                                                                                          |                        |       |       |
| <b>7.0</b>                                          | <b>Other Direct Costs (prints, photocopies, postage, etc.)<br/>(Not applicable to lump sum Work Orders)</b> |                        |       |       |
| <b>GRAND TOTAL:</b>                                 |                                                                                                             |                        |       |       |

# 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, Public Works Department, 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 software. All block references and other references contained within the drawing file shall be included. Please address any questions regarding format to Mr. Kyle Vaughan, at (727) 444-8232 or email address [Kyle.Vaughan@myClearwater.com](mailto:Kyle.Vaughan@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.