

URS SOUTHERN WORK ORDER INITIATION FORM for the CITY OF CLEARWATER

Date: October 12, 2010

City Project Number: <u>08-0043-UT</u>

SWFWMD Project Number: N095

1. <u>PROJECT TITLE</u>: Glen Oaks and Palmetto Reclaimed Water Project Construction Management and Resident Project Representative Services (N095).

2. SCOPE OF SERVICES:

The project provides for the Construction Management and Resident Project Representative (RPR) Services for the Glen Oaks and Palmetto Reclaimed Water (RCW) distribution system and its associated extensions of the reclaimed water transmission system. This work order is based upon the understanding that approximately 85,000 feet of RCW distribution main (4- through 12-inch) of RCW will be constructed for the Glen Oaks and Palmetto service area within the CITY. This work order provides for: Construction Management, progress meetings, processing applications for payment, the review of construction schedules, processing of field orders, work directive changes and Change Orders, Resident Project representative On-site observation services, substantial and final completion milestones, and start up activities.

CONSTRUCTION MANAGEMENT SERVICES

Task 1 – Construction Management

URS Corporation Southern (URS) will provide Construction Management (CM) Services for the project. URS will document and respond to the CITY and CONTRACTOR correspondence associated with the project. Depending on the nature of the issue contained in the correspondence, URS will either respond

directly to the CONTRACTOR or coordinate with the CITY to provide a response to the issue.

During the course of the project, URS will provide CM to maintain schedule, scope and budget requirements. URS will prepare the bimonthly project status reports for the CITY's use in coordinating with SWFWMD.

URS will visit the Glen Oaks and Palmetto RCW project site up to ten (10) times.

The intent of these project site visits will to provide the CONTRACTOR clarification and/or direction as needed to supplement the project RPR's construction observation.

Task 2 – Monthly Progress Meetings

URS will schedule, convene, administer and document up to sixteen (16) construction progress meetings for the Glen Oaks and Palmetto RCW project. URS will prepare an agenda for each progress meeting. URS will prepare the meeting minutes and distribute the minutes to all attendees and/or interested parties within fourteen (14) calendar days.

Task 3 – Process Applications for Payment

The CONTRACTOR will submit applications for payment to URS. URS will review up to sixteen (16) applications for payment for the Glen Oaks and Palmetto RCW project.

URS will verify that the contractor is up to date on the red line as-built drawings prior to approval of each application for payment for the Glen Oaks and Palmetto RCW project.

The review of the applications for payment includes the schedule of values associated with each application for payment. Upon URS's initial approval, URS will forward the application for payment to the CITY for payment. If URS disapproves an application for payment, said application will be returned to the CONTRACTOR for revision and resubmittal.

Task 4 - Review Construction Schedules

URS will review up to sixteen (16) progress schedules as submitted by the CONTRACTOR for the Glen Oaks and Palmetto RCW project. The review will consist of the confirmation of the CONTRACTOR's monthly progress of the work. URS will identify project elements/tasks that are ahead of schedule, on schedule, and/or behind schedule.

Based upon the identified progress of the individual project tasks, URS will alert the CONTRACTOR to issues associated with the project's critical path. If any point during the progress of the work URS is of the opinion that Contract Work will not be completed on time, the CONTRACTOR will be advised in writing with facts supporting URS's opinion. The CITY and government/funding agencies will be sent copies of this correspondence.

Task 5 – Process Field Orders, Work Directive Changes and Change Orders

URS will review and/or process field orders, work directive change authorizations, and change orders.

URS will review/process up to thirty (30) field orders and up to thirty (30) work directive change authorizations and prepare up to fifteen (15) change orders for the Glen Oaks and Palmetto RCW project.

URS will coordinate with the CONTRACTOR and CITY regarding changes to the Work.

URS will negotiate with the CONTRACTOR regarding changes to Contract Time and/or the Contract Cost associated with each change order. If URS, the CONTRACTOR and CITY cannot agree on the lump sum or unit price change order value, then the change order will be based upon agreed to time and materials limits and values

Task 6 – Resident Project Representative On-Site Services

URS will provide a full time (40 hours per week) staff RPR for 16 months (2770 hours) during the construction of the Glen Oaks and Palmetto RCW project.

The staff RPR will provide on-site observation services to confirm that the CONTRACTOR is constructing the projects in conformance to the Contract Documents. The RPR will maintain a daily log documenting CONTRACTOR activities and progress on the project. The RPR may also attend month progress meetings as required.

Task 7 – Substantial Completion

URS will prepare and deliver to the CITY a tentative certificate of Substantial Completion which shall fix the date of Substantial Completion.

At the request of the CONTRACTOR, URS will conduct one (1) walk through inspection of the Glen Oaks and Palmetto RCW project with the CITY and CONTRACTOR URS will generate a tentative list of items to completed or corrected prior to final payment for the Glen Oaks and Palmetto RCW project. The list will be attached to the certificate of Substantial Completion for the Glen Oaks and Palmetto RCW project.

If URS concludes that the Work is not substantially complete, URS will notify the CONTRACTOR in writing stating the reasons therefore within fourteen (14) calendar days after the walk through. If the URS considers the Work to be substantially complete, the URS will deliver to the CITY and CONTRACTOR a definitive certificate of Substantial Completion with a revised tentative list of items to completed or corrected.

Task 8 – Final Completion

Upon written notice from the CONTRACTOR that the entire Work is complete, URS will conduct one (1) final inspection with the CITY and the CONTRACTOR for the Glen Oaks and Palmetto RCW project. URS will notify the CONTRACTOR in writing within seven (7) calendar days of any work that is incomplete or defective.

If URS considers the Glen Oaks and Palmetto RCW project to be complete, URS will issue a written notification identifying the date of final completion of the Work.

Task 9 – Start Up Activities

At the request of the CONTRACTOR, URS will notify the CITY that the facility is ready to commence start up activities on the Glen Oaks and Palmetto RCW project. URS will witness the start up activities of the CONTRACTOR and manufacturer representatives. URS will document the start up activities and will provide a brief report of the results of the facility start up.

3. **PROJECT GOALS**:

The project goals are to construct new reclaimed water distribution system for the CITY to continue to expand its reclaimed water customer base and to increase the amount of reclaimed water used to offset potable water demand for nonpotable uses. Additionally the increased use of reclaimed water within the CITY will also help to reduce the amount of treated effluent that is discharge to surface waters for disposal.

4. **BUDGET**:

Glen Oaks and Palmetto RCW

See Attachment "B" This price includes all labor and expenses anticipated to be incurred by URS Corporation Southern for the completion of these tasks, on a Time and Materials Basis not-to-exceed Three Hundred Fifty-four Thousand Two Hundred and Seventy-two Dollars (\$354,272).

	0254250
Other Direct Costs	\$ 2,500
Task 9 – Start-up Activities	\$ 2,788
Task 8 – Final Completion	\$ 2,789
Task 7 – Substantial Completion	\$ 2,789
Task 6 – RPR On-Site Services	\$217,168
Task 5 – Process Field Orders, Work Directive Changes & Change Orders	\$ 9,363
Task 4 – Review Construction Schedules	\$ 2,464
Task 3 – Process Application for Payments	\$ 3,237
Task 2 – Monthly Progress Meetings	\$ 17,719
Task 1 – Construction Management	\$ 93,455

Total Work Order:

\$354,272

5. <u>SCHEDULE</u>:

The construction of the Glen Oaks and Palmetto RCW project is to be completed 481 calendar days from issuance of Notice-To-Proceed.

6. <u>STAFF ASSIGNMENT</u>

Officer-in-Charge: Dana Tallman, P.E.
Construction Manager: Craig Osmanski, P.E.
Construction Engineer: William "Chris" Mitchell

CADD Designer: David Ellis
Administrative Assistant: Lisa Lanier

7. **CORRESPONDENCE/REPORTING PROCEDURES:**

URS's project correspondence shall be directed to Craig Osmanski, P.E. All City project

correspondence shall be directed to Lan-Anh Nguyen, P.E. with copies to others as may

be appropriate.

8. **INVOICING/FUNDING PROCEDURES:**

Invoices shall be submitted monthly to the City of Clearwater, Attn: Deb Lutz, Senior

Staff Assistant, Engineering, P. O. Box 4748, Clearwater, Florida 33758-4748, for work

performed. Invoices will be prepared monthly according to the CITY's Engineer of

Record contract procedures and requirements as a not-to-exceed (time and materials).

Contingency services will be billed as incurred only after written authorization provided

by the City to proceed with those services.

City Invoicing Code: 0315-96739-561300-533-000-0000

9. ITEM 9 INTENTIONALLY LEFT BLANK

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10. **SPECIAL CONSIDERATIONS:**

URS will certify as a licensed Professional Engineer, registered in accordance with Florida Statute 471 (481), that the facilities have been completed to the point where the facilities are functionally complete. URS will further certify that construction on these facilities has proceeded substantially in accordance with the permit and the approved engineering report and engineering materials, or that deviations noted will not prevent the system from functioning in compliance with all applicable statutes of the State of Florida.

PREPARED BY:	APPROVED BY:
Dana K. Tallman, PE	Michael D. Quillen, PE
Vice President	City Engineer
URS Corporation Southern	City of Clearwater
Date	Date



Attachment "A" CITY DELIVERABLES

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.

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. If not available Land Desktop files are still acceptable, however the City or Clearwater is currently phasing out Land Desktop.

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