

INDIVIDUAL PROJECT ORDER

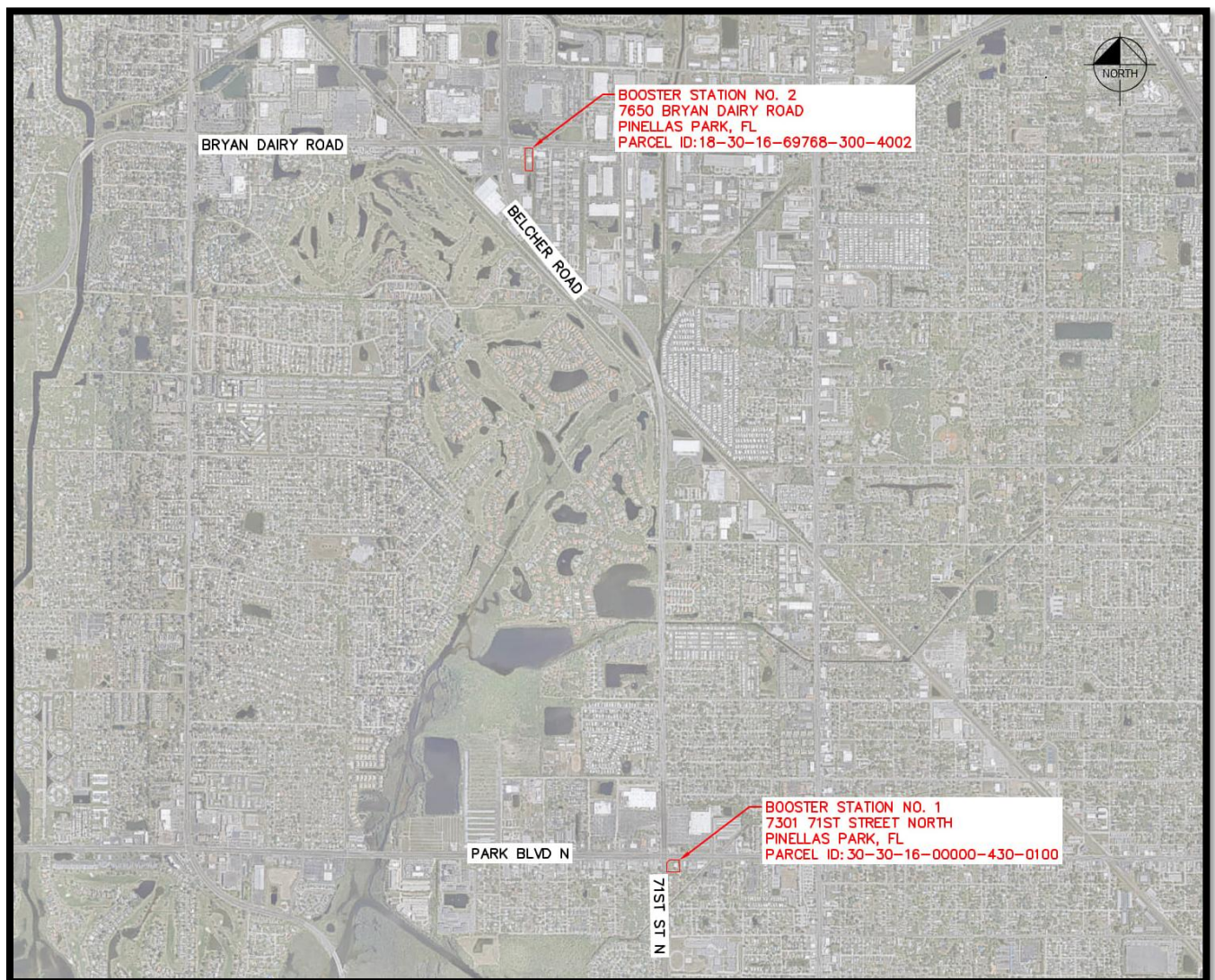
October 31, 2025

Describing a specific agreement between Kimley-Horn and Associates, Inc. (Kimley-Horn or Consultant), and the City of Pinellas Park (the City) in accordance with the terms and conditions of the RFQ – 23.004 Professional Services Continuing Contract approved March 28, 2024, which is incorporated herein by reference.

IDENTIFICATION OF PROJECT:

Booster Pump Station No. 1 Rehabilitation, located at 7301 71st Street North

Booster Pump Station No. 2 Rehabilitation, located at 7650 Bryan Dairy Road



PROJECT UNDERSTANDING:

The City of Pinellas Park has requested that the Consultant provide professional engineering services for the rehabilitation and upgrade of two existing booster pump stations: Booster Pump Station No. 1, located at 7301 71st Street North, and Booster Pump Station No. 2, located at 7650 Bryan Dairy Road, in Pinellas Park, Florida. Both stations currently operate with three pumps, one 250-horsepower (HP) pump and two smaller pumps (two 125 HP pumps at BPS No. 1 and two 150 HP pumps at BPS No. 2). Under this project, the smaller pumps will be removed and replaced with a single 250 HP pump at each station. Associated header piping modifications and electrical, instrumentation, and controls improvements (including replacement instrumentation to include flow meters, level transmitters, float switches, pressure transmitters, motor operated valves, and pressure switches as required) at each station are also included. The purpose of these improvements is to enhance system reliability, operational efficiency, and control capabilities at both booster pump stations to support the City's potable water distribution system.

SPECIFIC SCOPE OF SERVICES:**TASK 1 – DESIGN AND PERMITTING**

- A. Consultant shall coordinate and attend a kickoff meeting with the City Project Manager and Project Team Members. Consultant shall develop an agenda and sign-in sheet. Minutes of the meeting will be distributed electronically following the meeting.
- B. Consultant shall coordinate with the City and collect all the necessary drawings available and perform one site visit at booster pump station #1 and #2.
- C. Consultant shall review all reasonably available information pertaining to the project and coordinate a site visit to verify existing above-ground utilities and complete a site walkthrough.
- D. Consultant shall submit 60% design plans, technical specification list, and opinion of probable construction cost to the City to be reviewed by the City Project Manager and Project Team Members.
 - The 60% design plans will consist of the following:
 - i. Cover Sheet
 - ii. General Notes
 - iii. Existing Site Plan
 - iv. Proposed Mechanical Plan and Sections
 - v. Electrical and Instrumentation/Controls Sheets and Details
 - 1. Electrical notes and legend
 - 2. Electrical site plan
 - 3. Electrical one-line diagram of existing equipment

4. Electrical one-line diagram of proposed equipment
 5. Building power plan of existing equipment
 6. Building power plan of proposed equipment
 - vi. City Standard Details
- E. Consultant shall attend a 60% design review meeting with City and Project Team Members. The Consultant shall prepare a Sign-In Sheet and Agenda for distribution. Following the review meeting, the Consultant shall distribute meeting minutes, identifying any action items.
- F. Consultant shall submit 90% design plans, specifications, and opinion of probable construction cost to City that will be reviewed by the City Project Manager and Project Team Members.
- The 90% design plans will consist of the following:
 - i. Cover Sheet
 - ii. General Notes
 - iii. Existing Site Plan
 - iv. Proposed Mechanical Plan and Sections
 - v. Proposed Structural Details
 - vi. Electrical and Instrumentation/Controls Sheets and Details
 1. Electrical notes and legend
 2. Electrical site plan
 3. Electrical one-line diagram of existing equipment
 4. Electrical one-line diagram of proposed equipment
 5. Building power plan of existing equipment
 6. Building power plan of proposed equipment
 7. Variable frequency drive wiring diagrams
 8. Pump control panel wiring diagrams
 9. Electrical and instrumentation details
 - vii. City Standard Details
- G. Consultant shall attend a 90% design review meeting with City and Project Team Members. Consultant shall prepare a Sign-In Sheet and Agenda for distribution. Following the review meeting, Consultant shall distribute meeting minutes, identifying any action items.

- H. Consultant shall schedule and address any comments from the 90% review meeting and complete a bid set of construction documents (Plans, Specifications, and OPC).
- I. Consultant shall submit 100% design plans, specifications, and opinion of probable construction cost to City that will be reviewed by the City Project Manager and Project Team Members.
- J. Along with the 100% submittal consultant shall prepare and submit two (2) Florida Department of Environmental Protection (FDEP) general permit to construct a public water system, Form 62-555.000(7)-alt, including the necessary supporting documentation for booster station #1 and #2. Consultant shall issue payment of up to \$1000 per permit, for the application fee as part of the task.

TASK 2 – SERVICES DURING BIDDING

- A. Consultant shall prepare a bid package consisting of plans, permits, and specifications to be included in the City's bid packages. City shall prepare and advertise the bid notification. Consultant shall provide the technical information required for the notification language. City shall administer the distribution of the bid packages and maintain a log of the issued bid packages.
- B. Consultant shall participate in one pre-bid conference as the City's engineering representative. The City shall be responsible for coordinating, scheduling, and administering the pre-bid conference.
- C. Consultant shall respond to Requests for Information (RFIs) and prepare bid addenda as necessary during the bid process. The City shall be responsible for addenda distribution.
- D. Consultant shall review the bid responses and tabulate the results. Consultant shall provide the City with a written bid tabulation record along with a selection recommendation.

TASK 3 – SERVICES DURING CONSTRUCTION

Consultant shall provide the following services during the construction phase:

- A. Pre-Construction Conference. Consultant shall attend a Pre-Construction Conference before the start of construction.
- B. Site Visits and Construction Observation. Consultant shall make up to eight (8) site visit to observe the progress of the work. Observations will not be exhaustive or extend to every aspect of Contractor's work, but will be limited to spot checking, and similar methods of general observation. Based on the site visits, Consultant shall evaluate whether Contractor's work is generally proceeding in accordance with the Contract Document and keep Client informed of the general progress of the work.
- C. Construction Meetings. Consultant shall attend construction meetings virtually via teams up to twenty calls, approximately 1-hour each and will prepare a meeting agenda and meeting minutes.

- D. Clarifications and Interpretations. Consultant shall respond to reasonable and appropriate Contractor requests for information made in accordance with the Contract Documents and issue necessary clarifications and interpretations. Any orders authorizing variations from the Contract Documents will be made only by Client.
- E. Shop Drawings and Samples. Consultant shall review and take appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for general conformance with the Contract Documents. Such review and action will not extend to means, methods, techniques, equipment choice and usage, schedules, or procedures of construction or to related safety programs. Any action in response to a shop drawing will not constitute a change in the Contract Documents, which can be changed only through the Change Orders.
- F. Applications for Payment. Based on its observations and on review of applications for payment and supporting documentation, Consultant shall recommend amounts that Contractor be paid. Recommendations will be based on Consultant's knowledge, information and belief, and will state whether in Consultant's opinion Contractor's work has progressed to the point indicated, subject to any qualifications stated in the recommendation. Consultant's recommendations will not be a representation that its observations to check Contractor's work have been exhaustive, extended to every aspect of Contractor's work, or involved detailed inspections.
- G. Substantial Completion. When requested by Contractor and Client, Consultant shall conduct up to two site visits (one for pump station #1 and one for pump station #2) to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list.
- H. Final Notice of Acceptability of the Work. Consultant shall conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list so that Consultant may recommend final payment to Contractor.
- I. Record Drawings. Consultant shall review record drawings showing significant changes reported by the contractor or made to the design by Consultant. Record drawings are not guaranteed to be as-build, but will be based on information made available.

SERVICES NOT INCLUDED

Any other services, including but not limited to the following, are not included in the Agreement. This scope does not include:

1. Survey and SUE Services;
2. Geotechnical Services;
3. Architectural Building and Structural Engineering Services;
4. Hydraulic Modeling; and

5. Design of any electrical, instrumentation and controls except those items listed above.

Services requested that are not specifically defined above can be provided with a contract amendment or performed on an hourly basis upon written authorization.

INFORMATION PROVIDED BY THE CITY

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the City. The City shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

1. Existing Survey and Record Drawings;
2. Existing information and drawings as needed and available;
3. Pump Information;
4. Review and comment on deliverables;
5. Attend and participate in project meetings;
6. Access to booster pump station; and
7. City Standards for Electrical/Instrumentation/Controls of Lift Stations.

RESPONSIBILITIES OF THE CITY

In addition to other responsibilities set out in this Agreement, the City shall:

- Review/Comment on Deliverables;
- Advertise for bids and addenda; and
- Attend and participate in project meetings.

SCHEDULE

The contract start date shall be upon the issuance of the notice to proceed by the City. The following table summarizes the anticipated design schedule:

Milestone	Weeks to Complete Task
60% Design	10
City Review	2
90% Design	12
City Review	2
Final Design Bid Package	8

FEE AND BILLING

Kimley-Horn shall perform the services in Tasks 1 - 3 for the total lump sum fee below. Individual task amounts are informational only.

Task Number & Name		Fee	Type
1	Design and Permitting	\$131,940	Lump Sum
2	Service During Bidding	\$5,820	Lump Sum
3	Services During Construction	\$44,900	Lump Sum
Total		\$182,660	

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

ADDITIONAL SERVICES (if required):

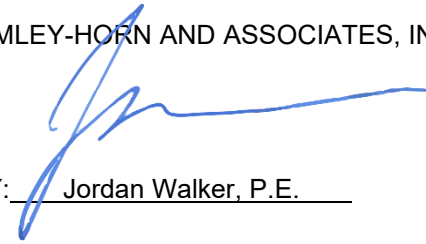
Services requested that are not specifically included will be provided under a new and separate IPO agreement

ACCEPTED:

CITY OF PINELLAS PARK

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY:  _____
Jordan Walker, P.E.

TITLE: _____

TITLE: Associate _____

DATE: _____

DATE: 10-31-2025 _____

PROJECT WORK PLAN PERSON-HOUR ESTIMATE

Project Name: Pinellas Park - Booster Station 1 and 2
 Project Number: _____
 Date Prepared: 10/31/2025
 Estimated By: Mike Semago, P.E.

KHA Task # Subtask ID Number	KHA Task Name Subtask Name/Description	Direct Labor (Person-Hours)							KHA Labor Total	Misc. Direct Expense (\$)		
		Sr. Prof. II 385.0	Sr. Prof. I 310.0	Professional 240.0	Analyst II 190.0	Analyst I 150.0	Sr. Technical Support 270.0	Technical Support 150.0				Support Staff 130.0
1	Design & Permitting											
	Kickoff Meeting			4	4	2				\$2,020		
	Data Review and Collections				8	4				\$2,120		
	60% Design Package											
	Civil/Mechanical Design		2	12		28		40		\$13,700		
	Electrical/I&C Design		4	32	20	48		60		\$28,920		
	Review Meeting			4		4				\$1,560		
	90% Design Package											
	Civil/Mechanical Design		2	20		60		25		\$18,170		
	Electrical/I&C Design		4	44	32	60		40		\$32,880		
	Review Meeting			4		4				\$1,560		
	100% Design Package											
	Civil/Mechanical Design		1	8		10		10		\$5,230		
	Electrical Design		2	36		64				\$18,860		
	FDEP Permitting			8		20				\$4,920	\$2,000	
	Subtotal Task 1 (Hours)	0	15	172	64	304	0	175	0			
	Subtotal Task 1 (Dollars)	\$0	\$4,650	\$41,280	\$12,160	\$45,600	\$0	\$26,250	\$0	\$129,940	\$2,000	\$131,940
2	Services for Bidding											
	Preparation of Bid Package				4					\$760		
	Attend Pre-Bid Meeting			4	4					\$1,720		
	Respond to RFI's from Bidders			6	10					\$3,340		
	Subtotal Task 2 (Hours)	0	0	10	18	0	0	0	0			
	Subtotal Task 2 (Dollars)	\$0	\$0	\$2,400	\$3,420	\$0	\$0	\$0	\$0	\$5,820	\$0	\$5,820
3	Services for Construction											
	Attend Pre-Construction Meeting			4	4	4				\$2,320		
	Review & Approve Shop Drawings			8	12	24				\$7,800		
	Site Visits			8	32					\$8,000		
	Attend Monthly Progress Meetings		12	20		20				\$11,520		
	Respond to RFI's from Contractor			4	10	12				\$4,660		
	Substantial & Final Walkthrough			16		20				\$6,840		
	Record Drawing Review				4			20		\$3,760		
	Subtotal Task 3 (Hours)	0	12	60	62	80	0	20	0			
	Subtotal Task 3 Total (Dollars)	\$0	\$3,720	\$14,400	\$11,780	\$12,000	\$0	\$3,000	\$0	\$44,900	\$0	\$44,900
Project Total										\$180,660	\$2,000	\$182,660