

**RESOLUTION 18-118**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA APPROVING TASK ORDER # 2018-02 TO THE MASTER SERVICES AGREEMENT WITH DEWBERRY ENGINEERS, INC., RELATED TO THE RELOCATION OF UTILITIES ALONG THOMAS DRIVE AND BEACH DRIVE IN THE AMOUNT OF \$264,800; AUTHORIZING EXECUTION AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.**

**BE IT RESOLVED** that the appropriate officers of the City are authorized to deliver and execute on behalf of the City that certain Task Order # 2018-02 to the Master Services Agreement for Utility Engineering Services between the City and Dewberry Engineers, Inc., relating to the relocation of utilities along Thomas Drive and Beach Drive, in the basic amount of Two Hundred Sixty-Four Thousand, Eight Hundred Dollars (\$264,800), in substantially the form attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager, whose execution shall be conclusive evidence of such approval.

**THIS RESOLUTION** shall be effective immediately upon passage.

**PASSED** in regular session this 26<sup>th</sup> day of July, 2018.

**CITY OF PANAMA CITY BEACH**

By: 

Mike Thomas, Mayor

**ATTEST:**

  
Jo Smith, City Clerk

**EXHIBIT B**  
COMBINED TASK ORDER AND  
NOTICE TO PROCEED

TASK ORDER NO. 2018-02

DATE : July \_\_, 2018

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND DEWBERRY ENGINEERS INC. (formerly PREBLE-RISH INC.) RELATING TO UTILITY ENGINEERING SERVICES (General Water and Sewer and Reclaimed Utility) dated April 8, 2014, (the Agreement), the terms, conditions and definitions of which are incorporated herein as if set forth in full. Neither party is in breach of the Agreement.

Pursuant to the Agreement, Engineer agrees to perform the specific tasks set forth upon incorporated Attachment A, Scope of Services, relating to **Beach Drive Water and Sewer Forcemain Improvements**.

Engineer's total compensation shall be (check one):

a stipulated sum of **\$264,800**; or  
 a stipulated sum of \$ \_\_\_\_\_ plus one or more specified allowances listed below which may be authorized in writing by the City Manager or his designee,  
Allowance of \$ \_\_\_\_\_ for \_\_\_\_\_, and  
Allowance of \$ \_\_\_\_\_ for \_\_\_\_\_; or  
 a fee determined on a time-involved basis with a maximum cost of \$ \_\_\_\_\_;

Work shall begin on \_\_\_\_\_, 2018, and shall be completed within 90 days. The date of completion of all work is therefore \_\_\_\_\_, 2018. Liquidated delay damages, if any, are set at the rate of \$0 per day. There are no additional rights and obligations related to this Task Order other than as specified in the Agreement.

Upon execution of this task order by both Engineer and City, Engineer is directed to proceed.

IN WITNESS WHEREOF the parties have caused these presents to be executed in their names on the date shown.

Witness:

DEWBERRY ENGINEERS, INC.

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Its:

CITY OF PANAMA CITY BEACH, FLA.

ATTEST:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager

\_\_\_\_\_  
City Clerk

Attachment A <sup>2</sup>  
Scope of Services, Task Order 2018-07  
CITY OF PANAMA CITY BEACH

**Beach Drive Water and Sewer Force Main Improvements (Tarpon Street to Thomas Drive)**

This task order is for the purpose of Dewberry Engineers Inc. (Dewberry), as the ENGINEER, to provide professional engineering services in conjunction with the construction of a new water line along Joan Avenue south to Tarpon Street, developing an alternate water main to the existing 12-inch water line constructed of a thin wall Class PVC pipe material with a new water line having higher pressure class rating pipe per AWWA C900 standard along Beach Drive from Tarpon Street to Thomas Drive, and the relocation of the sewer force main along Thomas Drive west bound lane to Beach Drive from Tarpon Street to Thomas Drive for the City of Panama City Beach (City) acting by and through its Council under the **MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND DEWBERRY ENGINEERS INC. (formerly PREBLE-RISH, INC.) RELATING TO UTILITY ENGINEERING SERVICES (General Water and Sewer and Reclaimed Utility) dated April 8, 2014.**

**DESCRIPTION OF ENGINEER'S SERVICES**

The services to be performed by Dewberry during the design and construction of the Beach Drive water and sewer force main improvements will consist of four (4) phases as described below.

**Phase 1 – Water Line Model Evaluation**

The scope of work for this phase will include the following basic services:

1. Consult with City staff to clarify requirements for the project.
2. Perform hydraulic modeling utilizing the City's existing model to check system delivery at selected locations to assess level of service improvements under overall system pressures in the project area during peak day, peak hour and fire flow events.
3. Provide a report depicting system performance for current and proposed configurations during peak day, peak hour and peak day with coincident fire flow demands.

**Phase 2- Design Services**

The scope of work for this phase of the project will include the basic services outlined below. The detailed design will culminate in the preparation of plans, specifications and bid documents that depict the character and scope of the project in sufficient detail to enable the City to receive competitive bids from construction contractors.

1. Perform field survey along Joan Avenue south to Tarpon Street, a distance of approximately 2,000 feet to locate existing utilities and topographic features within the project limits.
2. Coordinate with Bay County and assist the City in developing a phasing plan for relocating those segments of the existing force main that are under the existing pavement along Thomas Drive west bound lane to Beach Drive while at the same time maintaining sewer service to customers during construction and to expedite Bay County's Thomas Drive resurface pavement project.
3. Assist the City in developing a phasing plan to ensure continuous water and wastewater service through construction of the project.
4. Expedite the design of relocating those segments of water line and force main that were previously constructed through existing storm sewer pipes/culverts.
5. Review previously performed topographic surveys to locate existing utilities and topographic features within the project limits.
6. Prepare construction drawings that show the character and scope of the work to be performed. The anticipated construction drawings include:
  - Cover Sheet
  - General Note Sheet
  - General Construction Notes
  - Pay Quantity Summary Sheets (Water and Force Main)
  - Water Line Plan & Profile Sheets with 30-foot and 5-foot horizontal and vertical scales, respectively.

**Attachment A**  
**Scope of Services, Task Order 2018-01/2**  
**CITY OF PANAMA CITY BEACH**

**Beach Drive Water and Sewer Force Main Improvements (Tarpon Street to Thomas Drive)**

- Street Intersections Water Line Plan and Profile Sheets.
  - Sewer Force Main Plan & Profile Sheets with 30-foot and 5-foot horizontal and vertical scales, respectively.
  - Street Intersections Force Main Plan and Profile Sheets.
  - Water Line and Force Main Detail Sheets.
  - MOT Sheets.
7. Assist the City with acquiring permits to construct from FDEP and FDOT.
  8. Assist the City in preparing applications for Bay County Right of Way use during construction of the project.
  9. Prepare a detailed estimate of probable construction cost.
  10. Prepare Bid Form, Notice to Bidders, Instructions to Bidders, and Technical Specifications.

**Phase 3 – Bidding Services**

The scope of work for this phase of the project will include the following basic services:

1. Furnish bidding documents to prospective bidders and plan rooms.
2. Attend pre-bid conference; provide response to questions regarding bidding documents; and issue addenda as appropriate to clarify, correct or change the bidding documents.
3. Attend bid opening, tabulate bids and make a recommendation to the City regarding the award of a construction contract.

**Phase 4 – Construction Services**

The scope of work for this phase of the project will include the following basic services:

1. Participate in and conduct a pre-construction conference with the construction contractor prior to the beginning of construction operations.
2. Respond to contractor questions and requests for information during construction.
3. Assist the City in addressing conflicts in the field and their resolution including providing revised design sketches to eliminate the conflict.
4. Review contractor's proposed Change orders and provide recommendations to the City.
5. Limited Construction administration services to include shop drawings review and approval.
6. Review contractor's pay request to confirm they are consistent with the level of progress in the field and recommend payment.
7. Limited Construction inspection services (6 hours per day) for substantial compliance with the plans and specifications. Using a 6-hour per day inspection period, the total number of inspection hours allocated will be 1,580, or 264 work days.
8. Following construction of the water line, provide record drawings to the City on reproducible media and AutoCAD (dwg) format on electronic media. Record drawings will be based on information provided by the construction contractor relative to changes made in the field during construction.

Attachment A  
Scope of Services, Task Order 2018-01/2  
CITY OF PANAMA CITY BEACH  
Beach Drive Water and Sewer Force Main Improvements (Tarpon Street to Thomas Drive)

**PROJECT SCHEDULE**

We anticipate performing Phases 1 and 2 outlined above within Ninety (90) days following the City authorization to proceed with the project.

**COMPENSATION**

1. Phase 1, Water Modeling Evaluation:	\$ 4,400.00
2. Phase 2, Design Services:	\$175,750.00
3. Phases 3 and 4, Bidding and Limited Construction Administration:	<u>\$ 84,650.00</u>
<b>Total Lump Sum Fee:</b>	<b>\$264,800.00</b>

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their undersigned officials as duly authorized.

**DEWBERRY**

203 Aberdeen Parkway  
Panama City, Florida 32405

By:  \_\_\_\_\_

Name and Title: Clifford D. Wilson III, PE.  
Vice President

Witnessed: \_\_\_\_\_

Date: 07/19/18

**CITY OF PANAMA CITY BEACH, FLORIDA**

110 South Arnold Road  
Panama City Beach, Florida 32413

By: \_\_\_\_\_

Name and Title: Mr. Mario Gisbert  
City Manager

Witnessed: \_\_\_\_\_

Date: \_\_\_\_\_



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

**1. DEPARTMENT MAKING REQUEST/NAME:**

Al Shortt - Utilities Director

**2. MEETING DATE:**

July 26, 2018

**3. REQUESTED MOTION/ACTION:**

Approve Task Order No. 2018-02 w/ Dewberry Engineers for surveying, design, permitting, construction phase services & inspection for relocation of water & sewer utilities along Thomas & Beach Drives.

**4. AGENDA**PRESENTATION  
PUBLIC HEARING  
CONSENT  
REGULAR  
  
  
**5. IS THIS ITEM BUDGETED (IF APPLICABLE)?** Yes  No  N/A   
BUDGET AMENDMENT OR N/ADETAILED BUDGET AMENDMENT ATTACHED Yes  No  N/A **6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)**

Staff has negotiated a proposed Task Order No. 2018-02 under the current Master Services Agreement (MSA) with Dewberry Engineers, Inc. to assist the City with water and wastewater utilities improvements and relocations in preparation for planned resurfacing of Thomas Drive by Bay County. The proposed project is to develop alternate, primary water and wastewater transmission mains parallel to Thomas Drive on Beach Drive to reduce the number of these utilities currently beneath the Thomas Drive pavement. By doing so, it will reduce the potential for the need to disturb the new Thomas Drive pavement to repair underlying utilities. Simultaneously, this project will improve the core water and wastewater utilities service levels along the Beach Drive corridor for continued development in the South Lagoon area.

Dewberry has proposed fees of \$264,800 for design, permitting, design and construction phase services including inspection for constructing the proposed water and wastewater transmission mains. Staff has reviewed the proposal and finds the fees commensurate with the required professional services. The total capital construction cost is anticipated to be in excess of \$3 million dollars.

Staff recommends Council approval of attached Task Order No. 2018-02 in the amount of \$264,800, authorizing the City Manager to execute the Task Order on behalf of the City.