

RESOLUTION NO. 22-31

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A TASK ORDER WITH JRA ARCHITECTS, INC. FOR DESIGN AND CONSTRUCTION ADMINISTRATIVE SERVICES FOR THE FIRE TRAINING TOWER IN THE TOTAL AMOUNT OF \$91,031.

BE IT RESOLVED that the appropriate officers of the City are authorized to accept and deliver on behalf of the City that certain Task Order to the Master Services Agreement between the City and JRA Architects, Inc., relating to the design and construction administrative services for the Fire Training Tower, in the total amount of Ninety One Thousand, Thirty One Dollars (\$91,031), 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 and whose execution shall be conclusive evidence of such approval.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED, APPROVED AND ADOPTED in special session this 10th day of November, 2021.

**CITY OF PANAMA CITY BEACH,
FLORIDA**

By: 
Mark Sheldon, Mayor

ATTEST:


Lynne Fasone, MMC, City Clerk

October 22, 2021

ATTACHMENT "A"



Al Shortt
Construction Project Manager
City of Panama City Beach
17007 Panama City Beach Pkwy
Panama City Beach, FL 32413

**RE: SCOPE OF WORK AND FEE PROPOSAL FOR PANAMA CITY BEACH FIRE TOWER
JRA 21807 C/AC**

Dear Al,

Per our meeting (9/1/21), JRA has revised our Fee Proposal for the above referenced project.

SCOPE OF WORK:

The scope shall be further defined in the design phase and be in accordance with the following:

- A. Tower is located across the street from Station 30: See attached for location and preliminary layout.
- B. Specify and coordinate the construction of a four-story Pre-Engineered Fire Tower. The Tower shall meet PCBFD function and performance requirements.
- C. The Tower shall create a training environment that simulates various structures in Panama City Beach. The four-story training structure shall simulate one and two-story residential structures and apartment complexes with open corridor breezeways. It shall also simulate high-rise structures with interior stairwells that lead to exterior breezeways.
- D. Each of the four sides of the Tower shall simulate a different type of structure with parking according to that type of structure. Such as, two-way driveway with landscaping for the residential side, multiple vehicle parking lot for the apartment complex side and the high-rise side should simulate parking along Front Beach Road. Approximately 50 feet of paved area shall extend around the Tower and be connected to adjacent fire station drive.
- E. Utilities shall include fire hydrants, water, power, and others as needed.
- F. Architectural and Engineering Services will include submittals for review to include Conceptual Design, Design Development set at 60% design, Construction Documents at 90% design and Final Construction Documents issued for construction. Final Construction Documents shall be sufficiently detailed to provide contractor with clear direction on construction and assembly of all facets of the facility without interpretation.

- G. During the Programming Phase, JRA will meet with the users of the facility and produce a Programming Document that will include cut sheets, sketches or other information that relate to the project. This document is a working document that will be updated throughout the design process to ensure that all the needs and requirements are met in the final design.
- H. Along with architectural components, the documents will include Civil, Structural, MEP, and Landscape and Irrigation Designs and Specifications.
- I. As requested, the Civil Site Work Design, an additional service, will include drainage, storm water, road and sidewalk connections, existing parking modifications where appropriate, utility services, lighting, signage, landscaping, and irrigation. Designs will comply with FDEP Rule 62-346 Environmental Resource Permitting in Northwest Florida and City of Panama City Beach Land Development Regulations. All storm water will be held on Tower site.
- J. Survey work and geo-technical research and recommendations are included in this fee proposal as additional services.
- K. Any surveying or civil fees related to wetlands are excluded and will be additional services, if required.
- L. Services will include permitting services to include submittal coordinated with the contractor, follow-up, and responses; however, the City will pay all permit submittal and issuance fees.
- M. Environmental survey, delineating wetlands and the identification of endangered plants and animals are not included and will be an additional service.
- N. Throughout the process, JRA will coordinate input from responsible staff and users, but only as directed by the City's designated Project Manager.
- O. JRA will assist in the bidding process including the advertisement, Pre-Bid Meeting and issuance of any clarifications needed. We will chair the bid opening and assist the City Project Manager with the evaluation of all bids.
- P. During construction, JRA will review submittals, review contractor pay requests, issue clarifications and additional information as required, conduct site visits once a week, participate in the monthly Owner/Architect/Contractor meetings, perform close-out punch lists, review final payment request, and review warranties and O&M manuals.
- Q. JRA will coordinate all site observations with our consulting engineers to ensure the work meets the requirements of the Florida Building Code. Coordination and scheduling of inspections with the AHJ are typically the contractor's responsibility.
- R. JRA has developed a preliminary production schedule as follows:
 - Notice to Proceed- Starts programming effort.
 - Programming- 4 weeks with Owner Review, if required, during last week.

- Design Development 30% Documents- 4 weeks
- Owner Review- 2 weeks
- 60% Construction Documents - 3 weeks. Will include specification table of contents and 60% drawings from all subconsultants except landscape/irrigation.
- Owner Review- 2 weeks
- 90% Construction Documents- 3 weeks. Will include technical specification and 90% drawings from all subconsultants.
- Owners Review- 2 weeks
- 100% Construction Documents- 2 weeks
- Owners Review- 2 weeks
- Submit Documents to Building Department- 2 weeks
- Design Team to pick up final comments from Owner/Building Official.
- Ready to Advertise for Bid.

DESIGN FEES:

- JRA is basing our proposal on a construction cost of \$760,000, excluding site development cost. Using the Department of Management Services, Fee Calculator Less than Average Complexity "E", the base fee would be **\$54,956**. The basic fee includes Architectural, Structural, Mechanical, Electrical, Plumbing, and Construction Administration.

| | | | |
|------------------------|---------------------|----|--------|
| • Civil | McNeil Carroll | \$ | 15,000 |
| • Landscape/Irrigation | Alan Holt | \$ | 4,500 |
| • Site Lighting | HG Engineers | \$ | 2,800 |
| • As-Built Drawings | JRA/McNeil/Dewberry | \$ | 6,000 |
| • Survey | Dewberry | \$ | 2,275 |
| • Soil Testing | NOVA | \$ | 5,500 |

Additional Services Total \$ 36,075

| | | |
|--|----|--------|
| • Fire Station Tower Summary: Base Fee | \$ | 54,956 |
| • Additional services | \$ | 36,075 |

Total Fire Tower Architectural Services Fee: \$ 91,031



For additional services, with costs not yet determined, the cost shall be the consultants' fees plus 10%. For JRA staff the following hourly rate shall apply.

| | |
|------------------|-----------|
| Principle | \$ 150.00 |
| Architect | \$ 125.00 |
| Architect Intern | \$ 100.00 |
| Designer | \$ 70.00 |
| CADD Technician | \$ 60.00 |
| Administrative | \$ 45.00 |

I am excited to get started. Let me know if you need anything else or if you have any questions.

Thanks,

JRA ARCHITECTS, INC



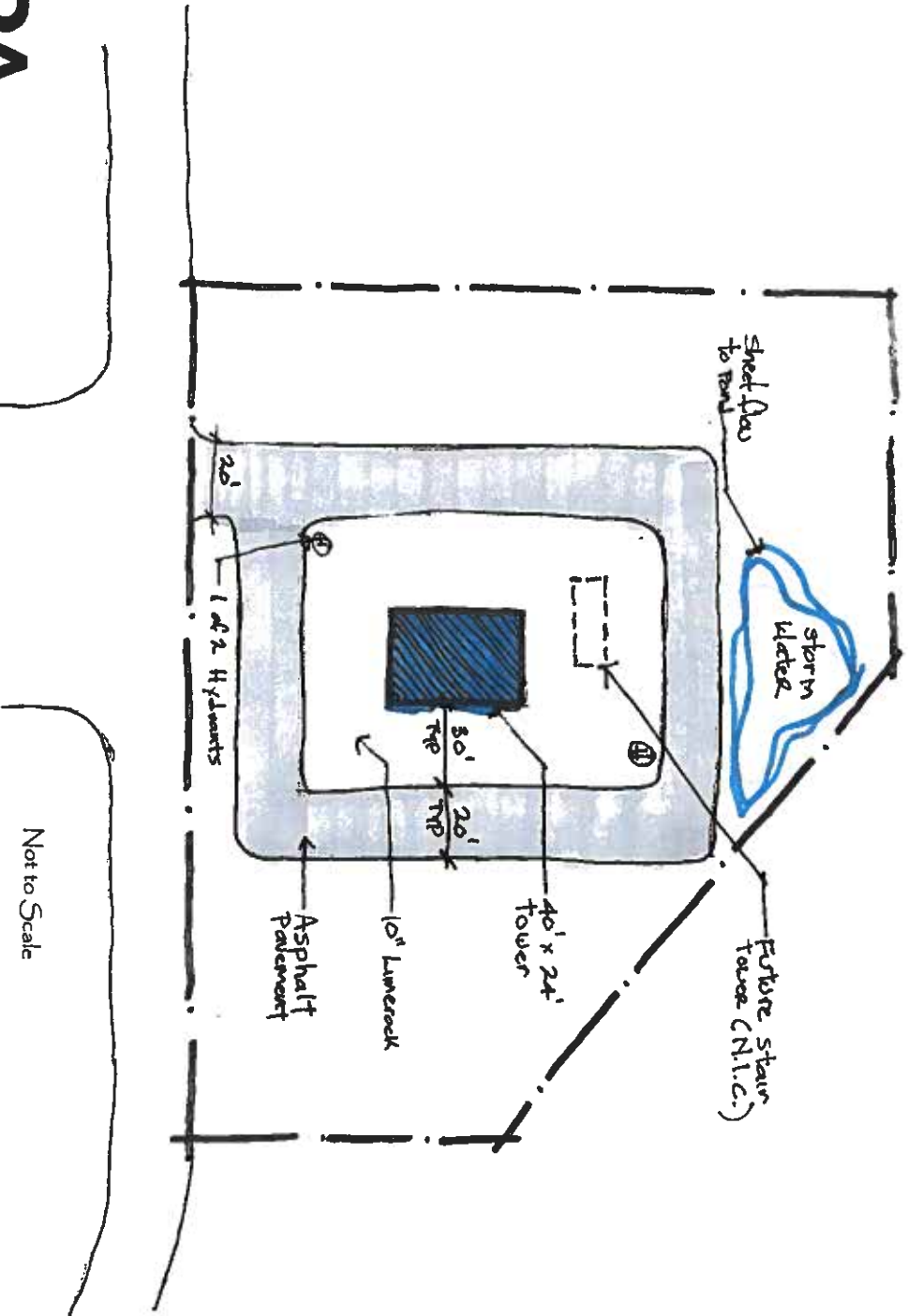
David Vincent
President

Attachments: Preliminary Site Plan

Cc: Jim Roberson- JRA
File

Preliminary Site Plan

For costing only



Not to Scale

COMBINED TASK ORDER AND
NOTICE TO PROCEED

TASK ORDER NO. 2

DATE
NOVEMBER 10, 2021

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND JRA ARCHITECTS, INC., RELATING TO PROFESSIONAL ARCHITECTURAL SERVICES dated September 14, 2021, (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, Architect agrees to perform the specific tasks set forth upon incorporated Attachment A, Scope of Services, relating to Design and Construction Admin. Services for Fire Training Tower

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

a stipulated sum of \$ 91,031 ; 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
\$ _____ :

as set forth upon incorporated Attachment B, Fee Breakdown, and shall be paid in monthly installments as specified in the Agreement.

Work shall begin on NOVEMBER, 2021, and shall be completed within 180 calendar days. The date of completion of all work is therefore May 14, 2022. 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 Architect and City, Architect is directed to proceed.

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

Witness:

JRA Architects, Inc.

By: _____ Date: _____

Its: _____

ATTEST:

CITY OF PANAMA CITY BEACH, FLORIDA

City Clerk

By: _____ Date: _____
City Manager