

RESOLUTION NO. 23-44

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A TASK ORDER WITH JRA ARCHITECTS, INC. FOR PROFESSIONAL ARCHITECTURAL SERVICES RELATED TO THE POLICE EAST END SUBSTATION SAFE ROOM IN AN AMOUNT NOT TO EXCEED \$97,103.

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 #1 to its First Amended Master Services Agreement with JRA Architects, Inc. for Professional Architectural Services dated May 2, 2022, related to the Police East End Substation Safe Room, in the amount not to exceed Ninety-Seven Thousand One Hundred Three Dollars (\$97,103.00), 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 in special session this 10th day of November, 2022.

CITY OF PANAMA CITY BEACH

By: 
Mark Sheldon, Mayor

ATTEST:


Lynne Fasone, City Clerk

EXHIBIT B

TASK ORDER

TASK ORDER NO. 1

DATE: November 10, 2022

Reference is made to that certain FIRST AMENDMENT TO MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND JRA ARCHITECTS, INC. RELATING TO MAJOR PROFESSIONAL ARCHITECTURAL SERVICES TO DEVELOP OR REHABILITATE THE CITY'S POLICE AND FIRE DEPARTMENT FACILITIES dated May 2, 2022, (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 **East End Police Substation Safe Room**.

Architect's total compensation for this Task Order shall be (check one):

a stipulated sum of \$ **97,103** 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, provided however that Architect shall only be reimbursed for actual compensation paid to subcontractors, and then only when justification of compensation is provided to the City for such costs:
 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 14, 2022, and shall be substantially completed by August 18, 2023. There are no additional rights and obligations related to this Task Order other than as specified in the Agreement.

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

Witness:

JRA ARCHITECTS, INC.
By: _____
Its: _____
Date: _____

CITY OF PANAMA CITY BEACH, FL

By: _____
City Manager
Date: _____

ATTEST:

City Clerk

**FIRST AMENDMENT TO THE MASTER SERVICES AGREEMENT BETWEEN THE
CITY AND JRA ARCHITECTS, INC. RELATING TO
PROFESSIONAL ARCHITECTURAL SERVICES
FOR PANAMA CITY BEACH FIRE AND POLICE DEPARTMENT**

DATED NOVEMBER 10, 2022

NOTICE TO PROCEED
TASK ORDER NO. _____

TO: David Vincent
President
JRA Architects, Inc.
2211 Thomas Drive, Suite 100
Panama City Beach, FL 32408

PROJECT DESCRIPTION:
EAST END POLICE SUBSTATION SAFE ROOM

You are hereby notified to commence WORK in accordance with the Task Order dated November 10, 2022 on or before November 14, 2022, and you are to substantially complete the WORK within 280 consecutive calendar days thereafter. The date of completion of all WORK under this Task Order is therefore August 18, 2023. Liquidated delay damages, if any, are set at the rate of \$0 per day.

You must return and acknowledge a copy of this Notice to Proceed to the City within five (5) calendar days of your receipt of this Notice.

CITY OF PANAMA CITY BEACH

By: _____

Name: Drew Whitman

Title City Manager

ACCEPTANCE OF NOTICE

Receipt of the above Notice to Proceed is hereby acknowledged

By _____
(Company Name)

This the _____ day of _____, 20____

(Signature)

(Type or Print Name)

(Title)

ATTACHMENT A

October 26, 2022



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 REVISED FEE PROPOSAL
FOR PANAMA CITY BEACH, EAST END POLICE SUBSTATION SAFE ROOM
JRA# 21806 C/AC
FDEM HMGP CONTRACT NO. H0716
FDEM PROJECT NO. 4399-035-R**

As discussed, JRA is submitting our fee proposal and scope of work for the of Design and Construction Administration Services for the new Police Substation to be constructed at 710 Churchwell Drive, Panama City Beach, FL 32408.

SCOPE OF WORK:

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

- A. Design one story structure providing 800 S.F of clear floor space for safe room functionality exclusive of walls, casework, restrooms, immovable furnishings, etc. The goal is to stay close to 1,200 S.F gross floor area if practical, but the design must also provide the needed day to day operational functionality to efficiently serve as a Police Substation.
- B. The SOW for this project consists of constructing a standalone hurricane safe room to withstand hurricane wind speeds up to 200 mph. During a storm event, the safe room will provide 24-hour protection to approximately 40 essential police offices and staff before, during, and after a storm event. The project includes the installation of a permanent generator required to power all the essential equipment, including ventilation. The project will comply with all standards and requirements from FEMA P-361.
- C. The generator will be protected against a 500-year flood event by implementing specific activities or by locating the generators outside the SFHA and will be protected against wind with a rated enclosure based on its location requirements. Activities will be completed in strict compliance with Federal, State and Local Rules and Regulations.
- D. The structure will be designed as an essential facility (Category IV), with the added criteria of functioning as a safe room, and will comply with all applicable codes, including P-361 and ICC 500 standards.
- E. The project will also include a new generator, protected from wind-borne debris, to maintain life safety systems during an event.

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- F. The City will additionally contract with a third-party design professional to provide oversight and quality assurance of design and construction of the safe room as required by P-361. This effort is anticipated to occur after the 95% submittal.
- G. Currently, the building is anticipated to be constructed of reinforced concrete, with a reinforced concrete deck roof with continuously applied liquid membrane covering. Internal partitions and finishes will be eligible per P-361 as prescribed by the current Florida Building Code. Equivalent structural performance may be approved after coordination with FDEM/FEMA.
- H. Include space in the design for offices, meeting, reception, restroom(s) and minimal break area. A concept floor plan has been provided by the City, but the plan is anticipated to change during JRA's programming effort.
- I. During the Programming Phase, JRA will meet with the users of the facility and produce a Programming Document that will include room data sheets for each space. These Data Sheets will include a description of the space, how each space is used for and by whom. Additionally, it will define each room's size, ceiling height, finishes, plumbing, HVAC, power, data, lighting, communication, casework and FF&E requirements. We will also list any special requirements for each space. These data sheets will be used to generate a Schematic Floor Plan and provide a road map for each of the consultants during the design process. Cut sheets, sketches, or other information that relate to each of the room data sheets will be included in this document. 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.
- J. Along with architectural components, the documents will include Civil, Structural, MEP, Data/Comm/Security, Audio-Visual, and Landscape and Irrigation designs and Specifications. Services provide will include Design, Permitting, Bidding and Construction Administration.
- K. 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.
- L. Survey work and Geo-technical research and recommendations are included as additional services.
- M. Any surveying or civil fees related to wetlands are excluded and will be additional services if required.
- N. Services will include initial preliminary submission for Building permit services and follow-up and responses; however, the City will pay all permit submittal and issuance fees and the approved General Contract shall pull the permit.
- O. Environmental survey, delineating wetlands, identification of endangered plants and animals are not included and will be an additional service.

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- P. Throughout the process, we will coordinate input from responsible staff and users, but only as directed by the City's designated Project Manager.
- Q. 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.
- R. 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, review warranties and O&M manuals.
- S. JRA will coordinate all inspections 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.
- T. JRA has developed a preliminary production schedule for meeting the time table outlined in attachment "A". The schedule includes:
- Notice to Proceed- Starts programming effort.
 - Programming-3 weeks
 - Owner Review- 1 week
 - Schematic Design-3 weeks
 - Owner Review 2 weeks.
 - Design Development 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
 - 95% Construction Documents- 2 weeks
 - Owners and Peer Consultant review-4 weeks
 - 100% Construction Documents-2 weeks
 - FEMA Review, submission of additional information and, if required, revision to documents- JRA includes 6 weeks in the schedule for planning purposes.
 - **FDEM/FEMA APPROVAL**
 - Submit Documents to Building Department
 - Design team to pick up final comments from Owner/Building Official- 4 weeks
 - Ready to Advertise for bid

DESIGN FEES

JRA is basing our proposal on an anticipated area of 1,200 square feet and a budget of \$425/sf, which extends to an estimated construction cost of \$510,000 (excluding site development cost). JRA's proposed fees for providing these services are as follows:

Basic services:

Average Complexity "B", base fee = **\$ 46,628** Phase I \$37,302
 Phase II \$9,326

Additional Services

• Programming	JRA/HG/Watford	\$2,400	Phase I
• Civil	McNeil Carroll	\$15,000	Ph I \$12,000 Ph II \$3,000
• Surveying	Dewberry	\$3,800	Phase I
• Landscape/Irrigation	Alan Holt	\$2,500	Phase I
• Site Lighting	HG Engineers	\$2,500	Phase I
• Telecom/Security	Logan	\$4,500	Phase I
• AV	Logan	\$1,500	Phase I
• Commissioning	JRA/Watford	\$1,500	Phase II
• Life Cycle/Energy Forms	Watford	\$2,000	Phase I
• Generator and Enclosure	HG/Kent/JRA	\$5,750	Phase I
• Peer Review Submittal and Response	JRA/HG/Watford/Kent	\$2,500	Phase I
• Assisting Owner with Documentation and Deliverables for P361 Submission	JRA/Kent/HG	\$3,525	Phase I
• Geotechnical	Nova	\$3,000	Phase I

Total Additional Services **\$50,475.00**

Police Substation Summary Base Fee **\$ 46,628**

Additional services **\$ 50,475**

Total Police Substation Safe Room

Architectural Services Fee: \$ 97,103

Please note that environmental survey, delineating wetlands, identification of endangered plants and animals are not included and will be an additional service.

As requested, and per Appendix "A":

Fees for Phase I (Design, permitting and bidding) =	\$83,277
Fees for Phase II (Construction) =	<u>\$13,826</u>
	\$97,103

For additional services not yet determine, the cost will be negotiated and agreed to by all parties.

We are excited to get started. Let me know if you need anything or if you have any questions.

Sincerely,

JRA ARCHITECTS, INC.



David Vincent

Cc: Jim Roberson- JRA

Attachments: Exhibit "A"- Hourly Rates
Appendix "A"- Budget and Scope of Work
Appendix "B"- Certification Regarding Debarment

Exhibit A

The following hourly rates shall apply.

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