

RESOLUTION NO. 23-194

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A TASK ORDER WITH MCKIM & CREED, INC. RELATING TO ENGINEERING SERVICES FOR REPLACEMENT OF LIFT STATION 87 IN THE STIPULATED AMOUNT OF \$120,165.

BE IT RESOLVED that the appropriate officers of the City are authorized to execute and deliver on behalf of the City that certain Task Order 2022-03 to its Master Services Agreement with McKim & Creed, Inc. for Professional Engineering Services for Wastewater Treatment Facilities, related to replacement of Lift Station 87, in the stipulated amount of One Hundred Twenty Thousand, One Hundred Sixty-Five Dollars (\$120,165.00), in substantially the form **attached** as Exhibit A 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 regular session this 22nd day of June, 2023.

CITY OF PANAMA CITY BEACH

By: _____


Mark Sheldon, Mayor

ATTEST:



Lynne Fasone, City Clerk

**PANAMA CITY BEACH
LIFT STATION 87 UPGRADES
SCOPE OF SERVICES**

June 15, 2023

I. PROJECT DESCRIPTION

Panama City Beach (City) plans to upgrade their Lift Station 87 (Lahan), a three-pump submersible pump station which is nearly 20 years old, to accommodate anticipated future flows from continued growth on the west end of the City. Located north of the intersection of Lahan Boulevard and U.S. Highway 98, this high-flow, low-head station currently has three 10-hp pumps with VFDs, an odor control system, and an emergency generator.

The new lift station will be modified with a larger wet well and newly sized pumps. The odor control system will be replaced as well as the emergency generator. The new generator will include a new Convault-style fuel tank.

II. SCOPE OF SERVICES

McKim & Creed will perform the following services:

Phase 1 – Project Management

McKim & Creed will conduct a project kick-off meeting where we will define the goals and objectives of the project, review the scope and schedule, and present the execution process. This meeting will be the launching point of the project and will help define the roles and responsibilities of City and McKim & Creed project members. Meeting notes will be compiled and distributed for review.

McKim & Creed will conduct regular project status meetings to review the project execution, schedule, and budget. These status meetings will be a combination of remote and in-person meetings, as guided by the schedule. Variances will be identified and correction plans, if needed, will be implemented to keep the project on-track. Information requirements will be identified, and upcoming events will be scheduled so the project team members have ample notice. Notes will be compiled and distributed for review on each meeting.

Milestones: Kick-Off and Monthly Project Update Meetings

Deliverables: Meeting Notes, Monthly Project Reports that include an updated project schedule with Invoices (.pdf files)

Phase 2 – Preliminary Design (BODR)

The Preliminary Design phase will focus on gathering as much current information of the site and establishing the basis of design for the final product. Significant tasks associated with this phase include:

- Collecting available information (drawings, operations manuals, equipment nameplates, hourly pump operations, etc.) for the current facility.
- Provide estimates for future flows/design requirements.
- Discussing project delivery options, given the current supply chain issues and construction pricing.

The following design assumptions have also been made ahead of preparation of the BODR:

- Additional capacity is required for the new design.
- The existing 3-phase, 240 VAC service will be evaluated for capacity and 3-phase, 480 VAC service will be evaluated.
- The new lift station will have three pumps with variable frequency drives (VFDs).
- New site lighting will be provided.
- A new City-standard SCADA panel will be installed, using Trio QR450 radios to communicate back to the wastewater treatment plant.

With the information collected in this Phase, McKim & Creed will prepare and submit a Basis of Design Report (BODR). This report will establish discipline parameters (civil, structural, electrical, and instrumentation/controls) for the new lift station. Design options will be presented and a preliminary cost estimate (AACE Class 5 with a 20% contingency) and a final design and construction schedule will be prepared.

Following submittal of the EODR, McKim & Creed will meet with the City to discuss the report and confirm the direction forward.

With a City-approved BODR, McKim & Creed will submit this report to Florida Department of Environmental Protection (FDEP) with a completed permit application to the FDEP for review, if flow/redesign dictates such permit.

Deliverables: Basis of Design Report (.pdf file)

Phase 3 – Design Development (60% Design)

Following the City and FDEP approval of the BODR, McKim & Creed will proceed with the Design Development Phase. Significant tasks in this phase include:

- Evaluating procurement options for an improved project delivery schedule.
- Preparing discipline drawings for civil/hydraulics, demolition, structural, electrical, and instrumentation & controls.
- Preparing draft technical specifications (CSI MasterFormat® 2016, Divisions 01 through 48).

A set of 60% design drawings and draft technical specifications will be submitted for City review and comment. An updated cost estimate (AACE Class 3 with a 10% contingency) will also be prepared and submitted.

Following submittal of the 60% Design Package, McKim & Creed will meet with the City to review the drawings and specifications, making updates as directed.

Deliverables: 60% Design Package (.pdf files)

Phase 4 – Final Design (100% Design)

With City review of the 60% Design Package complete, McKim & Creed will proceed with the Final Design. Significant tasks in this phase include:

- Preparing 100% design drawings for all disciplines.
- Preparing 100% technical specifications.
- Incorporating the City's front end documents (Divisions 00 – Invitation to Bid, Bid Forms, Contracting Forms, Project Forms, Conditions of the Contract, etc.).

A set of 100% design drawings and technical specifications will be submitted for City review and comment. A final cost estimate (AACE Class 2 with a 10% contingency) will also be prepared and submitted.

Following submittal of the 100% Design Package, McKim & Creed will meet with the City to review the drawings and specifications, making updates as directed, to create a set of Issued for Bid (IFB) contract documents.

McKim & Creed will then submit the IFB package to the FDEP for construction permit review. With FDEP approval, the City will be ready to advertise for bids.

Deliverables: 100% Design (.pdf files) and IFB Packages (.dwg, .pdf files)

Phase 5 – Bid Assistance

McKim & Creed will assist the City with the solicitation of bids for construction. Services provided include:

- Assisting with the execution of the pre-bid meeting. This includes preparing a meeting agenda, sign-in sheet, and meeting notes.
- Responding to questions submitted by bidders and issuing addenda as needed.
- Reviewing submitted bids and making a Recommendation of Award to the City.

Milestones: Project Advertised and Bid

Deliverables: Addenda (as required) (.pdf)
Recommendation of Award Letter (.pdf)

Phase 6 – Engineering Services During Construction (ESDC)

ESDC will include:

- Assisting with the construction project kick-off meeting.
- Reviewing Contractor submittals.
- Responding to Contractor requests for information (RFIs).
- Conducting periodic site visits to observe and review construction progress.
- Conducting a final site walkthrough and preparing a final punchlist.
- Preparing record drawings based on Contractor-provided redline drawings.

The following assumptions have been made for ESDC:

- Submittal review includes a resubmittal review. Review of second resubmittals (third submittals and higher) are outside of scope and will be considered additional services.
- RFI responses are limited to a maximum of four. Contractor RFIs in excess of four will be considered additional services.
- Periodic site visits by M&C staff is limited to a maximum of four.
- Record drawings will be prepared based on clear and concise redline drawings provided by the Contractor. Redline drawings shall be made as a single submittal.

Milestones: Construction Start and Completion

Deliverables: Record Drawings (.pdf)

III. CITY'S RESPONSIBILITY

1. In addition to the original 2004 design drawings provided, provide any additional available drawings of facilities and equipment in AutoCAD (.dwg) or Adobe Acrobat (.pdf) format (paper copies are also acceptable if the only format available).
2. Meet, make personnel available, and coordinate with McKim & Creed as needed. Provide assistance and access to all necessary facilities and networks as required.
3. Provide written review comments for preliminary/draft documents no later than two weeks of delivery.
4. Pay for all permit and processing fees.
5. Advertise, coordinate, and direct the bidding phase of the Project (except as outlined in Phase 5, above).

IV. DELIVERABLES

As outlined in the Scope of Services.

V. PROJECT SCHEDULE

Given this, the anticipated schedule for project milestones is:

- Submit BODR for City Review: 5 weeks after NTP.
- Submit 60% Design Package for City Review: 6 weeks after BODR approval.

- Submit 100% Design Package for City Review: 3 weeks after 60% Design Package approval.

VI. BUDGET

A breakdown of fees is provided in Attachment A.

Attachment A - Project Cost Summary:

Phase 1 – Project Management	\$3,680
Phase 2 – Preliminary Design (BODR)	\$30,160
Phase 3 – Design Development (60% Design)	\$28,280
Phase 4 – Final Design (100% Design)	\$28,710
Phase 5 – Bid Assistance	\$7,675
Phase 6 – ESCD	<u>\$21,660</u>
Total	\$120,165

Allowances:

– Geotechnical Investigation	\$6,000
– Surveying: Conventional method or Site Scanning	\$5,000

Allowances will be used only after City authorization and may be determined during BODR preparation based on available data provided.

COMBINED TASK ORDER AND
NOTICE TO PROCEED

TASK ORDER NO. 2022-03

DATE _____, 2023

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND MCKIM & CREED, RELATING TO PROFESSIONAL ENGINEERING SERVICES FOR PROFESSIONAL ENGINEERING SERVICES FOR WASTEWATER TREATMENT FACILITIES, RECLAIMED WATER STORAGE AND PUMPING FACILITIES; RECEIVING WETLAND FACILITIES; REGIONAL WASTEWATER PUMPING STATIONS (>300,000 GPD ADF); WASTEWATER AND RECLAIMED WATER TRANSMISSION MAINS OVER 12" IN DIAMETER, dated August 17, 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, Engineer agrees to perform the specific professional engineering tasks set forth upon incorporated Attachment A, Scope of Services, relating to Lift Station 87 Improvements.

Engineer's compensation shall be paid in monthly installments as specified in the Agreement. Engineer's total compensation for the services to be provided under this Task Order shall be determined as follows:

Pursuant to the Agreement, Engineer agrees to perform the specific tasks set forth upon incorporated Attachment A, Scope of Services, relating to _____

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

_____ a stipulated sum of \$ _____; or

a stipulated sum of \$120,165.00 plus one or more specified allowances listed below which may be authorized in writing by the City Manager or his designee,

Allowance of \$6,000.00 for Geotechnical Engineering, and

Allowance of \$5,000.00 for Land Surveying; or

_____ a fee determined on a time-involved basis with a maximum cost of \$ _____:

As set forth upon incorporated Attachment B, Fee Breakdown.

If reimbursable expenses are to be paid hereunder, such expenses must be specifically AUTHORIZED AND IDENTIFIED in this section.

The parties agree that reimbursable expenses shall not exceed \$ N/a.

Work shall begin on _____, 2023, and shall be substantially completed by _____, 202____. 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:

MCKIM & CREED,

By: _____

Its: _____

Date: _____

CITY OF PANAMA CITY BEACH, FL

By: _____

City Manager

Date: _____

ATTEST:

City Clerk