

RESOLUTION NO. 24-15

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A TASK ORDER WITH TAYLOR ENGINEERING, INC. FOR ENVIROMENTAL ENGINEERING SERVICES AT THE CONSERVATION PARK ASSOCIATED WITH THE MITIGATION MONITORING OBLIGATIONS UNDER FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION PERMIT NO. 03-231981-003-DF, IN THE AMOUNT OF \$42,531.30.

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 #21-03 to its Master Services Agreement with Taylor Engineering, Inc. for environmental engineering services associated with the mitigation monitoring obligations under Florida Department of Environmental Protection ("FDEP") Permit No. 03-231981-003-DF, in the amount of Forty-Two Thousand Five Hundred and Thirty-One Dollars and Thirty Cents (\$42,531.30), 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.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this 20th day of October, 2023.

CITY OF PANAMA CITY BEACH

By: 
Mark Sheldon, Mayor

ATTEST:


Lynne Fasone, City Clerk

COMBINED TASK ORDER AND
NOTICE TO PROCEED

TASK ORDER NO. 21-03

DATE October 27, 2023

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND TAYLOR ENGINEERING, INC. RELATING TO PROFESSIONAL ENVIRONMENTAL ENGINEERING SERVICES I, dated December 28, 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, Engineer agrees to perform the specific professional appraisal tasks set forth upon incorporated Attachment A, Scope of Services, relating to 2023 Annual Wetland Construction Impacts Monitoring & Report.

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 Wetlands Impacts Required for Original Construction Conservation Park Wetlands Rehydration System Monitoring and Reporting

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

_____ a stipulated sum of \$42,531.30; 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.

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 \$ _____.

Work shall begin on November 1, 2023, and shall be substantially completed by January 31, 2024. 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:

TAYLOR ENGINEERING, INC.

By: _____

Its: _____

Date: _____

CITY OF PANAMA CITY BEACH, FL

By: _____

City Manager

Date: _____

ATTEST:

City Clerk



October 6, 2023

Mr. Mark Shaeffer, P.E.
Utilities Director
City of Panama City Beach
17007 Panama City Beach Parkway
Panama City Beach, Florida 32413

EMAILED

Re: 2023 Annual Wetland Mitigation Monitoring and Reporting Proposal
Panama City Beach Conservation Park
(P2023-172)

Dear Mr. Shaeffer:

On behalf of Taylor Engineering, I am pleased to submit this proposal for 2023 wetland mitigation monitoring and reporting services at Panama City Beach Conservation Park in compliance with Florida Department of Environmental Protection Permit No. 03-231981-003-DF. Exhibit A contains our proposed scope of work and Exhibit B contains a detailed breakdown of our proposed fees.

We greatly appreciate the opportunity to continue our service to the City of Panama City Beach. If you have any questions or require additional information, please contact me at (904) 731-7040 or cellis@taylorengeering.com.

Best regards,

Christopher B. Ellis
Vice President, Environmental Services

Attachments

Scope of Work
2023 Annual Mitigation Monitoring and Reporting
Panama City Beach Conservation Park
Bay County, Florida

Introduction

On October 30, 2008, the Florida Department of Environmental Protection (FDEP) issued Permit No. 03-231981-003-DF to the City of Panama City Beach (City) authorizing impacts to 12.95 acres of freshwater wetlands resulting from construction of 39,600 linear feet of a subterranean force main (12-inch to 36-inch diameter) with 14 outlet boxes within Panama City Beach Conservation Park (Conservation Park). To mitigate the unavoidable wetland impacts, the permit required enhancement of 269.12 acres of hydric pine flatwood wetland communities within Conservation Park. Enhancement activities included pine tree thinning, wood shrub thinning, prescribed burning, and exotic plant removal. FDEP Permit Condition Nos. 21 and 22 require annual qualitative and quantitative monitoring within the 269.12-acre wetland enhancement area. Wetland monitoring data collected under this program include quantitative vegetation community and habitat assessment along four fixed transects, qualitative habitat assessment along ten walk paths, hydrologic observations at discharge distribution sites, Uniform Mitigation Assessment Methodology (UMAM) analysis, and digital photography from fixed stations. To assist with the wetland mitigation monitoring and reporting and to maintain compliance with the FDEP permit, the City requested Taylor Engineering (Taylor) provide a scope of work and fee proposal for environmental services including field data collection, analysis, and reporting associated with the mitigation monitoring obligations under FDEP Permit No. 03-231981-003-DF. In response to the City's request, Taylor presents the following scope of work.

Assumptions

Taylor has developed this scope of work based on the following assumptions:

- City will provide Taylor with all pertinent data previously collected for the 2021 monitoring season
- City will provide Taylor with digital (.doc, .pdf) copies of the most recent annual wetland monitoring report and other pertinent documents.
- City will provide Taylor with sample/monitoring station and transect location data (e.g., xyz coordinates, if available).
- City will provide Taylor with maps and descriptions of completed and scheduled wetland maintenance/enhancement activities (prescribed burns, vegetation thinning, exotic removal, etc.)

Task 1 Compilation of Existing Data and Review

As a preliminary task, Taylor will compile and review all previous data provided by the City including field data and any pertinent regulatory or other guidance documents including report and field data templates that may be useful in providing background information, assisting data collection and analysis efforts, and annual report development.

Task 2 Field Data Collection

Task 2.1 Preliminary Field Reconnaissance

Taylor biologists will complete a one-day reconnaissance visit to Conservation Park to familiarize themselves with the site and to locate previously established monitoring transects and sampling points. This visit will help ensure that the data collection efforts described below occur in an efficient and productive manner by understanding the “lay of the land” prior to commencing field efforts.

Task 3.1 Quantitative Assessment

As described in the 2021 Annual Progress and Mitigation Success Report provided by the City, the approved quantitative wetland mitigation monitoring methodology includes data collection along four established 50-meter transects distributed over the hydric pine flatwood enhancement areas. Along each transect, sampling occurs within five established 10-meter by 10-meter (100-square meter) quadrat locations. Consistent with previous monitoring efforts, Taylor will fully document the plant community within each quadrat including percent cover by species and identifying dominant species. Taylor will take photographs from fixed stations (northeast corner of each quadrat with camera pointed toward the southwestern corner of each quadrat), classify habitat communities, and document hydrologic and soil condition observations. In addition, Taylor will use the point-quarter method to monitor pine canopy density which includes species identification and measurements of pine distribution and size (diameter at breast height [DBH] and basal area). Finally, Taylor will complete a UMAM analysis for each transect evaluate current wetland function and value.

Task 3.2 Qualitative Assessment

In accordance with the approved FDEP-approved wetland mitigation monitoring methodology, qualitative assessment involves ten thorough walk paths through the wetland enhancement areas, each with up to three description stations along the path. At each station, Taylor will record qualitative observations of vegetation (percent cover estimates of herbaceous and woody vegetation; assessment of seedling/new growth; estimates of tree distribution, health, and size; exotic species location, extent, and treatment requirements), water table and soil saturation, effects of prescribed burns, wildlife utilization (including feral hog damage), and maintenance needs. In addition, Taylor will take photographs in each of the four cardinal directions at each description station to document site conditions.

Task 4 Data Analysis and Reporting

Taylor will analyze the quantitative and qualitative field data collected in Task 2 and develop the annual wetlands mitigation progress and success report for the 2023 monitoring period. Taylor will use the 2021 monitoring report as a template and for guidance on the appropriate level of detail in summarizing and presenting the data. Taylor will provide the draft report to the City for review and comment. If necessary, Taylor will revise the draft report based on the City’s comments and develop the final report for submittal to the City and FDEP. As part of the report submittal to the City, Taylor will include copies of all data collected during the field data collection effort in digital format (e.g., .pdf, .xls, .jpg, etc.).

TAYLOR ENGINEERING, INC.
COST SUMMARY BY TASK
P2023-172: PCB 2023 ANNUAL WETLAND MITIGATION MONITORING

TASK 1: Compilation of Existing Data and Review				
<i>Labor</i>	Hourly Rate	Hours	Burdened Cost	Task Totals
Senior Environmental Scientist	\$175.00	8.0	1,400.00	
Staff Environmental Scientist	\$113.00	8.0	904.00	
Staff CAD/GIS	\$81.00	4.0	324.00	
		Total Labor Hours	20.0	
		Total Labor Cost		2,628.00
Total Task 1				\$2,628.00
TASK 2: Data Collection				
<i>Labor</i>	Hourly Rate	Hours	Burdened Cost	Task Totals
Senior Environmental Scientist	\$175.00	84.0	14,700.00	
Staff Environmental Scientist	\$113.00	84.0	9,492.00	
		Total Labor Hours	168.0	
		Total Labor Cost		24,192.00
<i>Other Direct Costs</i>	Quantity	Unit Cost	Cost	
Hotel	18.0	150.00	2,700.00	
Meals	18.0	65.00	1,170.00	
Mileage	1,260.0	0.66	825.30	
		Total Other Direct Costs		4,695.30
Total Task 2				28,887.30
TASK 3: Data Analysis and Reporting				
<i>Labor</i>	Hourly Rate	Hours	Burdened Cost	Task Totals
Senior Environmental Scientist	\$175.00	36.0	6,300.00	
Staff Environmental Scientist	\$113.00	36.0	4,068.00	
Staff CAD/GIS	\$81.00	8.0	648.00	
		Total Labor Hours	80.0	
		Total Labor Cost		11,016.00
Total Task 3				11,016.00
Project Total				\$42,531.30

Schedule

The table below provides a proposed schedule for completion of this project.

Task No.	Description	Months from Notice to Proceed		
		1	2	3
1	Compilation of Existing Data and Review			
2	Field Data Collection			
3	Data Analysis and Reporting			

Fee Summary

Taylor will complete the work described herein for a lump sum, fixed fee cost of \$42,531.30 as tabulated and summarized below. Exhibit B provides a detailed breakdown of the proposed fees on a task-by-task basis.

Task No.	Description	Total Fee
1	Compilation of Existing Data and Review	\$2,628.00
2	Field Data Collection	\$28,887.30
3	Data Analysis and Reporting	\$11,016.00
TOTAL		\$42,531.30