

**RESOLUTION NO. 24-43**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A TASK ORDER AND NOTICE TO PROCEED WITH GORTEMOLLER ENGINEERING, INC., TO PERFORM CONSTRUCTION, ENGINEERING, AND INSPECTION SERVICES ASSOCIATED WITH THE FRANK BROWN PARK CONNECTOR ROAD PROJECT IN THE AMOUNT NOT TO EXCEED \$116,960.00, AND DESIGNATING THE USE OF ARPA FUNDS FOR THE PROJECT.**

**BE IT RESOLVED that:**

1. The appropriate officers of the City are authorized to execute and deliver on behalf of the City that certain Task Order #2023-05 to its Master Services Agreement with Gortemoller Engineering, Inc., for Professional Engineering Services for Minor Roadway, Sidewalks, and Trails, dated December 28, 2021, for construction, engineering, and inspection services associated with the Frank Brown Park Connector Road Project, in the amount not to exceed One Hundred Sixteen Thousand, Nine Hundred Sixty Dollars and No Cents (\$116,960.00), 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.
2. The Council has found and determined that the redesign of the Frank Brown Park Connector Road will improve traffic flow, capacity, and safety for guests of Frank Brown Park, particularly for those attending tournaments and festivals in the Park and will enable the City to improve the community's quality of life by making space for new improvements, amenities, and assets at the Park. The Council hereby directs that the funds received by the City from the American Rescue Plan Act be used for the construction, engineering, and inspection services associated with this Project.

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

**PASSED, APPROVED AND ADOPTED** in regular session this 14<sup>th</sup> day of December 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. 2023-05

DATE 11/16/2023

Reference is made to that certain MASTER SERVICE AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND GORTEMOLLER ENGINEERING, INC. RELATING TO PROFESSIONAL ENGINEERING SERVICES FOR MINOR ROADWAY, SIDEWALKS AND TRAILS, 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 tasks set forth upon incorporated Attachment A, Scope of Services, relating to Frank Brown Connector Road- CEI.

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

X a stipulated sum of \$ \$116,960.00; 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 January 1, 2024, and shall be substantially completed by June 1, 2024. The date of completion of all work is therefore June 1, 20 24. Liquidated delay damages, if any, are set at the rate of \$ 0.00 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:  
*[Signature]*

GORTEMOLLER ENGINEERING, INC.  
By: *[Signature]* Date: 11/28/2023  
President

ATTEST:  
*[Signature]*  
City Clerk

CITY OF PANAMA CITY BEACH, FL.  
*[Signature]* Date: 12/15/23  
By: ACTING City Manager



**City of Panama City Beach  
Frank Brown Park Connector Road  
Construction Oversight and Certification  
Scope of Services**

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The general project scope is for GE (Consultant) to provide construction management services and limited inspection support during the construction and certification phase of the project. Consultant will provide monitoring and inspection services weekly for the first four (4) weeks and then bi-weekly for the remainder of the construction. City shall provide an inspector to assist with the inspection and monitoring of the construction as necessary. City shall provide verification sampling and testing for the project and submit test results to Consultant.

**Task 1 – Construction Administration**

The Consultant will provide the City with construction management services and construction inspection support. The Consultant will keep City's Construction Project Manager (City PM) informed of all significant activities, decisions, correspondence, reports, and other communications related to its responsibilities, and seek input from the City PM in order for the City PM to oversee the Consultant's performance.

The Consultant will review claims for damages, extra payment, time/weather days and provide results of such review to City staff. Consultant will coordinate with City regarding any claims for damages, extra payment, time/weather days for time when City inspector is providing inspection services. Consultant's administrative duties relating to Invoice Approval Requests, Personnel Approval Requests, Time Extension Requests, and Supplemental Amendment Requests shall be reviewed and approved by the City PM.

Engineering Services:

Services include interpreting plans, specifications, and special provisions for the Construction Contract, maintaining complete, accurate records of activities and events relating to the project, and properly documenting significant project changes. The Consultant will perform the following services:

1. Schedule and attend a Pre-Construction meeting for the project. The Consultant shall provide appropriate staff to attend and participate in the Pre-Construction meeting.
2. The Consultant will schedule and conduct Weekly Project Progress meetings with the Contractor, the City, affected Utilities, and all interested parties. The purpose of the meetings is to review the progress of the construction and to discuss any pending issues with the Project.
3. Analyze problems that arise on a project and proposals submitted by the Contractor, work to resolve such issues, and process the necessary paperwork.
4. The Consultant will provide responses to Requests for Information (RFI's).



5. The Consultant will provide the interpretation of construction plans and documents during the course of the project construction.
6. The Consultant will provide Engineered solutions to changed conditions encountered in the field.
7. The Consultant will provide revised plan sheets reflecting relevant changes made during the Construction Phase of the Project, as requested by the City.
8. Review draft invoices and approve final invoices as to quantities and percentages for the City to make timely payment to the Contractor.
9. Prepare and submit to the City PM, monthly, a Construction Status Report that includes a copy of all daily inspection reports, test results for that period and a list of approved weather days. The report should also include any Contractor submittals, submittal reviews, the results (i.e. approved, approved with comments, resubmit, etc.), and any Requests for Information (RFI). City inspector shall provide daily inspection reports to Consultant for review and inclusion into the monthly Construction Status Report.
10. Review and sign off on shop drawings prior to the Contractor submitting them to the appropriate vendor.
11. Video and photograph the pre-construction conditions throughout the project limits. Provide a digital photo log, with heavy emphasis on potential claim items/issues and on areas of real/potential public controversy.
12. In conjunction with the Contractor, the Consultant will prepare, review, certify, and provide As-Built Construction drawings in the quantity and format requested by the City PM.

## **Task 2 – Project Inspection**

Consultant will administer, monitor, and inspect the Construction Contract such that the Project is constructed in conformity with the plans, specifications, special provisions, and permit conditions for the Construction Contract. Consultant will provide up to 4 hours a day, three days a week of inspection/monitoring services. The City shall provide an inspector for any additional inspections/monitoring needs.

The Consultant will observe the Contractor's work to determine the progress and quality of work, identify discrepancies, report significant discrepancies to the City, and direct the Contractor to correct such observed discrepancies when providing inspection and monitoring services. City inspector shall provide reports and updates to the Consultant for review and coordinate direction given to the Contractor when providing inspection and monitoring services.

The Consultant will advise the City's PM of any significant omissions, substitutions, defects, and deficiencies noted in the work of the Contractor and the corrective action that has been directed to be performed by the Contractor. Work provided by the Consultant shall not relieve the Contractor of responsibility for the satisfactory performance of the Construction Contract.

The Consultant will monitor the Contractor's on-site construction activities and inspect materials entering



into the work in accordance with the plans, specifications, and special provisions for the Construction Contract to determine that the Project is constructed in conformity with such documents when providing inspection and monitoring services. City inspector shall provide documentation on material inspection to Consultant when providing inspection and monitoring services.

When providing inspection services, Consultant will be responsible for monitoring and inspection of Contractor's Work Zone Traffic Control Plan and review of modifications to the Work Zone Traffic Control Plan, including Alternate Work Zone Traffic Control Plan, in accordance with FDOT procedures. City inspector will be responsible for monitoring and inspecting the Contractor's Work Zone Traffic Control Plan and reporting any deficiencies or modifications to the Consultant.

### **Task 3 – Materials Sampling and Testing Review**

The City of Panama City Beach shall provide verification testing of the construction materials in accordance with the Specifications and Contract Documents such as density testing for sidewalk, density testing for drainage pipe, etc.

The Consultant will be specifically responsible for reviewing the verification testing and determine the acceptability of all materials and completed work items on the basis of test results or other methods of verification suitable to the City.



**City of Panama City Beach  
Frank Brown Park Connector Road  
Construction Oversight and Certification  
Fee Summary**

**FEE SUMMARY**

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Task 1 – Construction Administration	
Task 2 – Project Inspection	
Task 3 – Materials Sampling & Testing Review	
<b>Limiting Amount</b>	<b>\$116,960.00</b>

\* Limiting amount is based on actual time spent per Schedule of Hourly Rates (Exhibit A).  
Not to exceed without prior authorization from the City.