

**RESOLUTION NO. 24-61**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A TASK ORDER WITH DAG ARCHITECTS, INC., FOR PROFESSIONAL ARCHITECTURAL SERVICES FOR THE FRANK BROWN PARK MIRACLE LEAGUE PAVILION, RESTROOM FACILITY AND SKATE PARK PAD DESIGN IN THE AMOUNT OF \$51,000.00, AND DESIGNATING THE USE OF AMERICAN RESCUE PLAN ACT FUNDS FOR THE PROJECT.**

**BE IT RESOLVED** by the City Council of the City of Panama City Beach that:

1. The appropriate officers of the City are authorized to execute and deliver on behalf of the City that certain Task Order #24-01-PR-A to its Master Services Agreement with DAG Architects, Inc., for Professional Architectural Services for the Frank Brown Park Miracle League pavilion, restroom facility and skate park pad design, in the amount of Fifty-One Thousand Dollars and No Cents (\$51,000.00), 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.
2. The Council has found the Frank Brown Park Miracle League pavilion, restroom facility, and skate park will improve recreational opportunities for the community and visitors. The Council hereby directs that those funds received by the City from the American Rescue Plan Act be used for the design and construction services associated with this Project.

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

**PASSED, APPROVED AND ADOPTED** in regular session this 11<sup>th</sup> day of January, 2024.

**CITY OF PANAMA CITY BEACH**

By:   
Mark Sheldon, Mayor

**ATTEST:**

  
Lynne Fasone, City Clerk

COMBINED TASK ORDER AND  
NOTICE TO PROCEED

TASK ORDER NO. 24-01-PR-A

DATE. 1/11/2024

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND DAG ARCHITECTS FOR PROFESSIONAL ARCHITECTURAL SERVICES, dated January 13, 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 Construction documents for the new Miracle League restrooms and pavilion.

Architect's compensation shall be paid upon completion as specified in the Agreement. Architect's total compensation for the services to be provide under this Task Order shall be determined as follows:

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

a stipulated sum of \$ 51,000.00; 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 \$ \_\_\_\_\_;

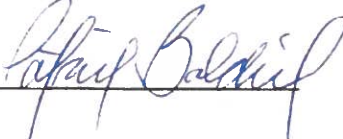
as set forth upon incorporated Attachment A, Fee Breakdown, and shall be paid in full upon completion of work.

Work shall begin on January 15, 2024, and shall be completed within 180 calendar days. The date of completion of all work is therefore July 15, 2024. 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 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:



DAG ARCHITECTS

By:  Date: 12/20/23

CITY OF PANAMA CITY BEACH, FLA.

ATTEST:

  
City Clerk

By:  Date: 1-22-24  
City Manager



Atlanta  
 Destin  
 Melbourne  
 Panama City  
 Pensacola  
 Tallahassee

August 18, 2023

City of Panama City Beach  
 1006 Arthur Drive  
 Panama City Beach, FL 32407  
 Attn: Cheryl Joyner - City of Panama City Beach Parks and Recreation Director

Re: Proposal for Miracle League Pavilion and Restroom Facility Design

Dear Cheryl,

We want to thank you for the opportunity to propose our services for the work requested at Frank Brown Park. After reviewing your requests with you on site and discussing them within our office and with our consultants, we have prepared the attached proposal for your consideration.

*Owner's Project Scope of Work*

**Task – Provide Construction Documents for the Construction of New Miracle League Restrooms and Pavilion.**

The existing Miracle League facility has covered bleacher areas but needs additional covered outdoor space for the gathering and assembly of families supporting the Miracle League activities. The closest restroom facility is approximately 300 to 400 feet away with access by uncovered sidewalk. The understanding is that the Park staff desire a combined restroom and pavilion facility to be constructed in the area just east of the Miracle League field. This facility should include two single unisex restrooms that are ADA compliant. The restroom areas should include a small janitorial closet and accommodations for a drinking fountain. The restrooms will include exhaust fans and louvered doors for ventilation, but no heating or cooling accommodations. The janitor closet will include a mop sink for staff use. Attached to the restroom facility will be an open-air pavilion that is large enough to accommodate up to 60 people. The pavilion will be constructed with wood columns, light gauge joists and metal roofing to match the existing small pavilions in the park and to provide the most economical design. The area under the pavilion roof will be paved with a concrete slab for ease of use by wheelchair bound patrons. The area will be fitted for code minimum required lighting and possibly ceiling fans.

*Fee Proposal*

DAG's fee for basic architectural services will be \$51,000. This fee includes a permit set of documents for the construction of the desired Restroom and Pavilion Facility and Civil documents to prepare a graded pad for a future skate park project. The fee includes:

- Architectural Design and project management services - \$ 17,500
- Mech/Elec/Plumb Consulting Engineers - \$ 3,000
- Structural Engineering - \$ 3,000
- Geotechnical Engineering - \$ 4,500
- Civil Engineering services per attached services breakdown - \$ 18,500
- Bid Assistance - \$ 2,000
- Construction Administration Services - \$ 2,500

455 Harrison Avenue  
 Suite 1  
 Panama City Florida  
 32401  
 850 837 8152  
 AR0009694

## Scope of Professional Services

The DAG project team services to PCB:

- Meetings and coordination efforts with the assembled consulting team and PCB officials.
- Civil design documents as described in the attached proposal from Kimley-Horn.
- Architectural Site Plan, Building Plan, Dimension Plan, Building Elevations, Roof Plan, Reflected Ceiling Plan, Wall Sections and Details for restroom accessories.
- Appropriate mechanical, electrical and plumbing plans to cover the desired scope of work at the new pavilion.
- Preparation of the site plan will require a field session for DAG staff to gather field dimensions of the existing facility.
- Prepare documents for site preparation only at skateboard park site.
- Assist the City of PCB with preparation of front-end bid specifications.
- Assistance with the bidding process.
- Construction Administration is limited to four site visits during construction.

## General Exclusions

Services not included in this proposal are as follows:

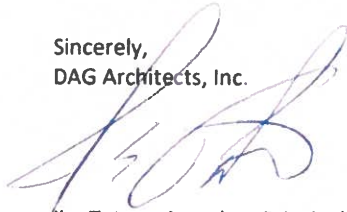
- The proposal does not include design documents or provisions for any new mechanical, electrical or plumbing utilities outside of those required for the new pavilion project.
- There are no provisions for relocations or removal of any existing site electrical or plumbing utilities.
- Any Utilities or slab construction of any kind at the skatepark site.
- Surveys of any kind,
- All Civil items excluded in the attached proposal provided by Kimley Horn.
- Site Environmental assessments,
- Structural Threshold Inspections
- Building Commissioning
- Interior or exterior models or renderings
- Design Services outside of the designated scope of work noted above.
- Permit Fees & State Fire Marshal Fees.
- Distribution of Bid Documents.
- Incorporation of Contractor's annotations of actual field installed conditions into as built or record drawings.
- Advertisement for bids.

## Estimated Project Schedule

We believe we can coordinate a site visit with consultants and AHJ within 3 weeks of proposal approval. During that waiting time we can complete the required code search. The visit will include efforts for field dimensions. After this site visit, we can provide preliminary plan documents for owner review. If the documents are acceptable, we can complete the permit set in three weeks as we work the effort in with our current projects and consultants.

We look forward to reviewing the scope of this project further with Panama City Beach Park Officials. Please let us know if you have any further questions regarding our work, or the scope of this proposal.

Sincerely,  
DAG Architects, Inc.

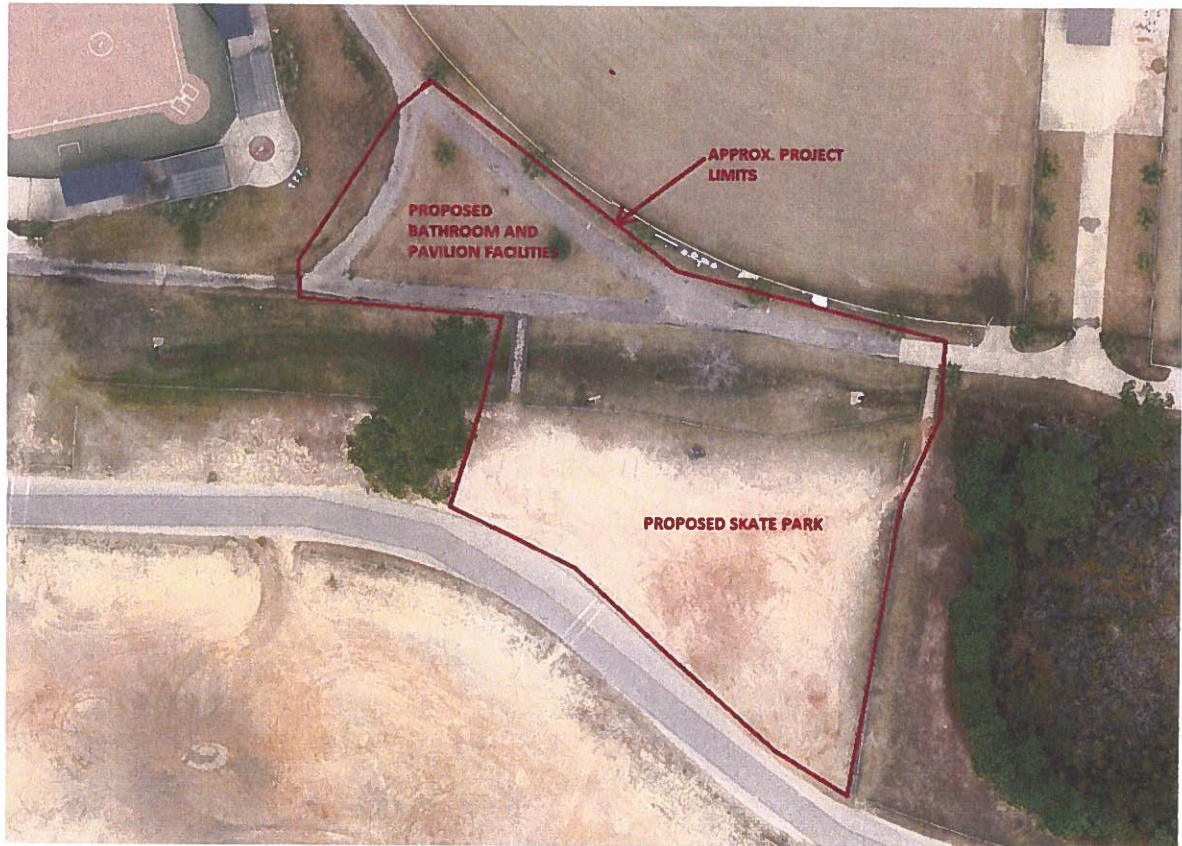


Jim Tatum, Associate Principal

**FRANK BROWN PARK PAVILION FACILITY & SKATE PARK – SCOPE AND FEE**  
OCT 17, 2023

**Site Information**

- Project Site – Frank Brown Park



- Governing Jurisdictions:
  - City of Panama City Beach (PCB)
  - Utilities Service Area: City of Panama City Beach
  - State Stormwater: Northwest Florida Water Management District/Florida Department of Environmental Protection (NFWFMD/FDEP)

**Project Understanding, Questions & Assumptions**

- The project involves the design of a pavilion facility with up to two (2) restrooms and a skate park.
- It is assumed a master stormwater management facility exists to serve the proposed improvements. No stormwater management design or permitting is included in the scope below.
- It appears utility services will need to be extended from another part of the park, approximately 200-ft away from the pavilion.
- No new parking is proposed to be added for this project.
- It is assumed the existing sanitary sewer system can accommodate the proposed improvements.

- Survey Services are not included in the scope below. Survey to be performed by others.
- No Environmental Services are required.

**Kimley-Horn Scope & Fee**

- Task 1 – Meetings & Coordination
  - Kimley-Horn will attend pre-app meetings, design team meetings, and meet with agency reviewers during the permitting process. Meetings will either be in-person or via tele-/videoconference. Attendance at up to ten (10) meetings during the design and permitting phase of the project are included in the scope for this task.

Efforts to coordinate with other Design Team members is also included in this task.
- Task 2 – Design Development Drawings
  - Kimley-Horn will prepare Preliminary set of plans with line work indicating Improvements needed to support the facility.
- Task 3 – Permitting Drawings
  - Kimley-Horn will advance the design to 90% complete to prepare a set of Construction Drawings suitable for permit submittals.
  - Kimley-Horn will work with a regional pump distributor on a small package grinder station to provide wastewater service to the pavilion.
- Task 4 – Permitting Services
  - Kimley-Horn will prepare permit applications with supporting documentation for submittal to the City of Panama City Beach.
  - Kimley-Horn will prepare a minor modification application for submittal to NWFWMMD.

This Task includes responses to up to one (1) round of comments from the City of PCB and the NWFWMMD.

- Task 5 – RFC Drawing Set
  - Kimley-Horn will update the Construction Plan set for changes that have occurred during permitting. Plan set will be labeled “Released for Construction”.

**Fees**

- Kimley-Horn will perform the services in Tasks 1-5 for the total lump sum fee below. Individual task amounts are shown for reference. In addition to the lump sum labor fee, direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.15 times cost. All permitting, application, and similar project fees will be paid directly by the Client.

Lump Sum Tasks

Task 1 -- Meetings & Coordination	Lump Sum Fee \$ 3,500.00
Task 2 – Design Development Drawings	Lump Sum Fee \$ 3,200.00
Task 3 – Permitting Drawings	Lump Sum Fee \$ 4,500.00
Task 4 – Permitting Services	Lump Sum Fee \$ 3,500.00
<u>Task 5 – RFC Drawing Set</u>	<u>Lump Sum Fee \$ 3,800.00</u>

**Total Lump Sum Fee \$ 18,500.00**

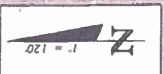
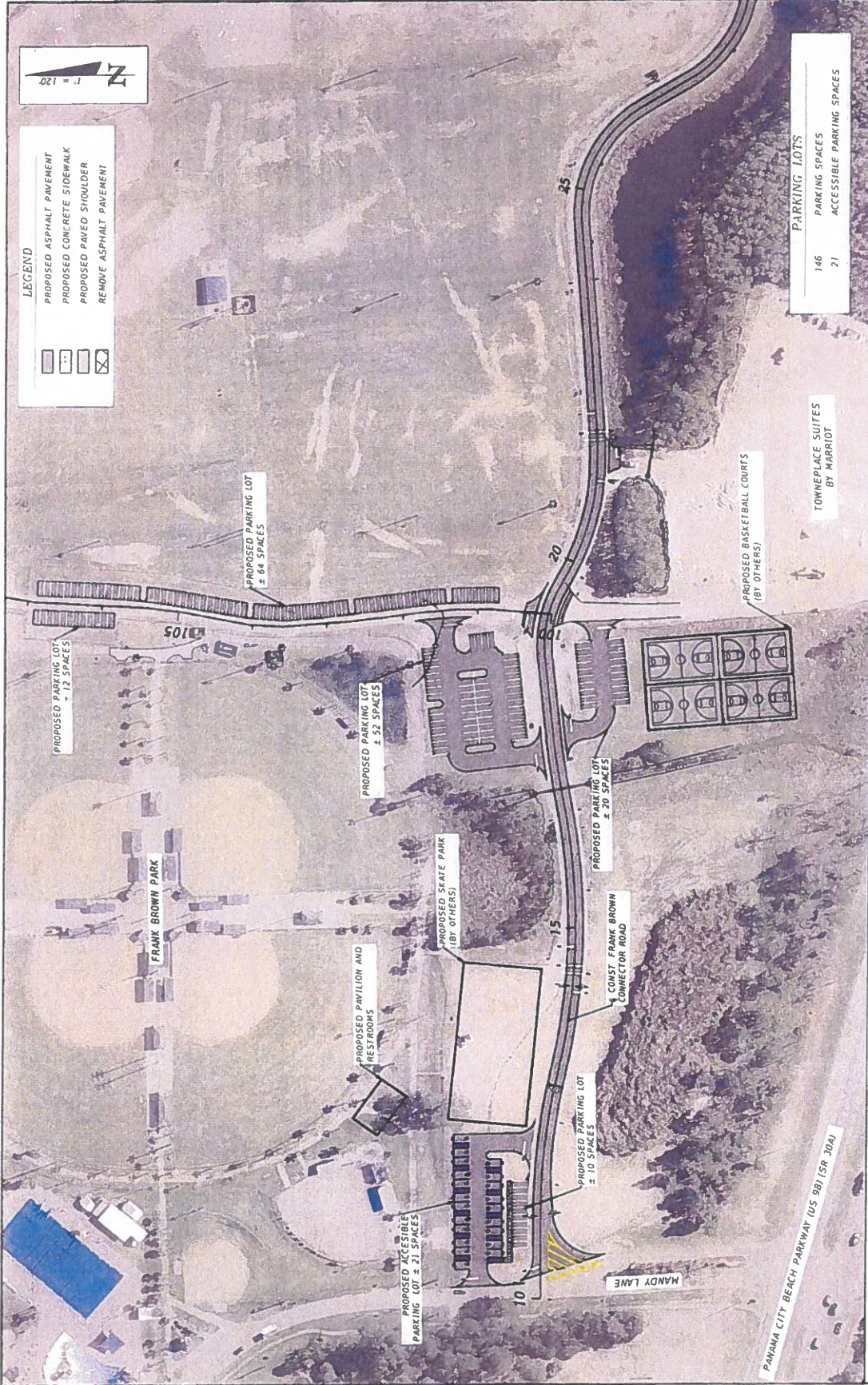
In addition to the labor fees, direct reimbursable expenses such as large format printing, report printing and binding, express delivery services, fees, air travel, and other direct expenses will be billed at 1.15 times cost.

**Additional Services**

- Survey Services.
- Permitting Services beyond those listed above.
- Potable Water System Evaluation, Design and Permitting and/or Clearance.
- Landscape Design Services.
- Geotechnical Services.
- Construction Phase Services.
- Any other service not specifically listed above.



THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.



**LEGEND**

	PROPOSED ASPHALT PAVEMENT
	PROPOSED CONCRETE SIDEWALK
	PROPOSED PAVED SHOULDER
	REMOVE ASPHALT PAVEMENT

**PARKING LOTS**

146	PARKING SPACES
21	ACCESSIBLE PARKING SPACES

CITY OF PANAMA CITY BEACH		PROJECT NO. 22-023	
FRANK BROWN CONNECTOR		COURT BAY	
DATE		DATE	
DESCRIPTION		DESCRIPTION	
REVISIONS		REVISIONS	
NO.	DATE	NO.	DATE
FRANK BROWN EXHIBIT		SHEET NO.	

DATE PLOTTED: 01/23/2024 10:00:00 AM

DATE PLOTTED: 01/23/2024 10:00:00 AM