

**RESOLUTION NO. 24-125**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A TASK ORDER WITH INFRASTRUCTURE SOLUTION SERVICES, LLC FOR CONSTRUCTION INSPECTION SERVICES ON AN AS NEEDED BASIS IN AN AMOUNT NOT TO EXCEED \$97,500.00.**

**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 No. TO-01 to the Master Services Agreement dated December 28, 2021, between the City and Infrastructure Solution Services, LLC relating to construction inspection services, on an as needed basis, in an amount not to exceed Ninety-Seven Thousand Five Hundred Dollars and No Cents (\$97,500.00), 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 25<sup>th</sup> day of April 2024.

**CITY OF PANAMA CITY BEACH**

By:   
Stuart Tettermer, Mayor

**ATTEST:**

  
Lynne Fasone, City Clerk

ATTACHMENT A



NWFL Region  
Panama City Beach, FL  
Phone: 850-366-9942

**ISS TASK ORDER 2024-07 PCB-017  
CITY OF PANAMA CITY BEACH, FLORIDA  
PCB CONSTRUCTION OBSERVATION ASSISTANCE**

**Section I. BACKGROUND**

The City of Panama City Beach (PCB) has seen significant population and tourism growth which requires the City Staff to grow and oversee the associated utility construction. The City has a need for construction observation assistance to handle all of the projects currently occurring in the City. This Task Order will provide the construction observation services for the City for up to 6 months based on 30 hours per week. The City of PCB has requested that the ISS Team prepare this Task Order to assist with the needed construction observation services.

**Section II. SCOPE OF SERVICES, Services during Construction**

**TASK 1 – SERVICES DURING CONSTRUCTION**

- a) Provide the City of PCB Utilities Department with hourly construction observation services to meet the City needs on projects. These services are anticipated for up to 6 months based on 30 hours per week.

**Section III. SUBCONSULTANTS**

The ISS Team does not anticipate the use of subconsultants for this project.

**Section IV. CITY RESPONSIBILITY**

The City of PCB will review and provide guidance on the projects that the City would like to have the ISS Team provide construction observation.

**Section V. DELIVERABLES**

The ISS Team will provide the following deliverables to the City of PCB:

#	Deliverables
1	One (1) electronic copies of the construction observation reports sent to the City of PCB.

**Section VI. SCHEDULE**

This ISS Team will provide construction observation services as needed on an hourly basis to meet the City required deadlines for up to 6 months. ISS will communicate/coordinate any conflicts that will impact observation services.

**Section VII. METHOD OF COMPENSATION**

The City of Panama City Beach shall compensate the ISS Team for these construction observation services on a time and expense basis at the rate of \$125.00 per hour. The fee amount for these services is limited to Ninety-Seven Thousand Five Hundred Dollars and Zero Cents (\$97,500). At the direction of the City, ISS may be requested to provide additional services. These additional services would be requested and approved by the City of PCB. ISS will invoice the City based on the actual hours and expenses (such as project related mileage) spent to date on this project.

<b>TASK #</b>	<b>TASK NAME</b>	<b>COST</b>
1	Construction Observation Services	\$97,500
<b>TOTAL COST</b>		<b>\$97,500</b>

**Section VIII. ACCEPTANCE**

If the above scope and fees meet your approval, please indicate by your signature in the space provided below and return one (1) signed copy which will constitute an "Agreement and Notice to Proceed" for the accomplishment of this work.

**INFRASTRUCTURE SOLUTION SERVICES**

*Brian Stahl*

\_\_\_\_\_  
Brian Stahl, P.E.  
Managing Member

\_\_\_\_\_  
04/15/2024  
Date

**CITY OF PANAMA CITY BEACH**

*Drew Whitman*

\_\_\_\_\_  
Name *Drew Whitman*  
Title *City Manager*

\_\_\_\_\_  
*5-7-21*  
Date



COMBINED TASK ORDER AND  
NOTICE TO PROCEED

TASK ORDER NO. TO-01

DATE April 25, 2024

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND INFRASTRUCTURE SOLUTION SERVICES, LLC RELATING TO PROFESSIONAL ENGINEERING SERVICES FOR MINOR POTABLE WATER, WASTEWATER AND RECLAIMED WATER ENGINEERING PROJECTS FOR DISTRIBUTION, COLLECTION AND PUMPING, 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 periodic construction observation services.

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 \$ \_\_\_\_\_ 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 \$97,500.00:

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 April 25, 2024, and shall be substantially completed by September 1, 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:

\_\_\_\_\_  
\_\_\_\_\_

INFRASTRUCTURE SOLUTIONS

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF PANAMA CITY BEACH, FL

By: \_\_\_\_\_

City Manager

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk