

RESOLUTION NO. 24-151

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A TASK ORDER WITH JRA ARCHITECTS, INC. FOR ARCHITECTURAL DESIGN SERVICES RELATED TO THE POLICE K9 TRAINING FACILITY IN THE AMOUNT OF \$139,568.00, AND DESIGNATING 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 #2024-01 pursuant to the First Amended Master Services Agreement with JRA Architects, Inc., for Professional Architectural Services for Panama City Beach Fire and Police Department, dated November 10, 2022, as amended, related to the design of the Police K9 Training Facility, in the amount of One Hundred Thirty-Nine Thousand Five Hundred Sixty-Eight Dollars and No Cents (\$139,568.00), 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 finds and determines that the construction of the Police K9 Training Facility will improve public safety for both residents and tourists. The Council hereby directs that the funds received by the City from the American Rescue Plan Act be used toward the design and construction of this Project.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in special session this 11th day of July, 2024.

CITY OF PANAMA CITY BEACH

By: 

Stuart Tettemer, Mayor

ATTEST:


Lynne Fasone, City Clerk

TASK ORDER

TASK ORDER NO. 2024-01

DATE July 11, 2024

Reference is made to that certain FIRST AMENDED MASTER SERVICES AGREEMENT BETWEEN THE CITY OF PANAMA CITY BEACH AND JRA ARCHITECTS, INC. RELATING TO MAJOR PROFESSIONAL ARCHITECTURAL SERVICES TO DEVELOP OR REHABILITATE THE CITY'S POLICE AND FIRE DEPARTMENT FACILITIES dated **November 10, 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 **Design and Construction Administrative Services for Police K9 Training Facility.**

Architect's total compensation for this Task Order shall be (check one):

A stipulated sum of **\$139,568**; 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, provided however that Architect shall only be reimbursed for actual compensation paid to subcontractors, and then only when justification of compensation is provided to the City for such costs:

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 _____, 20____, and shall be substantially completed by _____, 20 _____. There are no additional rights and obligations related to this Task Order other than as specified in the Agreement.

IN WITNESS WHEREOF the parties have caused these presents to be executed in their names on the date shown.

Witness:

Muhammad Hassan Zateh
Mohammad Parisa Hassan Zateh

JRA ARCHITECTS, INC.

By: [Signature]

Its: President

Date: 7/4/24

CITY OF PANAMA CITY BEACH, FLORIDA

By: [Signature]
Drew Whitman, City Manager

Date: 07/15/24

ATTEST:

[Signature]
Lynne Fasone, City Clerk

June 19, 2024

Holly White
Assistant City Manager
City of Panama City Beach
17007 Panama City Beach Pkwy
Panama City Beach, FL 32413

**RE: SCOPE OF WORK AND FEE PROPOSAL
PANAMA CITY BEACH POLICE K-9 TRAINING FACILITY
JRA# 24859 C/AC**

JRA is excited to submit our fee proposal and scope of work for Design and Construction Services for the new Police K-9 Training Facility to be constructed at North Gulf Boulevard, Panama City Beach, FL.

SCOPE OF WORK:

The scope shall be further defined in the design phase and be in accordance with the following:

- A. Design single story structure approximately 2,700 square feet in size.
- B. Currently, the building is anticipated to be constructed of reinforced solid grouted CMU exterior walls with structural steel sloped roof, metal deck for missile protection and standing seam metal roof. The facility is to be designed as a Risk Category IV structure capable of withstanding 160 mph winds (using ASCE 7-16 for wind pressure calculations) with enhanced missile protection.
- C. The project will also include a new generator to maintain life safety systems during an event.
- D. Spaces in the design include: (12) dog kennels, office, food and supply storage, dog wash area and restrooms. The exterior will have a paved parking lot with paved street access and a grassed training area secured by fencing.
- E. Along with architectural components, the documents will include Civil, Structural, MEP, Data/Comm/Security and Landscape and Irrigation Designs and Specifications. Services provided will include Design, Permitting, Bidding and Construction Administration.
- F. Geo-technical research and recommendations are included as additional services.
- G. Surveying will be provided by the City.
- H. Services will include initial preliminary submission for building permit services, follow-up and responses; however, the City will pay all permit submittal and issuance fees and the approved General Contractor shall pull the permit.
- I. Environmental survey, delineating wetlands, identification of endangered plants and animals are not included and will be an additional service.

- J. Throughout the process, we will coordinate input from responsible staff and users, but only as directed by the City's designated Project Manager.
- K. JRA will assist in the bidding process including the advertisement, Pre-Bid Meeting and issuance of any clarifications needed. We will chair the bid opening and assist the City Project Manager with the evaluation of all bids.
- L. During construction, JRA will review submittals, review contractor pay requests, issue clarifications and additional information as required, conduct site visits once a week, participate in the monthly Owner/Architect/Contractor meetings, perform close-out punch lists, review final payment request, review warranties and O&M manuals.
- M. JRA will coordinate all inspections with our consulting engineers to ensure the work meets the requirements of the Florida Building Code. Coordination and scheduling of inspections with the AHJ are typically the contractor's responsibility.
- N. JRA has developed a preliminary production schedule:
 - Notice to Proceed
 - Schematic Design-4 weeks
 - Owner Review-2 weeks.
 - Design Development Documents-10 weeks
 - Owner Review-2 weeks.
 - 60% Construction Documents- 6 weeks. Submittal will include specification Table of Contents and 60% drawings from all sub-consultants except Landscape/Irrigation.
 - Owner Review-2 weeks.
 - 95% Construction Documents- 2 weeks.
 - Owners review-2 weeks.
 - 100% Construction Documents-2 weeks.
 - Submit Documents to Building Department.
 - Design Team to incorporate final comments from Owner/Building Official-4 weeks
 - Ready to Advertise for Bid

DESIGN FEES

JRA is basing our proposal on an anticipated area of 2,700 square feet and a budget of 400\$/sf, which extends to an estimated construction cost of \$1,080,000 (excluding site development costs). JRA's proposed fees for providing these services are as follows:

Basic Services:

Average Complexity "D", Base Fee = **\$ 85,891.00**

Additional Services

• Civil	McNeil-Carroll	\$17,377
• Landscape/Irrigation	Alan Holt	\$ 5,500
• Site Lighting	HG Engineers	\$ 4,200
• Telecom/Security/Monitoring	Logan	\$ 8,750
• Commissioning	JRA/Watford	\$ 3,500
• Life Cycle/Energy Forms	Watford	\$ 2,250
• Generator	HG/JRA	\$ 5,750
• Geotechnical	Nova	\$ 6,350
<hr/>		
Total Additional Services		\$53,677

Base Fee	\$ 85,891.00
Additional Services	\$53,677.00
Total A/E Fee	\$139,568.00

For additional services not yet determined, the cost will be negotiated and agreed to by all parties, using the hourly rates included below:

Principle	\$ 150.00
Architect	\$ 125.00
Architect Intern	\$100.00
Designer	\$ 70.00
CADD Technician	\$ 60.00
Administrative	\$ 45.00

Please let us know if you have any questions or need additional information.

Sincerely,

JRA ARCHITECTS, INC.



David Vincent
 President

Attachments: Attachment "A"- DMS Fee Calculator

Attachment A DMS Fee Guide Calculator

[Home](#) / [Business Operations](#) / [Real Estate Development and Management](#) / [Bureau of Building Construction](#) / [Forms and Documents](#) / [Architect-Engineer Fee Guidelines](#) / Fee Guide Calculator For AE Services

Fee Guide Calculator For AE Services

Instructions: Fill in probable construction cost at left and the calculations will automatically appear in the corresponding cells.

Project Name	Panama City Beach K-9 Training Facility						
CONSTRUCTION COST FOR BUILDING (Sitework Not Included)	COMPLEXITY GROUP - PERCENTAGE						
	A	B	C	D	E	F	G
\$ 1,080,000	9.56%	8.75%	8.94%	7.95%	7.15%	6.37%	10.04%
CALCULATED FEE	\$103,262	\$94,520	\$96,535	\$85,891	\$77,272	\$68,752	\$108,46

GROUP DEFINITIONS

"A" - CONSIDERABLY MORE THAN AVERAGE COMPLEXITY: *Complex Laboratories, Medical Hospitals*

"B" - MORE THAN AVERAGE COMPLEXITY: *Average Laboratories, Mental Hospitals, Simple Medical Hospitals, Clinics, Court Houses, Theatres, Complex University Buildings, Special Purpose Classrooms, Laboratory Classrooms, Libraries, Auditoriums, Museums, Air Terminals, Food Service Facilities, Specialized Detention Areas, Detention-Treatment Areas, Residences, Emergency Management Centers*

"C" - REPAIRS AND RENOVATIONS: *Miscellaneous Repairs and Renovations, Alterations to Office Space or Dormitory Space, Fire Code Corrective Work*

"D" - AVERAGE COMPLEXITY: *General Office Space, General Teaching Space, Gymnasiums, General Detention Living Facilities, Factory Buildings*

"E" - LESS THAN AVERAGE COMPLEXITY: *Apartment Buildings, Dormitory Buildings, Service Garages, Stadiums, Repetitive Design Facilities, Office Buildings With Undefined Interior Space (open for later partitioning), Specialized Parking Structures*

"F"- CONSIDERABLY LESS THAN AVERAGE COMPLEXITY: *Warehouses, Parking Garages, Storage Facilities*

"G" -BUILDING ENGINEERING SERVICES: *Mechanical, Electrical and Structural not exceeding \$1,000,000 in construction (Not including Site Civil)*

ADDITIONAL SERVICES & EXPENSES:

The following services are considered Additional to Basic Services and