

**RESOLUTION NO. 24-153**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A TASK ORDER WITH INFRASTRUCTURE SOLUTION SERVICES, LLC FOR ENGINEERING SERVICES RELATED TO THE REPLACEMENT OF FILTER UNITS AT THE CITY'S WASTEWATER TREATMENT FACILITY IN THE AMOUNT OF \$76,000.00.**

**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-09 to the Master Services Agreement dated December 9, 2021, between the City and Infrastructure Solution Services, LLC relating to Professional Engineering Services for engineering services for the design, advertisement, and construction contract award of replacement filter units at the City's Wastewater Treatment Facility #1 in the amount of Seventy-Six Thousand Dollars and No Cents (\$76,000.00), 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 and whose execution shall be conclusive evidence of such approval.

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

**PASSED** in special session this 11<sup>th</sup> day of July, 2024.

**CITY OF PANAMA CITY BEACH**

By: 

Stuart Tettemer, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Lynne Fasone, City Clerk

**ISS TASK ORDER PCB-2024-09**  
**CITY OF PANAMA CITY BEACH, FLORIDA**  
**2024 WRF#1 FILTER IMPROVEMENTS PROJECT**

**Section I. BACKGROUND**

The City of Panama City Beach Utilities Department has requested a Task Order for professional services at the City of Panama City Beach Water Reclamation Facility (WRF) #1 (FDEP Permit #FL0021512) near N. Gulf Boulevard and Panama City Beach Parkway (US-98) in the City of Panama City Beach. This requested scope of work is specific filter improvements to include Filter Upgrades from Traveling Bridge to Disk Filters to meet the City's capacity needs. These improvements will preferably occur in filters #4 and #3, but an evaluation of the City's four filter basins will be completed along with alternative filter manufacturers. ISS is prepared to provide the following scope of services to the City for this project:

**Section II. SCOPE OF SERVICES Engineering Evaluation, Design Services, Bidding Services**

**TASK 1 ENGINEERING EVALUATION SERVICES**

- a) Complete hydraulics and provide hydraulic capacity of each filter structure from inlet to outlet flow channel providing maximum allowable levels in these channels and include in Tech Memo and Plans.
- b) Evaluation of traveling bridge filter or disk filter.
- c) Prepare a Cost Comparison & Matrix of Alternative Filter Solutions into a Recommendation Tech Memo for City review.
- d) Project Management & Administration

**TASK 2 DESIGN SERVICES**

- a) Field Data Filter Elevation Verification
- b) Provide Filter Manufacturer's plan sheets and sections of existing filters so Manufacturer can complete filter design including process and hydraulics, into the existing filter structures. Provide electrical design drawings that will meet selected filter equipment specifications. Provide a bid form with weighted cost, operational performance, and delivery lead time for fully functional installation.
- c) Prepare for/attend a MS Teams review meeting (3 pers)
- d) Approve filter manufacturer design drawings and performance specifications so Filter Manufacturer/Contractor Team can perform work.
- e) Submit FDEP Domestic WW Minor Modification for Filtration Modifications with backup and Incorporate comments.
- f) Project Management & Administration

**TASK 3 BIDDING SERVICES**

The Engineer shall prepare for and complete the following services during the bidding process:

- a) Conduct the pre-bid meeting
- b) Prepare answers to Filter bidder questions for the City to use in preparation and distribution of bid addenda. Track plan holders/issue addenda. Provide addenda to the City for posting.
- c) Review bids including Bid Form requirements and investigate bidder qualifications
- d) Prepare a written recommendation for award of the filter construction contract.
- e) Project Management & Administration

**Section III. SUBCONSULTANTS**

The ISS Team does not anticipate the use of any subconsultants on this project for the filter improvements.

**Section IV. CITY'S RESPONSIBILITY**

The City will provide all available design related information on the WRF#1 filtration system, equipment, etc. relevant to the project and the associated external infrastructure that may impact the project. The City will assist with identification and mark-up of City-related utilities or other infrastructure in this project. The City will review and provide comments on the 60%, and the 90% design documentation. The City will be responsible for the coordination of bidding of the project and permit fees as required.

**Section V. DELIVERABLES BY TASK**

The ISS Team will provide the following deliverables by task to the City:

Task No.	Deliverable
1	Engineering Evaluation Technical Memorandum – One (1) PDF Format Copy
2	Progress set of Filter Manufacturer Plans
3	Final set of Plans and Permit Mod Form

**Section VI. SCHEDULE & TIMELINE**

This ISS project schedule was developed based on similar WRF improvement projects at similar facilities and ISS will make every effort to beat this City schedule. The scheduled calendar days start from receipt of the City provided information & NTP to the ISS Team. A schedule is attached to the labor breakdown.

**Section VII. METHOD OF COMPENSATION**

The City shall compensate the ISS Team for this 2024 WRF#1 Filter Improvements Project scope of work at a lump sum fee of Seventy Four Thousand Dollars and Zero Cents (\$74,000). The fee cost breakdown for this Project is below. ISS will invoice the City based on a percentage of work completed for the project. 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. The following project fee is shown by phase below for this project:

Phase No.	Project Phase	Value
1	Engineering Evaluation	\$21,670
2	Design Services	\$46,990
3	Bidding Services	\$6,880
	Project Expenses	\$460
<b>Total Task Order Fee w/Allowance</b>		<b>\$76,000</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, P.E.  
Managing Member

\_\_\_\_\_  
Date

THE CITY OF PANAMA CITY BEACH

*Henry J. White*  
\_\_\_\_\_  
~~Drew Whitman~~ *Henry J. White*  
City Manager, *ACM*

*07 / 15 / 24*  
\_\_\_\_\_  
Date



COMBINED TASK ORDER AND  
NOTICE TO PROCEED

TASK ORDER NO. TO-09

DATE July 11 2024

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND INFRASTRUCTURE SOLUTIONS, RELATING TO PROFESSIONAL ENGINEERING SERVICES FOR PROFESSIONAL ENGINEERING SERVICES FOR WASTEWATER TREATMENT FACILITIES, RECLAIMED WATER STORAGE AND PUMPING FACILITIES; RECEIVING WETLAND FACILITIES; REGIONAL WASTEWATER PUMPING STATIONS (>300,000 GPD ADF); WASTEWATER AND RECLAIMED WATER TRANSMISSION MAINS OVER 12" IN DIAMETER, dated December 9, 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 evaluating rehabilitation of the existing Filters 1-3 at the City's wastewater treatment facility or retrofitting them with an alternate filtration technology, providing a recommendation of which option is better for the City's needs and preparing bid documents for manufacturer installation of the recommended filtration systems.

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 PCB WWTF#1 Filter Improvements Project.

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

a stipulated sum of \$ 76,000.00; 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 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 \$ 0.00.

Work shall begin on July 11, 2024, and shall be substantially completed by November 15, 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:

Rogena Marchiano  
Rogena Marchiano

INFRASTRUCTURE SOLUTIONS,

By: Brian Jahl  
Its: Managing Member  
Date: 07/12/24

CITY OF PANAMA CITY BEACH, FL

By: Alana White  
City Manager  
Date: 07.15.24

ATTEST:

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