

RESOLUTION NO. 25-03

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A TASK ORDER WITH GEORGE & ASSOCIATES, CONSULTING ENGINEERS, INC. FOR DESIGN SERVICES FOR THE LYNDELL CENTER PARKING LOT REHABILITATION PROJECT IN THE TOTAL AMOUNT OF \$37,427.00 PLUS REIMBURSABLE EXPENSES.

BE IT RESOLVED that the appropriate officers of the City are authorized to execute and deliver on behalf of the City that certain Combined Task Order and Notice to Proceed 25-01-PR to its Master Services Agreement dated December 28, 2021, with George & Associates, Consulting Engineers, Inc. for Design Services for the Lyndell Center Parking Lot Rehabilitation Project in the total amount of Thirty-Seven Thousand Four Hundred Twenty-Seven Dollars and No Cents (\$37,427.00) plus reimbursable expenses, 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.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this 10th day of October, 2024.

CITY OF PANAMA CITY BEACH

By: 
Stuart Tettemer, Mayor

ATTEST:


Lynne Fasone, City Clerk

COMBINED TASK ORDER AND
NOTICE TO PROCEED

TASK ORDER NO. 25-01-PR

DATE. 10/10/2024

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND GEORGE AND ASSOCIATES ENGINEERING, INC. RELATING TO PROFESSIONAL ENGINEERING SERVICES FOR GENERAL DESIGN, SURVEY PERMITTING AND CONSTRUCTION ADMINISTRATIVE SERVICES, 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 Lyndell Center Parking Rehabilitation.

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

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

a stipulated sum of \$ 37,427.00; 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 October 14, 2024, and shall be completed within 126 calendar days. The date of completion of all work is therefore February 17, 2025. 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:



GEORGE & ASSOCIATES CONSULTING
ENGINEERS, INC.

By:  Date: 10/11/2024

CITY OF PANAMA CITY BEACH, FLA.

ATTEST:


City Clerk

By:  Date: 10-16-24
City Manager

Revised September 20, 2024

Ms. Lillian Mulligan
Public Works Engineer
City of Panama City Beach
116 South Arnold Road
Panama City Beach, FL. 32413

**Re: Lyndell Center Parking Lot Rehabilitation
423 Lyndell Lane, Panama City Beach**

Dear Ms. Mulligan;

George & Associates, Consulting Engineers, Inc. appreciates this opportunity to provide a fee proposal for the civil engineering services for the parking lot rehabilitation of the Lyndell Center located at 423 Lyndell Lane, Panama City Beach. The tasks include two submittals, a Conceptual Plan and Final Construction documents. George & Associates, Consulting Engineers, Inc understand the following tasks are required as part of the scope of services.

A. CONCEPTUAL SUBMITTAL

1. The CONSULTANT will complete a conceptual submittal that will be provided to the Public Works and Parks & Recreation Department for review and discussion. The task will include the following items:
 - Kick-Off Meeting (Virtual) with Public Works and Parks and Recreation to understand concerns or provide comments prior to development of the conceptual site plans.
 - Based upon input from the kick-off meeting the CONSULTANT will provide up to three conceptual site plans providing alternative parking layouts. Conceptual Plans will identify milling, resurfacing, pavement reconstruction and minor grading & drainage improvements.
 - Provide Opinion of Probable Cost for each alternative.
 - Virtual Meeting to discuss recommendations within the Conceptual Submittal.
 - Complete five (5) pavement cores within existing parking lot. Pavement cores will provide the following data: Asphalt thickness and type, base thickness and material, subgrade thickness and ASSHTO classification. Establish seasonal high and static groundwater elevations if applicable. Provide the existing asphalt structural number and provide recommendations.



- Provide site specific topographical survey of the proposed site improvements. Topographical survey will include establishing the building finished floor elevation, location of the asphalt and concrete paved areas, existing pavement markings and signage and existing known utilities.

\$ 22,741.00

B. BASIC SERVICES – CONSTRUCTION DOCUMENTS

Based upon final comments and a preferred parking plan, the CONSULTANT will prepare final construction plans. Final design will include asphalt restoration, minor grading improvements, striping, pavement markings and signage. The design plans must adhere to the City of Panama City Beach's Land Development Code, FDOT Standard Specifications for Road and Bridge Construction, FDOT Greenbook and compliance with ADA requirements. The Construction Documents will include the following plans sheets:

Client /Project Coordination and Quality Assurance/Quality Control. **\$ 1,700.00**

Prepare and develop General Notes Plan Sheet. **\$ 558.00**

Prepare Sedimentation & Erosion Control Plan (SECP) SECP will identify and address the required on-site control measures to treat and manage sediment runoff during the construction phase of the project. **\$ 492.00**

Develop and prepare Construction Stakeout and Geometry Plan. The Construction Stakeout and Geometry Plan will provide dimensions, radius, coordinates, and control points to properly stake out the proposed site improvements during the construction phase. **\$ 492.00**

Prepare and develop detailed Site/Pavement Restoration Plan. The pavement restoration plans will include milling, resurfacing, pavement removal/replacement and minor grading. **\$ 6,101.00**

Prepare and develop signage & pavement marking plan. **\$ 1,489.00**

Prepare and develop construction details. **\$ 1,489.00**

Final Opinion of Probable Cost. **\$ 625.00**

Contract Documents and specifications. **\$ 1,740.00**

B. Basic Services- Construction Documents **\$ 14,686.00**



Deliverables:

*Site Specific Survey	35 calendar days from NTP
*Geotechnical Investigation	35 calendar days from NTP
Conceptual Submittal	35 calendar days from receipt of survey & geotechnical report
Owner Review Conceptual Submittal	21 calendar days from receipt of Conceptual Submittal
Construction Documents	35 calendar days from owner review comments of conceptual submittal.

*Site Specific survey and geotechnical report will be completed concurrently

Consultant Fee Summary:

A. CONCEPTUAL DESIGN	\$ 22,741.00
B. CONSTRUCTION DOCUMENTS	\$ 14,686.00
Fees:	\$ 37,427.00

- Reimbursable Expenses include cost regarding the reproduction of construction plans, specifications and mileage.
- Invoices will be submitted monthly based upon the percentage of completion.
- We do not anticipate any permit will be required for this project.
- Post design services - TBD

From time to time there are miscellaneous tasks that may be needed. These cannot be predicted at this time but could include things such additional meetings or other items, which may evolve during Task 1. This will be handled under a Miscellaneous Tasks category. You will authorize the work prior to commencing.

Principal	\$ 270.00 per hour
Project Manager	\$ 180.00 per hour
Project Engineer	\$ 120.00 per hour
Graduate Engineer	\$ 105.00 per hour
Designer	\$ 93.00 per hour
Graphic Illustrator	\$ 80.00 per hour



The above referenced design fees do not include following items:

- Reimbursable Expenses include cost regarding the reproduction of construction plans, specifications and mileage.
- Invoices will be submitted monthly based upon the percentage of completion.
- We do not anticipate any permit will be required for this project.
- Post design services - TBD

If in agreement, please sign below and return or fax (850) 521-03441. We look forward to having the opportunity of working with you on this project.

Sincerely,

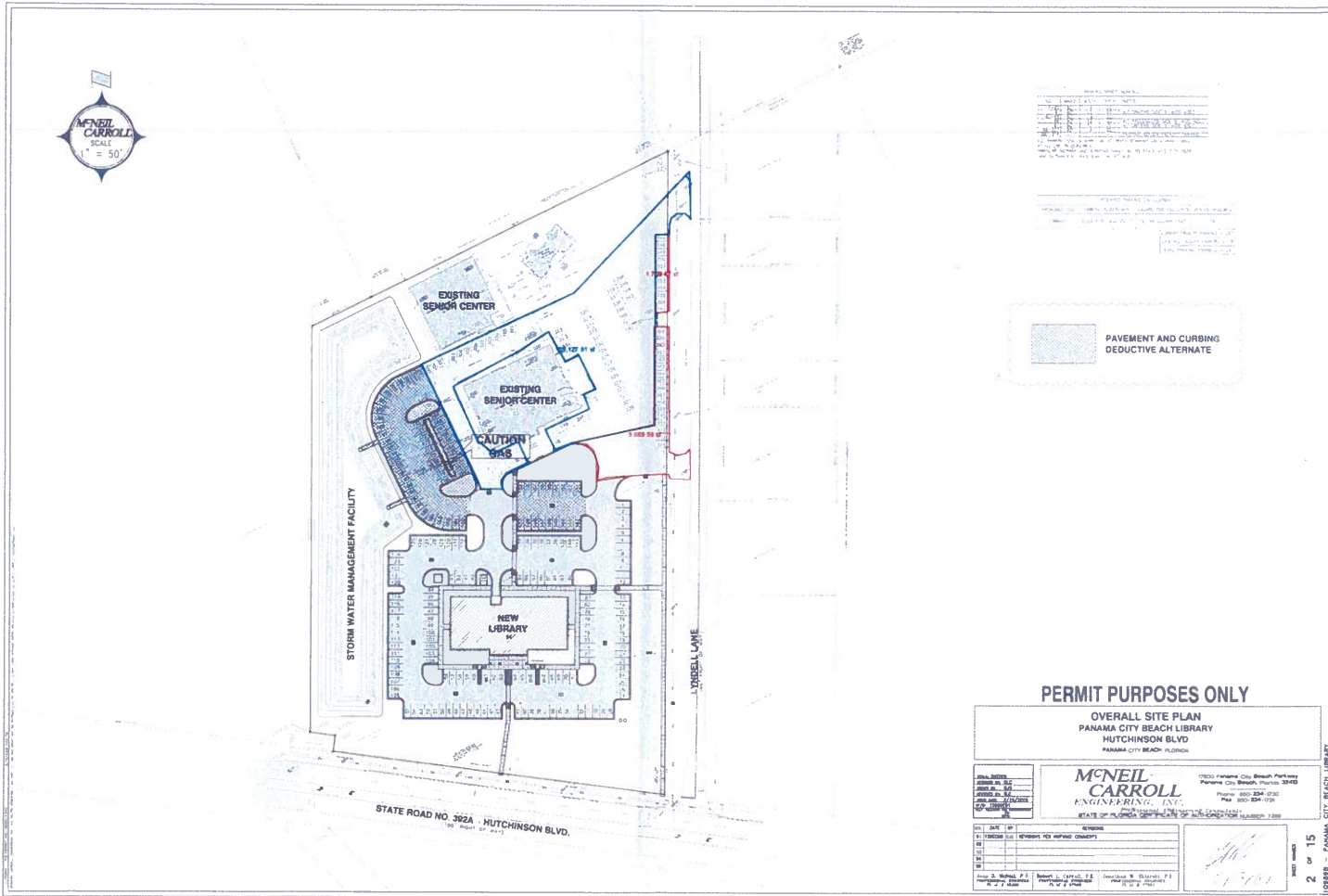
A handwritten signature in blue ink, appearing to read "Robert D. George".

Robert D. George, PE

Signature: _____

Date: _____

File: W:\G&AProposals2024\Panama City Beach\Lyndell Center Park Lot Rehabilitation\LyndellCenterParkingLotRehabilitation_0902024.docx



1. ALL DIMENSIONS ARE IN FEET AND INCHES.
 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 3. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
 4. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE NOTED.
 5. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE SIDEWALK UNLESS OTHERWISE NOTED.
 6. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE DRIVEWAY UNLESS OTHERWISE NOTED.
 7. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE PARKING SPACE UNLESS OTHERWISE NOTED.
 8. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE DRIVEWAY AND PARKING SPACE UNLESS OTHERWISE NOTED.
 9. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE DRIVEWAY AND PARKING SPACE UNLESS OTHERWISE NOTED.
 10. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE DRIVEWAY AND PARKING SPACE UNLESS OTHERWISE NOTED.

PAVEMENT AND CURBING DEDUCTIVE ALTERNATE

PERMIT PURPOSES ONLY

OVERALL SITE PLAN
PANAMA CITY BEACH LIBRARY
HUTCHINSON BLVD
 PANAMA CITY BEACH, FLORIDA

McNEIL CARROLL ENGINEERING, INC.
 7800 Panama City Beach Parkway
 Panama City Beach, Florida 32413
 Phone: 850-254-0720
 Fax: 850-254-0728
 STATE OF FLORIDA LICENSE NO. 145-00000000000000000000

DATE	BY	REVISION

2 of 15
 LOSSER - PANAMA CITY BEACH LIBRARY



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Keith Meyerl, Parks & Recreation

2. MEETING DATE:

October 10, 2024

3. REQUESTED MOTION/ACTION:

Approve a task order with George & Associates, Consulting Engineers, Inc. for design services for the Lyndell Center Parking Lot Rehabilitation project in the total amount of \$37,427.00.

4. AGENDA:

CONSENT AGENDA

**5. IS THIS ITEM BUDGETED
(IF APPLICABLE)?:** Yes

Detailed Budget Amendment Attached: No
Is Business Impact Statement Attached: N/A

6. IDENTIFY STRATEGIC PRIORITY:

Attractive Community
Quality of Life
Public Safety

7. BACKGROUND: WHY IS THE ACTION NECESSARY? WHAT GOAL WILL BE ACHIEVED?

This request is for engineering services for the rehabilitation of the parking lot at the Lyndell Conference Center located at 423 Lyndell Lane. This section of the parking lot serves the users of both the Lyndell Conference Center, which is used for recreational classes, public and private rentals, the pickleball courts, and the Oatfield Building/Senior Foundation. The shared parking lot currently has 78 spaces on approximately 1.2 acres of land. Current conditions of the parking lot are faded asphalt, filled potholes, cracking, and an area of depression that holds water. The design services include surveying, geotechnical investigation, design, preparation of construction drawings, and bid assistance. The parking lot rehabilitation will maximize the number of parking spaces and provide a more level surface with improved safety and overall appearance. This capital project is included in the Recreation Department's FY25 budget. A sketch of the area to be resurfaced is attached, along with the task order, and letter detailing the scope of services.

Staff recommends approval.

[Res 25-03.George Assoc.Design Lyndell Parking Lot Rehab Task Order.pdf](#)
[Exh A.George Assoc.Task Order.NTP.Lyndell Parking Lot Rehab.signed.pdf](#)
[Scope of Services.LyndellParkingLotRehabProject.pdf](#)
[Lyndell Center Parking Lot Rehab Project Drawing.pdf](#)