

RESOLUTION 16-59

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING APPROVAL OF AN AGREEMENT WITH TETRA TECH, INC. FOR SAMPLING AND ANALYSIS OF EFFLUENT DISCHARGED BY THE CITY'S WASTEWATER TREATMENT PLANT, IN THE AMOUNT OF \$92,120; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

BE IT RESOLVED that the appropriate officers of the City are authorized but not required to execute and deliver on behalf of the City that certain Task Order #5 to the Master Services Agreement between the City and Tetra Tech, Inc. for major wastewater engineering services dated December 29, 2013, relating to Conservation Park biological monitoring, in the basic amount of Ninety Two Thousand One Hundred Twenty Dollars (\$92,120) , in substantially the terms set forth in the Scope of Services attached and presented to the Council today, draft dated February 2, 2016, with such changes, insertions or omissions as may be approved by the City Manager, whose execution of such agreement shall be conclusive evidence of such approval.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this 25th day of February, 2016.

CITY OF PANAMA CITY BEACH

By: Gayle F. Oberst
Gayle F. Oberst, Mayor


ATTEST:

Diane Fowler
Diane Fowler, City Clerk

Memorandum

To: Mario Gisbert

CC: Holly White

From: Al Shortt 

Date: February 19, 2016

Subject: Conservation Park Biological Monitoring Task Order

The City Wastewater Treatment Plant on Gulf Boulevard ceased all discharges of treated effluent to West Bay on May 28, 2011 when the new 2,900 acre receiving wetland project (Conservation Park) became operational. The City's wastewater treatment facility permit with the Florida Department of Environmental Protection (FDEP) now requires extensive quarterly hydrologic and environmental monitoring of the wetland site in addition to the routine water quality sampling performed by City staff. This monitoring effort provides the City, and FDEP, information needed to evaluate any long term changes that may occur to the wetland ecosystem. Staff requested and has received a proposed task order Number 5 for work under the existing Master Services Agreement (MSA) with the City's wetland engineering consultant, Tetra Tech, Inc., to perform certain monitoring and reporting tasks required for next year that are outside of staff's capabilities. A copy is attached for your review as Attachment A to the MSA, along with a proposed Notice To Proceed form, Exhibit B. Fees in the task order total \$92,120 to complete activities required during 2016. Monitoring quarter number two requires the most man-hours as it includes preparation of the required "Annual Wetlands Monitoring Summary Report" for submission to FDEP.

Staff recommends approval of this task order and sufficient funds have been included in this fiscal year Wastewater System budget for the work effort.



**ATTACHMENT A – SCOPE OF SERVICES
UNDER
MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND TETRA TECH, INC.,
RELATING TO MAJOR WASTEWATER ENGINEERING SERVICES DATED DECEMBER 29, 2013**

	CONSULTANT	CLIENT
Name	<u>Tetra Tech, Inc.</u>	<u>City of Panama City Beach, Florida</u>
Street Address	<u>61 St. Joseph Street, Suite 550</u>	<u>110 South Arnold Road</u>
City, State, Zip	<u>Mobile, Alabama 36602</u>	<u>Panama City Beach, Florida 32413</u>
Contact Person	<u>Michael B. Bomar, P.E.</u>	<u>Al Shortt, P.E.</u>
Telephone	<u>850.240.0436</u>	<u>850.233.5054</u>
Fax	<u></u>	<u>850.233.5116</u>
E-Mail	<u>michael.bomar@tetrattech.com</u>	<u>ashortt@pcbqov.com</u>

Date Work Order Prepared: February 2, 2016

Project Identification: Name: Conservation Park Biological Monitoring – FY 16

Tt Project No: **Location:** Panama City Beach, Florida

SCOPE OF WORK

Consultant shall provide biological monitoring and reporting services as required by the Florida Department of Environmental Protection (FDEP) and the U.S. Army Corps of Engineers (USACE) for the Client's 3,000 acre Conservation Park (Park) for fiscal year 2016. The Park is the permitted receiving wetland for the Client's reclaimed water. The intent of this scope of work is to assist the Client in meeting the conditions of FDEP and USACE permits for the receiving wetland use of the Park. This scope is intended to address specific conditions in FDEP Wetland Permit 03-231981-003-DF, FDEP Wastewater Permit FL0021512, and USACE Permit SAJ-2006-1857 (IP-DEB). The work shall cover four sampling events – Quarters 1-4 in 2016, Semi-Annual Monitoring, and Annual Reporting.

Conduct 2016 Wetland Quarterly Monitoring, Sampling, and Reporting:

Task I. Conduct Quarterly USACE Monitoring and Reporting, as well as Quarterly FDEP Monitoring:

Consultant shall conduct the quarterly monitoring field activities and subsequent preparation of reports based on such field activities required by the USACE and the FDEP. This will include the belt transects for herbaceous vegetation, belt transects for woody vegetation, threatened and endangered (T&E) species transects, and fish sampling stations. The required monitoring and reporting at the fourteen Discharge Distribution Sites will also be performed by the Consultant.

Information collected and prepared by the Consultant will be provided in tabular format to the Client for the Client's submission to the FDEP with other quarterly monitoring information prepared by others. The Consultant shall provide this information to the Client on or before the agreed upon dates identified by the Client.

Consultant shall also prepare a Draft "2016 Annual Wetlands Monitoring Summary Report" for the Client's review that satisfies the permit conditions in the referenced permit. The Consultant will provide three copies of the Draft Report to the Client for review and comment. Upon receiving the Client's comments and reviewing the comments with the Client, the Consultant shall prepare the required number of copies of a Final "2016 Annual Wetlands Monitoring Summary Report" and submit on the Client's behalf to the FDEP by the required date.

The Consultant shall process the quarterly transect monitoring data for incorporation into the USACE 2016 Annual Monitoring Report to include wetland mitigation area semi-annual monitoring data/reporting as outlined in Task II below.



The following itemized breakdown summarizes the Consultant's work for the USACE and FDEP quarterly monitoring and reporting:

- A. Per conditions of FDEP Wastewater Permit (FL0021512, as revised on December 5, 2013)
 1. Monitoring of 4 previously established belt transects for herbaceous vegetation (quarterly)
 2. Monitoring of 4 previously established belt transects for woody vegetation (annually in Quarter 3)
 3. Monitoring of 4 1000-foot T&E transects (annually in Quarter 3)
 4. Monitoring of 4 fish sampling stations (annually in Quarter 2 or 3, depending upon conditions)
 5. Draft and submit Quarterly "DMR" data tables to the Client (per schedule provided by Kevin Aclin)
 6. Draft the "2016 Annual Wetlands Monitoring Summary Report", per permit conditions I.E.1-9, for submittal to Client by June 1, 2016, for review and comment. The final report is due to the FDEP by June 28, 2016.
- B. Per conditions of USACE Permit SJA 2006-1857 (IP-DEB)
 1. Monitoring of 8 previously established 50m transects at Discharge Distributions Sites (quarterly)
 2. Process (quarterly) the 50m transect monitoring data for incorporation into USACE Annual Monitoring Report (due within 60 days of completion of Quarter 4 monitoring event, and to include wetland mitigation area semi-annual monitoring data/reporting as outlined in Task II below)

Task II. Conduct Semi-Annual Monitoring and Annual Reporting for the Wetland Mitigation Area (269 acres, three 50m transects and Walk Paths):

Consultant will perform semi-annual monitoring and annual reporting services related to the Client's wetland mitigation area. The wetland mitigation area includes 269 acres within the Park which the Client is required to perform mitigation services that include slash pine tree thinning and prescribed burning. There are three 50 meter long transects where specific monitoring is required on a semi-annual basis and walking paths that require monitoring on an annual basis. The three 50 meter transects were previously permitted and accepted by the FDEP and USACE that the Consultant will monitor and the walking paths are constructed walking paths.

Consultant shall also prepare a Draft 2016 Annual Monitoring Report covering the conditions required by the USACE and a Draft 2016 Annual Monitoring Report covering the FDEP's permit conditions. Both Draft 2016 Annual Monitoring Reports will be provided to the Client for review and comment prior to submitting to either regulatory agency.

The following itemized breakdown summarizes the Consultant's work for the monitoring and reporting related to the 269 acre wetland mitigation area:

- A. Per conditions of FDEP Wetland Resource Permit (03-231981-003-DF) and USACE Permit SJA 2006-1857 (IP-DEB)
 1. Monitoring (semi-annual) of 4 previously established 50m transects
 2. Monitoring (annual) of Walk Paths within the wetland mitigation area
 3. Draft 2016 Annual Monitoring Report for submittal to the USACE (due within 60 days of completion of second semi-annual monitoring event)
 4. Draft 2016 Annual Monitoring Report for submittal to the FDEP (due August 31 of each year)

Task III. Conduct Plant Specimen Collection Training

Consultant shall conduct plant specimen collection, plant specimen voucher management, and photo identification assistance for the purpose of updating the Park's Confirmed Plant Species List (from Conservation Park Management Plan – November 2013 Update forward through December 2016).

Deliverables

- Four FDEP Wetland Quarterly Monitoring Data Tables (to be submitted to the Client, per quarterly submittal schedule provided by the Kevin Aclin via email to M. Bomar and P. Johnson on January 17, 2015)
- One FDEP Annual Wetlands Monitoring Summary Report (due June 28, 2016, to FDEP)
- One USACE Annual Monitoring Report (due within 60 days of completion of second semi-annual monitoring event)
- One FDEP Annual Monitoring Report (due to FDEP by October 31 each year)



Period of Performance – January 1, 2016, to December 31, 2016

Quarterly Breakdown (Tasks by Quarter):

Quarter 1 (January-March)*:

- Task I.A.1
- Task I.A.5
- Task I.B.1
- Task I.B.2
- Task II.A.1
- Task III

Quarter 2 (April-June)*:

- Task I.A.1
- Task I.A.5
- Task I.A.6
- Task I.B.1
- Task I.B.2
- Task III

Quarter 3 (July-September):

- Task I.A.1
- Task I.A.2
- Task I.A.3
- Task I.A.5
- Task I.B.1
- Task I.B.2
- Task II.A.1
- Task II.A.2
- Task II.A.4
- Task III

Quarter 4 (October-December):

- Task I.A.1
- Task I.A.5
- Task I.B.1
- Task I.B.2
- Task II.A.3
- Task III

EXCLUSIONS

If Client wishes Consultant to perform any of the following Additional Services, Client shall instruct Consultant in writing and Consultant shall perform or obtain from others such services for additional fees.

- Groundwater, surface water, soil or vegetative sampling, and laboratory analysis.
- Sampling and reporting for other quarters or semi-annual events outside the noted Period of Performance or other parameters or conditions not included in this scope of work.

SCHEDULE OF WORK (attach sheet if necessary to describe)

Services described under Scope of Work above will begin upon receipt of signed Work Order.



FEE

The described scope of services will be performed for the following lump sum fees by task:

TASK ACTIVITIES	Amount
Quarter 1 Tasks	\$14,890
Quarter 2 Tasks	\$31,850
Quarter 3 Tasks	\$25,580
Quarter 4 Tasks	<u>\$19,800</u>
TOTAL	\$92,120



**City of Panama City Beach
Conservation Park Monitoring & Reporting Matrix
Tetra Tech, Inc.
February 2016**

	Task ID#	Description	Required Task			
			2016			
			Quarter			
			1	2	3	4
FDEP Wastewater Permit	1.A.1	Monitor belt transects for herbaceous vegetation	✓	✓	✓	✓
	1.A.2	Monitor belt transects for woody vegetation			✓	
	1.A.3	Monitor T&C transects			✓	
	1.A.4	Monitor fish sampling stations		✓		
	1.A.5	Draft and submit Quarterly Monitoring data tables to City	✓	✓	✓	✓
	1.A.6	Draft the "2016 Annual Wetlands Monitoring Summary Report" per permit conditions I.E.1-9, for submittal to City for review and comment		✓		
USACE Permit	1.B.1	Monitor 50m transects at Discharge Distribution Sites	✓	✓	✓	✓
	1.B.2	Process 50m transect monitoring data for incorporation into USACE 2014 Annual Monitoring Report	✓	✓	✓	✓
FDEP & USACE Wetland Permits	II.A.1	Monitor 50m transects	✓		✓	
	II.A.2	Monitor Walk Paths within the wetland mitigation area			✓	
	II.A.3	Draft 2016 Annual Monitoring Report for submittal to the USACE				✓
	II.A.4	Draft 2016 Annual Monitoring Report for submittal to the FDEP			✓	

EXHIBIT B
COMBINED TASK ORDER AND
NOTICE TO PROCEED

TASK ORDER NO. 5

DATE : February __, 2016

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND TETRA TECH, INC. RELATING TO MAJOR WASTEWATER ENGINEERING SERVICES dated December 29, 2013, (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 **Conservation Park Biological Monitoring – 2016**.

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

- a stipulated sum of **\$92,120**; 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 \$ _____;

Work shall begin on March 1, 2016, and shall be completed within one calendar year. The date of completion of all work is therefore February 28, 2017. Liquidated delay damages, if any, are set at the rate of \$0 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:

TETRA TECH, INC.

By: _____ Date: _____
Its: _____

ATTEST:

City Clerk

CITY OF PANAMA CITY BEACH, FLA.

By: _____ Date: _____
City Manager