

**RESOLUTION 17-126**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING MASTER SERVICES AGREEMENT WITH DAG ARCHITECTS FOR PROFESSIONAL ARCHITECTURAL SERVICES FOR THE CITY HALL COMPLEX; APPROVING TASK ORDERS FOR AN ADMINISTRATIVE CAMPUS MASTER PLAN UPDATE AND DESIGN OF A CITY HALL BUILDING IN THE TOTAL AMOUNT OF \$279,850, AND PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED** that the appropriate Officers of the City are authorized to execute and deliver on behalf of the City that Master Services Agreement between the City and DAG Architects, relating to architectural services for the City Hall Complex, 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 of such Agreement shall be conclusive evidence of such approval.

**AND BE IT FURTHER RESOLVED** that the appropriate Officers of the City are authorized to execute and deliver on behalf of the City that certain Task Order to the Master Services Agreement between the City and DAG Architects, relating to the update of the City Hall Administrative Campus Master Plan in the amount of Two Thousand Dollars (\$2,000), and for the design and construction administration services for a new City Hall building in the amount of Two Hundred Seventy Seven Thousand Eight Hundred Fifty Dollars (\$277,850), in substantially the form attached as Exhibit B and presented to the Council today, 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 10<sup>th</sup> day of August, 2017.

**CITY OF PANAMA CITY BEACH**

By   
**MIKE THOMAS, MAYOR**

**ATTEST:**

  
*Deputy*  
**CITY CLERK**

**MASTER SERVICES AGREEMENT  
BETWEEN  
CITY OF PANAMA CITY BEACH AND  
DAG ARCHITECTS  
RELATING TO  
PROFESSIONAL ARCHITECTURAL SERVICES  
FOR PANAMA CITY BEACH CITY HALL**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the CITY OF PANAMA CITY BEACH, FLORIDA, a municipal corporation ("City") and DAG ARCHITECTS ("Architect").

**PREMISES**

**WHEREAS**, the City desires to have Architect assist the City with programming and design, construction administration on request (not guaranteed on all construction) and other related, miscellaneous projects to re-develop its administrative campus (complex) over a period of years through a series of related professional projects (generally in this Agreement the "project"); and

**WHEREAS**, the City desires to employ the Architect for those purposes upon the terms and conditions in this Agreement, and the Architect is desirous of obtaining such employment and has represented that it is qualified and competent to perform such services upon said terms and conditions;

**WHEREAS**, the Florida Consultant's Competitive Negotiation Act (FS 287.055) permits the City to enter a Continuing Contract, as there defined and provided, for work of a specified nature as outlined in the contract required by the City where there is no time limitation provided that the contract may be terminated by the City for convenience.

**NOW, THEREFORE**, in consideration of the following covenants, it is agreed:

**1. SCOPE OF PROFESSIONAL SERVICES:**

A. The City retains the Architect to diligently, competently and timely perform professional architectural services by individual tasks as requested from time to time by the City to advance the project. Upon request, Architect will prepare a detailed, task specific scope of work for each task and phase of work of the project to be undertaken in accordance with the general scope and description of services and standards, and all other matters described or contained, in the request for statements of qualification which led to this Agreement (which are hereby incorporated into this Agreement), and also in accordance with this Agreement. The proposed scope of work shall include a schedule for the work and, separately stated, a proposed fee. The proposed fee shall be (i) a stipulated sum or (ii) a stipulated sum plus one or more specified allowances which may be authorized by the City Manager or his designee or (iii) a fee determined on a time-involved basis at the hourly rates specified on Exhibit A which shall include a maximum cost.

B. If accepted by the City, the proposed scope of work shall be incorporated into a task order in materially the form set forth as Exhibit B (each a Task Order). Each Task Order shall be numbered and dated, incorporate this Agreement and any additional terms related to that specific Task

*Exhibit A*

Order, and shall be signed both by the City and by the Architect. If a term herein conflicts with a term in a Task Order, the term in the Task Order shall control to the extent of such conflict.

C. The general scope of services described in the request for statements of qualification which led to this Agreement is:

As City needs and financial conditions permit, provide planning, design and construction administration services for construction, rehabilitation or renovation of the several facilities constituting the Panama City Beach City Hall Complex located in the southwest corner of the intersection of Back Beach Road (Hwy 98 Alt) and Highway 79. Proposed tasks generally include, but are not limited to the following phases or segments of the project:

1. Facilitating the implementation, with updates, of the City Administrative Campus Master Plan and site design;
2. Design and contract documents for a new City Hall Administration facility;
3. Design of the City Administrative Campus area currently occupied by the Tax Collector and City Hall buildings.

## **2. COMPENSATION AND PAYMENT:**

A. Architect's compensation for the services described in each scope of work shall be stated or incorporated in the Task Order related to that scope. Hourly compensation shall be determined in increments of one-tenth (1/10) of an hour.

B. In addition, with prior, written authorization by City, the Architect shall be reimbursed for reasonable out-of-pocket expenses upon submission of adequate documentation. The Architect shall invoice the City at actual costs times a factor of 1.10 for all out-of-pocket costs including sub-consultants (if required). Records of costs incurred under the terms of this Agreement shall be maintained by the Architect and made available to the City during the period of this Agreement, and for one (1) year after the final payment is made. Copies of these documents and records shall be furnished to the City without cost.

C. Upon written instruction by the City, the Architect shall perform additional work necessary or convenient to complete the services for which a Task Order is entered, and which are mentioned or referenced in this Agreement. The Architect shall be entitled to additional compensation unless such work is required as a result of error, omission, or negligence by the Architect. The additional compensation shall be computed by the Architect on a revised fee quotation proposal and submitted to the City for written approval. If the parties cannot agree, Architect's initial compensation will be such amount as the City shall determine in good faith to be the fair value of such services, and such amounts shall be paid to Architect in monthly installments as set forth elsewhere in this Agreement. In the event the City shall unilaterally determine the amount to be paid for such services, Architect shall have the right, to be exercised by written notice delivered to the City within twenty (20) days after the City Council shall unilaterally determine such amount, to have the value of such services determined by binding arbitration pursuant to the Florida Arbitration Code and in accordance

with the rules of the American Arbitration Association. The Architect and the City each shall select one arbitrator and those two shall select a third. Each arbitrator shall be familiar by trade or occupation with Architecture. The decision of any two (2) arbitrators shall be conclusive and may be enforced in any court of competent jurisdiction in the State of Florida. Each party shall promptly pay when billed, including in advance, one-half of all arbitration fees and costs. The prevailing party shall recover from the other its reasonable attorney's fees and costs, including fees and costs incurred in arbitration and in any action in any court of competent jurisdiction in the State of Florida to enforce the arbitration award, including appeal. Should the arbitrators award Architect an amount equal to or less than the amount that the City has unilaterally determined, Architect shall nonetheless be paid the amount unilaterally determined by the City but the City shall be deemed the prevailing party and Architect shall pay the City's reasonable attorney's fees.

D. In the event that additional outside services are required due to unforeseen conditions, the Architect shall:

1. Obtain a written proposal from the firm designated to render the required services, and submit such proposal to the City for written approval.
2. If the services are such that registration is required to perform them, the Architect shall select a firm that is registered in the State of Florida.
3. If the proposal is approved in writing by the City, the Architect shall enter into a contract with the firm for the furnishing of such services in accordance with the proposal.
4. The Architect shall submit a minimum of five (5) printed copies and one (1) digital copy of deliverables for all required services to the City, unless otherwise directed by the City.
5. Upon approval by the City of such reports, the City shall reimburse the Architect for the cost of such services, which cost shall not exceed 1.10 times the amount of the proposal.
6. Services rendered by the Architect in connection with the coordination of these additional services shall be considered within the scope of the basic contract, and no additional fee shall be due the Architect except as part of the multiplier stated in immediately preceding subsection 2.D.5.

E. At the end of each month during which a Task Order shall be outstanding, the Architect shall submit a separate invoice for services rendered during that month with respect to each Task Order, as follows:

1. Where a stipulated sum is specified, the City shall pay Architect in monthly installments based upon the percentage of satisfactory completion. In support of payment, Architect shall monthly submit a request for payment describing the work done, percentage of completion and amount requested to be paid, all by reference to line items in the scope of services where available.
2. Where fees are computed on a time-involved basis, the City shall pay Architect

monthly in arrears upon receipt of an itemized statement in form and detail reasonably acceptable to City.

F. The acceptance by the Consultant, its successors, or assigns, of any Final Payment due upon the termination of this Agreement, shall constitute a full and complete release of the City from any and all claims or demands regarding further compensation for authorized Services rendered prior to such Final Payment that the Consultant, its successors, or assigns have or may have against the City under the provisions of this Agreement. This Section does not affect any other portion of this Agreement that extends obligations of the parties beyond Final Payment.

3. **SCHEDULE:** The estimated schedule for the services required shall be included in each Task Order and related scope of services.

4. **CITY'S RESPONSIBILITY:** The City shall furnish the Architect with all existing data, plans, profiles, and other Architecting information available and useful in connection with the proposed project now on file with the City which shall be returned to the City upon the completion of the services to be performed by the Architect, unless such data, plans, profiles, and other data are necessary for daily operations; then such forms of information shall be promptly duplicated by the Architect and the originals returned to the City.

5. **CITY'S DESIGNATED REPRESENTATIVE:** It is understood and agreed that the City designates the City Architect or his designated representative to represent the City in all technical matters pertaining to and arising from the work and performance of this Agreement, whose responsibility shall include:

A. Examination of all reports, sketches, drawings, cost estimates, proposals and other documents presented by the Architect, and rendering in writing decisions pertaining thereto within a reasonable time so as not to materially delay the work of the Architect.

B. Transmission of instructions, receipt of information, interpretation, and definition

of City policies and decisions with respect to design, materials, and other matters pertinent to the work covered by this Agreement.

C. Give prompt written notice to the Architect whenever the City observes or otherwise becomes aware of any defects or changes necessary in the Project.

6. **CHANGES IN SCOPE:** The City may from time to time, request changes in the scope of work. Such changes, including any increase or decrease in the amount of the Architect's compensation, shall not be binding unless mutually agreed upon by and between the City and the Architect, and incorporated in written amendments to this Agreement.

**7. TERMINATION:**

A. The City may terminate this Agreement for cause upon written notice to Architect if Architect fails to diligently, competently and timely perform any of the work, fails to cooperate with others associated with the work, or otherwise fails to perform or observe any material covenant, representation or warranty contained in this Agreement. Architect may terminate this Agreement for cause upon written notice to City if City fails to perform or observe any material covenant, representation or warranty contained in this Agreement. In the event of such termination, the parties shall be entitled to the rights and remedies provided by law. If the City wrongfully terminates this Agreement, the City shall be responsible to Architect solely for the reasonable value of the work performed by the Architect prior to the City's wrongful action, including reasonable overhead and profit on the work performed, less prior payments made. Under no circumstances shall Architect be entitled to overhead and profit on work not performed.

B. This is a continuing Agreement with a public agency. Accordingly, City may terminate this Agreement at any time without cause upon written notice to Architect. Should the City terminate this Agreement without cause, City shall pay Architect for work performed through the date of Notice of Termination, including overhead and profit, and shall have no further responsibility to Architect.

**8. TERM:** Unless terminated sooner pursuant to the provisions of the "TERMINATION" clauses contained in Paragraph 7 of this Agreement, and subject to the availability of appropriated funds, this Agreement shall take effect on the day and year first above written for an initial term of four (4) years, and the City shall have the unilateral option to extend the initial term for two, consecutive extended terms of two (2) years each by written notice delivered to the other party at any time before or within thirty (30) days after expiration of the prior term.

**9. INDEMNIFICATION:** The Architect hereby does hold the City harmless of any and all claims, actions, or suits to the extent caused by the negligence, recklessness or intentionally wrongful conduct of the Architect or any person employed or utilized by the Architect in the performance of professional services hereunder, to the fullest extent permitted by Section 725.08(1), *Florida Statutes (2016)*. The specific consideration given for the promises of the Architect set forth in this paragraph is one dollar (\$1) in hand paid by the City to the Architect, receipt whereof is hereby acknowledged and the adequacy of which the Architect accepts as completely fulfilling the obligations of the City.

The provisions of this Section shall survive termination of this Agreement.

**10. INSURANCE:**

A. The Architect shall procure and maintain during the life of this Agreement insurance of the following types:

1. **Worker's Compensation:** For all of his employees engaged in work on the project

project under this Agreement. In case any employee engaged in hazardous work on the project is not protected under the Worker's Compensation Statute, the Architect shall provide Employer's Liability Insurance for the protection of such of his employees not otherwise protected under such provisions.

Coverage A – Worker's Compensation - Statutory  
Coverage B – Employer's Liability - \$1,000,000.00

2. Liability: Comprehensive General  
Liability insurance including, but not limited to:
  - a. Independent Contractor's Liability;
  - b. Contractual Liability;
  - c. Personal Injury Liability.

The minimum primary limits shall be no less than \$1,000,000 per occurrence / \$2,000,000 annual aggregate Personal Injury Liability, and no less than \$500,000 Property Damage Liability, or \$2,000,000 Combined Single Limit Liability, or higher limits if required by any Excess Liability Insurer. City shall be named as additional insured pursuant to an additional insured endorsement on ISO Form 20 10 10 01 (or superseding form) providing comprehensive general liability coverage for completed operations in addition to on-going operations.

3. Automobile Liability: Automobile Liability including all owned, hired, and non-owned automobiles. The minimum primary limits shall be no less than \$1,000,000 Bodily Injury Liability, and no less than \$1,000,000 Property Damage Liability, or no less than \$1,000,000 Combined Single Limit Liability, or higher limits if required by the Excess Liability Insurer. City shall be named as additional insured.

4. Professional Liability: Professional Liability insurance covering professional services rendered in accordance with this Agreement in an amount not less than \$1,000,000 per occurrence / \$2,000,000 annual aggregate project specific coverage, or in an amount not less than \$10,000,000 per claim / \$10,000,000 annual aggregate non-project specific company-wide coverage.

B. Certificates of Insurance: The Architect shall furnish to the City copies of all policies and endorsements and certificates of insurance allowing thirty (30) days written notice of any change in limits or scope of coverage, cancellation, or non-renewal. Such certificates shall contain the following wording: "SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE AMENDED IN LIMITS OR SCOPE OF COVERAGE OR CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL THIRTY (30) DAYS NOTICE TO THE CERTIFICATE HOLDER NAMED HEREIN." In the event (1) the ACORD form does not include the forgoing provision in the certificate, (2) the city has been provided a copy of a policy endorsement naming the city as additional insured (on the general liability and automobile liability insurance policies) and (3) the policy endorsement in favor of the city (for the workers compensation, general liability and

automobile liability insurance policies) expressly provides that the city be given thirty (30) days written notice before an amendment in limits or scope of coverage or cancellation, then the following wording may be substituted "SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE AMENDED IN LIMITS OR SCOPE OF COVERAGE OR CANCELED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS." If the insurance policies expire during the term of this Agreement, a renewal certificate shall be filed with the City thirty (30) days prior to the renewal date.

#### **11. NEGOTIATION DATA:**

A. The Architect hereby certifies, covenants, and warrants that Hourly Rates and other factual unit costs supporting the compensation provided in Exhibit A are accurate, complete, and current as of the date of negotiation.

B. Truth-in-Negotiation Certificate: Execution of this Agreement by the Consultant shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Agreement are accurate, complete and current as of the Agreement.

The original contract price and additions thereto will be adjusted to exclude any significant sums by which the City determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual amount costs. The City shall exercise its rights under this "Certificate" within 1 year following final payment.

C. Contingency Fees: The Architect warrants that he has no employed or retained any company or person, other than a bona fide employee working solely for the Architect to solicit or secure this Agreement, and that he has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Architect any fee, commission, percentage, gift, or any other consideration upon or resulting from the award of this agreement. For the breach or violation of this provision, the City shall have the right to terminate the Agreement without liability and, at its discretion, to deduct the contract price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

**12. OWNERSHIP OF DOCUMENTS:** It is understood and agreed that all documents, including detailed reports, plans, original tracings, specifications, and all other data in whatever form (text, graphic, digital or other electronic), prepared or obtained by the Architect in connection with its services hereunder shall always be the property of the City and shall be delivered to the City promptly without cost or lien upon request or termination of this Agreement by lapse of time or otherwise. The Architect shall not be liable for any use by the City of project specific design documentation if modified in any manner without written approval of the Architect. The City shall not use the Architect's project specific design documentation on any project other than the project described in the Scope of Work and Instructions to Respondents unless the City notifies the Architect of its intended use, provides insurance protection for the Architect for all claims which might arise out of the City's use of the documents, and obtains written consent of the use by the Architect.



When transferring data in electronic media format, Architect makes no representation as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by Architect at the beginning of the Project. Because the data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. Architect shall not be responsible to maintain documents stored in electronic media format after acceptance by City. The original hard copy of the documents containing the professional Architect's seal shall take precedence over the electronic documents.

Notwithstanding any provision to the contrary contained in this Agreement, Architect shall retain sole ownership to its pre-existing computer programs and software.

### **13. WORK COMMENCEMENT/PROGRESS/DELAYS:**

A. The services to be rendered by the Architect shall commence upon execution of this Agreement, and the respective Task Order, and upon written notice to proceed from the City Manager of his designee.

B. The Architect agrees to abide by the schedule for performance of the contracted services. The City will be entitled at all times to be advised in writing at its request as to the status of the work being done by the Architect, and of the details thereof. City may require specification of liquidated delay damages in a Task Order. Failure to specify liquidated delay damages in a Task Order shall not relieve Architect of liability for delays or other damages as provided by law.

C. In the event there are delays on the part of the City or regulatory agencies as to the approval of any of the plans, permits and drafts of special provisions submitted by the Architect which delay the project schedule completion date, the City shall grant to the Architect in writing an extension of time equal to such delays.

D. The Architect shall maintain an adequate and competent staff of professionals and may associate with other qualified firms for the purpose of rendering services hereunder. The Architect, however, shall not sublet, assign, or transfer any work under this Agreement without the written consent of the City.

### **14. STANDARDS OF CONDUCT:**

A. The Architect covenants that it or any of its employees presently has no interest and shall not acquire any interest, direct or indirect, financial or otherwise, that would conflict in any manner or degree with performance of services hereunder.

B. The Architect agrees that it and its employees shall be bound by the Standards of Conduct provided in Section 112.313, Florida Statutes, as it relates to work performed under this Agreement, which standards will by reference be made a part of this Agreement as though set forth in

full. The Architect agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the work performed.

**15. COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS:** The Architect shall comply with all Federal, State, and Local laws and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.

**16. ASSIGNABILITY:** The Architect shall not assign any interest in this Agreement, and shall not transfer any interest in the same, whether by assignment or novation, without the prior written approval of the City, provided that claims for the money due or to become due the Architect from the City under this Agreement may be assigned to a bank, trust company, or other financial institution, or to a trustee in bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.

**17. INDEPENDENT CONTRACTOR:** The Architect is and shall remain an independent contractor and not an employee of the City.

**18. CONTROLLING LAW AND VENUE:** All questions pertaining to the validity and interpretation of this Agreement shall be determined in accordance with the laws of Florida applicable to contracts made and to be performed within this state. Exclusive jurisdiction and venue to interpret or resolve any dispute under this Agreement shall lie in the Circuit Court, Fourteenth Judicial Circuit, in and for Bay County, Florida.

**19. ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between the parties with respect to the subject matters. All prior agreements, representations, statements, negotiations, and undertakings are hereby superseded. Any alterations or variations of the terms of this Agreement shall not be valid unless made in writing and signed by the parties. If any term or provision of this Agreement shall be found by a court of competent jurisdiction to be illegal or unenforceable, then, notwithstanding, the remainder of the Agreement shall remain in full force and effect.

**20. ATTORNEY'S FEES:** If the either party is required to institute or defend any legal proceedings in connection with this Agreement, the prevailing party shall be entitled to its costs thereof, together with reasonable attorney's fees.

**21. NO WAIVER:** No waiver of any provision of this Agreement shall be effective unless made in writing, signed by the party against whom it is charged. No waiver of any provision of this Agreement shall constitute a waiver of any other provision of this Agreement, nor of the same provision in the future. Neither the failure nor any delay by any party in exercising any right or power under this Agreement, nor any course of dealing between or among the parties, will operate as a waiver of such

right or power, and no single or partial exercise of any such right or power will preclude any other or further exercise of such right or power or the exercise of any other right or power.

**22. COOPERATION:** Architect acknowledges that the process of Architecting and addressing the needs of the community, and coordinating those efforts with other disciplines is a multidisciplinary effort which will require cooperation and collaboration with numerous consultants, Architects, and counsel assisting and advising the city, as well as direction from the City Manager and City Architect, and agrees in all things to cooperate with the City and all its consultants as needed.

**23. MEDIATION:** City and Architect agree to attempt to resolve any dispute between them related to the interpretation or performance of this Agreement by mediation in Bay County, Florida, with a mutually acceptable, certified Florida Mediator to serve at joint expense. If the parties are unable to agree upon a mediator, either party shall request the appointment of a mediator by the Chief Judge of the Circuit Court, Fourteenth Judicial Circuit in and for Bay County, Florida. Mediation contemplated by this paragraph is intended to be an informal and non-adversarial process with the objective of helping the parties reach a mutually acceptable and voluntary agreement. The decision making shall rest solely with the parties. The mediator shall assist the parties in identifying issues, fostering joint problem-solving, and exploring settlement alternatives. Any settlement will require approval of City's governing board. If the parties are unable to reach a mediated settlement within ninety (90) days of the mediator's appointment, either party may terminate the settlement discussions by written notice to the other and initiate litigation. Any litigation commenced in violation of this section shall be stayed pending mediation as agreed. This section shall survive termination of this Agreement.

**24. PUBLIC RECORDS:** The City is a public agency subject to the Florida Public Records Law expressed in Chapter 119, Florida Statutes. Accordingly, to the extent that it is determined that Architect is acting on behalf of City as provided under Section 119.011(2) (2013) and implemented through the judicially established "totality of factors" analysis, Architect agrees to also comply with that law, specifically including to:

A. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.

B. Upon request of the city, provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law, or provide the City with a copy of the requested records.

C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Consultant does not transfer the records to the City.

D. Meet all requirements for retaining public records and transfer, at no cost, to the City, all public records in possession of the contractor upon termination of the contract and

destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

**E. IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, IT IS THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, AND TO CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 850-233-5100, JSMITH@PCBGOV.COM, 110 S. ARNOLD ROAD, PANAMA CITY BEACH, FL 32413.**

**SIGNATURES ON FOLLOWING PAGE**

**IN WITNESS WHEREOF**, the parties have hereto caused the execution of these documents as of the year and date first above written.

**THE CITY OF PANAMA CITY BEACH,  
FLORIDA**, a municipal corporation

ATTEST:

By: \_\_\_\_\_  
Mario Gisbert, City Manager

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

**DAG ARCHITECTS**

By: \_\_\_\_\_  
Owen E. Gipson, RA, Architect- Associate Principal

\_\_\_\_\_  
WITNESS

PRINT NAME: \_\_\_\_\_

\_\_\_\_\_  
WITNESS

PRINT NAME: \_\_\_\_\_

**EXHIBIT A**

Hourly Rate Schedule

**DAG Hourly Billing Rates**

<b>Principals</b>	<b>\$175 per hour</b>
<b>Associate Principals</b>	<b>\$150 per hour</b>
<b>Project Managers</b>	<b>\$125 per hour</b>
<b>Senior Architectural Staff</b>	<b>\$100 per hour</b>
<b>Architectural Staff</b>	<b>\$ 75 per hour</b>
<b>Administrative Staff</b>	<b>\$ 50 per hour</b>

**EXHIBIT B**

**COMBINED TASK ORDER AND NOTICE TO PROCEED**

TASK ORDER NO. 1

DATE \_\_\_\_\_

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND DAG ARCHITECTS RELATING TO MAJOR PROFESSIONAL ARCHITECTURAL SERVICES TO RE-DEVELOP THE CITY'S ADMINISTRATIVE CAMPUS OVER A PERIOD OF YEARS AND A SERIES OF RELATED PROFESSIONAL PROJECTS dated \_\_\_\_\_, 2017, (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 the City Hall Administrative Campus Master Plan Update and Design and CA services for the New City Hall Building and green space park area.

Architect'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:

-Budget Allowance of \_\_\_\_\_; 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 \_\_\_\_\_, 20\_\_, and shall be completed within \_\_\_\_\_ calendar days. The date of completion of all work is therefore \_\_\_\_\_, 201\_\_. Liquidated delay damages, if any, are set at the rate of \$ \_\_\_\_\_ 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 Architect and City, Architect is directed to proceed.

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

**DAG ARCHITECTS**

By: \_\_\_\_\_  
Owen E. Gipson, RA, Architect- Associate Principal

\_\_\_\_\_  
WITNESS

PRINT NAME: \_\_\_\_\_

\_\_\_\_\_  
WITNESS

PRINT NAME: \_\_\_\_\_

**CITY OF PANAMA CITY BEACH, FLA.**

By: \_\_\_\_\_  
Mario Gisbert, City Manager

ATTEST: \_\_\_\_\_  
City Clerk

COMBINED TASK ORDER AND NOTICE TO PROCEED

TASK ORDER NO. 1

DATE \_\_\_\_\_

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Pursuant to the Agreement, Architect agrees to perform the specific tasks set forth upon incorporated Attachment A, Scope of Services, relating to the City Hall Administrative Campus Master Plan Update and Design and CA services for the New City Hall Building and green space park area.

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

\_\_\_\_\_ a stipulated sum of \$ \_\_\_\_\_; or

X a stipulated sum of \$276,350.00 plus one or more specified allowances listed below which may be authorized in writing by the City Manager or his designee:

-Budget Allowance of \$3,500.00 for Geotechnical services; 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 \_\_\_\_\_, 20\_\_\_\_, and shall be completed within \_\_\_\_\_ calendar days. The date of completion of all work is therefore \_\_\_\_\_, 201\_\_\_\_. Liquidated delay damages, if any, are set at the rate of \$ \_\_\_\_\_ 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 Architect and City, Architect is directed to proceed.

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

DAG ARCHITECTS

By: \_\_\_\_\_  
Owen E. Gipson, RA, Architect- Associate Principal

\_\_\_\_\_  
WITNESS

PRINT NAME: \_\_\_\_\_

\_\_\_\_\_  
WITNESS

PRINT NAME: \_\_\_\_\_

CITY OF PANAMA CITY BEACH, FL

By: \_\_\_\_\_  
Mario Gisbert, City Manager

ATTEST: \_\_\_\_\_  
City Clerk

Exhibit B





# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

**1. DEPARTMENT MAKING REQUEST/NAME:**

Mario Gisbert - City Manager

**2. MEETING DATE:**

August 10, 2017

**3. REQUESTED MOTION/ACTION:**

Approve 1) a Master Services Agreement with DAG Architects and 2) Task Order No. 1 to update the City Hall Complex Master Plan and provide Architectural/Engineering services for a new City Hall.

**4. AGENDA**

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

**5. IS THIS ITEM BUDGETED (IF APPLICABLE)?** YES  NO  N/A   
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED YES  NO  N/A

**6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)**

At a regularly scheduled meeting on April 27, 2017, the City Council accepted staff rankings of firms that submitted Statements of Qualifications for continuing Architectural and Engineering (A/E) design services related to the redevelopment of the City Hall Complex. DAG Architects (DAG) was the highest ranked firm and staff has negotiated a proposed continuing Master Services Agreement (MSA) with the firm for City Council consideration. In addition, staff has negotiated a proposed Task Order No. 1 under the MSA with DAG to update the City Hall Complex Master Plan and to provide A/E design and construction administration services for a new City Hall. The design and construction administration services will also include the demolition of the old Tax Collector and City Hall buildings, replacing them with additional parking and a greenspace park.

The tentative cost estimate for a new City Hall building is \$2.8 million, with an additional \$300,000 estimated for the site improvements planned to replace the old buildings. DAG has proposed fees of \$2,000 for the Master Plan update and \$277,850 for A/E services related to the City Hall and site improvements. Staff has reviewed the proposal and finds the fees commensurate with the required professional services.

Staff recommends Council approval of the continuing Master Services Agreement between the City and DAG Architects, and further recommends Council approval of Task Order No. 1 in the amount of \$279,850, authorizing the City Manager to execute both documents on behalf of the City.