

**RESOLUTION 18-90**

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING APPROVAL OF AN AGREEMENT WITH TETRA TECH, INC. FOR HYDROLOGIC AND ENVIRONMENTAL MONITORING OF THE CONSERVATION PARK, IN THE AMOUNT OF \$110,420; 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 #7 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 hydrologic and environmental monitoring, in the basic amount of One Hundred Ten Thousand Four Hundred Twenty Dollars (\$110,420) , in substantially the terms set forth in the Scope of Services attached and presented to the Council today, draft dated April 16, 2018, 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 May, 2018.

**CITY OF PANAMA CITY BEACH**

By: 

Mike Thomas, Mayor

**ATTEST:**

  
Jo Smith, City Clerk

**EXHIBIT B**  
COMBINED TASK ORDER AND  
NOTICE TO PROCEED

TASK ORDER NO. 7

DATE: May 10, 2018

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 – 2018**.

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

a stipulated sum of **\$110,420**; 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 May 11 2018, and shall be completed within one calendar year. The date of completion of all work is therefore May 10, 2019. 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:

CITY OF PANAMA CITY BEACH, FL.

ATTEST:

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

City Manager



**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**

	<b>CONSULTANT</b>	<b>CLIENT</b>
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><a href="mailto:michael.bomar@tetrattech.com">michael.bomar@tetrattech.com</a></u>	<u><a href="mailto:ashortt@pcbqov.com">ashortt@pcbqov.com</a></u>

**Date Work Order Prepared:** April 16, 2018

**Project Identification: Name:** Conservation Park Biological Monitoring – FY 18

**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 2018. 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 Tasks I and II four sampling events – Quarters 1-4 in 2018, Semi-Annual Monitoring, Annual Reporting, and site inspections with regulatory staff, as well as address mitigation success/failure in Task III.

**Conduct 2018 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 "2018 Annual Wetlands Monitoring Summary Report" for the Client's review that satisfies the permit conditions in the referenced permit. The Consultant will provide a Draft Report in electronic format 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 "2018 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 2018 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 "2018 Annual Wetlands Monitoring Summary Report", per permit conditions I.E.1-9, for submittal to Client, for review and comment. The final report is due to the FDEP by June 28, 2018.
  
- B. Per conditions of USACE Permit SJA 2006-1857 (IP-DEB)
  1. Monitoring of all 9 previously established 50m transects at Discharge Distributions Sites. (semi-annually)
  2. Process (quarterly) the 50m transect monitoring data for incorporation into USACE Annual Monitoring Report 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, four 50m transects and Walk Paths):**

Consultant will perform semi-annual monitoring and annual reporting services related to the Client's wetland mitigation area as required to satisfy the first two quarterly sampling events and to close out the monitoring of the 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 four 50 meter long transects where specific monitoring is required on a quarterly basis and walking paths that require monitoring on an annual basis. The four 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 2018 Annual Monitoring Report covering the conditions required by the USACE and a Draft 2018 Annual Monitoring Report covering the FDEP's permit conditions. Both Draft 2018 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 per conditions of FDEP Wetland Resource Permit (03-231981-003-DF) and USACE Permit SJA 2006-1857 (IP-DEB):

- A. Monitoring (semi-annual) of 4 previously established 50m transects
- B. Monitoring (annual) of Walk Paths within the wetland mitigation area
- C. Draft 2018 Annual Monitoring Report for submittal to the USACE (due within 60 days of completion of second semi-annual monitoring event)
- D. Draft 2018 Annual Monitoring Report for submittal to the FDEP

There is a chance that the third and fourth quarter sampling event's scopes of work may be modified, but this will be unknown until completion of Task III.

**Deliverables**

- Four FDEP Wetland Quarterly Monitoring Data Tables (to be submitted to the Client, per quarterly submittal schedule provided by Kevin Aclin via email to M. Bomar and P. Johnson on January 17, 2015)
- One FDEP Annual Wetlands Monitoring Summary Report (due June 28, 2018, to FDEP)
- One USACE Annual Monitoring Report
- One FDEP Annual Monitoring Report (due to FDEP by October 31 each year)

**Period of Performance** – January 1, 2018 to December 31, 2018



### Task III. Assess On-Site Mitigation Areas for Enhancement

In regards to the FEDP Wetland Permit No. 03-231981-003-DF mitigation success/failure, and if needed based on discussions with FDEP concerning areas in the vicinity of BH-4 and BH-5, Consultant shall quantify the acreage and location of mitigation deemed successful, and the acreage and location of the acreage that has not met success. Based on this, the Consultant will develop an alternate mitigation plan to be submitted. Consultant shall quantify additional mitigation acreage because the area of open water continues to expand. The following outlines the Consultant's work for this task:

- A. Submit an alternative mitigation plan to the FDEP for review and approval
  1. Contents of the alternative mitigation plan: The plan shall analyze why a particular mitigation site is not clearly trending towards success and propose actions for success.
  2. Implementation schedule: As part of the alternative mitigation plan, Consultant shall propose a schedule for implementation and completion of all of the provisions of the alternative mitigation plan.
  3. Prepare a long term obligation agreement for the Client's review and use with FDEP
  4. Pursuant to FAC Rule 62-312.320(3), the Client will provide the required \$500 mitigation fee.

As part of the alternative mitigation plan, Consultant will indicate the areas that have met success and no longer need monitoring, and propose mitigation to offset the area that is not successful. Once this is submitted and approved, monitoring will no longer be required for the areas deemed successful and only conditions associated with the modification will remain.

FDEP and USACE will need to make a site visit to approve these areas and most likely will require additional monitoring via 50 meter transects as performed for other enhancement areas. Monitoring for the additional transects is excluded from this task order.

#### 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

##### Quarter 2 (April-June):

- Task I.A.1
- Task 1.A.4
- Task I.A.5
- Task I.A.6
- Task I.B.1
- Task I.B.2

##### 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
- Task II.B
- Task II.D

##### Quarter 4 (October-December):

- Task I.A.1
- Task I.A.5
- Task I.B.1



- Task I.B.2
- Task II.C

**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.
- Monitoring of additional transects included in the alternative mitigation plan.

**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:

<b>TASK ACTIVITIES</b>	<b>Amount</b>
Quarter 1 Tasks	\$ 14,890
Quarter 2 Tasks	\$ 31,850
Quarter 3 Tasks	\$ 25,580
Quarter 4 Tasks	\$ 19,800
Task III. Assess On-Site Mitigation	\$ 18,300
<b>TOTAL</b>	<b>\$110,420</b>



**City of Panama City Beach  
Conservation Park Monitoring & Reporting Matrix  
Tetra Tech, Inc.  
March 2018**

	Task ID#	Description	Required Task			
			2018			
			Quarter			
			1	2	3	4
<b>FDEP Wastewater Permit</b>	I.A.1	Monitor belt transects for herbaceous vegetation	✓	✓	✓	✓
	I.A.2	Monitor belt transects for woody vegetation			✓	
	I.A.3	Monitor T&C transects			✓	
	I.A.4	Monitor fish sampling stations		✓		
	I.A.5	Draft and submit Quarterly Monitoring data tables to City	✓	✓	✓	✓
	I.A.6	Draft the "2018 Annual Wetlands Monitoring Summary Report" per permit conditions I.E.1-9, for submittal to City for review and comment		✓		
<b>USACE Permit</b>	I.B.1	Monitor 50m transects at Discharge Distribution Sites	✓	✓	✓	✓
	I.B.2	Process 50m transect monitoring data for incorporation into USACE Annual Monitoring Report	✓	✓	✓	✓
<b>FDEP &amp; USACE Wetland Permits</b>	II.A	Monitor 50m transects	✓		✓	
	II.B	Monitor Walk Paths within the wetland mitigation area			✓	
	II.C	Draft 2018 Annual Monitoring Report for submittal to the USACE				✓
	II.D	Draft 2018 Annual Monitoring Report for submittal to the FDEP			✓	