

**RESOLUTION 19-61**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A TASK ORDER IN A LUMP SUM AMOUNT OF \$174,630 FOR BAY PARKWAY UTILITY DESIGN AND LIMITED CONSTRUCTION ADMINISTRATION, INSPECTION AND CERTIFICATION SERVICES.**

**BE IT RESOLVED** by the City Council of the City of Panama City Beach that the appropriate officers of the City are authorized to execute and deliver on behalf of the City that certain Task Order No. 2 to the Professional Services Agreement between the City and Gortemoller Engineering, Inc., relating to utility design and limited construction administration, inspection and certification services for Bay Parkway Segment 2, for a lump sum amount of One Hundred Seventy Four Thousand Six Hundred Thirty Dollars (\$174,630.00), 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 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 14<sup>th</sup> day of February, 2019.

**CITY OF PANAMA CITY BEACH**

By   
**MIKE THOMAS, MAYOR**

**ATTEST:**

  
**MARY JAN BOSSERT, CITY CLERK**

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

TASK ORDER NO. 2

DATE  
\_\_\_\_\_

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND GORTEMOLLER ENGINEERING, INC. RELATING TO BAY PARKWAY ENGINEERING SERVICES dated May 15<sup>th</sup>, 2018, (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 Utility Design, Limited CA, Inspection and Certification.

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

a stipulated sum of \$ 174,630.00; 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 \_\_\_\_\_, 20\_\_\_\_, and shall be completed within \_\_\_\_\_ calendar days. The date of completion of all work is therefore \_\_\_\_\_, 20\_\_\_\_. 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:  
\_\_\_\_\_  
\_\_\_\_\_

GORTEMOLLER ENGINEERING, INC.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Its: President

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

CITY OF PANAMA CITY BEACH, FLA.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager

*Exhibit A*



**Gortemoller  
Engineering, Inc.**

January 14, 2019

Mr. Al Shortt, P.E.  
Utilities Director  
City of Panama City Beach  
110 S. Arnold Road  
Panama City Beach, Florida 32413

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**RE: Bay Parkway Phase 2  
Task Work Order #2  
Task 15. Utility Design, Limited CA, Inspections and Certification  
Proposed Scope and Fee**

Dear Al,

Please see the attached Scopes of Services and Fee Proposal provided by Dewberry Engineers, Inc. for Task 15. Utility Design, Limited CA, Inspections and Certification. It was the original intent that once the alignment had been identified that we would add the Utility Design for the City's required infrastructure for this road extension. Per your direction, the City has decided to install 14,500 LF of new reclaim water main along the project from North Pier Park Drive to Nautilus Street and 7,000 LF of new sanitary sewer force main from North Pier Park Drive to Gayle's Trail and south to a valve connection near N. Gulf Boulevard inside the wastewater treatment plant.

Thank you for the opportunity to present this Task Work Order. We look forward to continuing our work on this very important project. Please do not hesitate to call if you have any questions.

Sincerely,  
Gortemoller Engineering, Inc.

Dexter M. Gortemoller, P.E.  
LEED Accredited Professional  
President

**708 Thomas Drive  
Panama City Beach, Florida 32408  
(850) 249-2425 - [www.GortEng.com](http://www.GortEng.com)**



## Attachment A

**City of Panama City Beach  
Bay Parkway Phase 2 Roadway Project  
Task Work Order #2  
15. Utility Design, Limited CA, Inspection and Certification  
Scope of Services**

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City of Panama City Beach has requested additional professional engineering services required in conjunction with a new reclaim water main extension along Parkway Bay Phase 2 from N. Pier Park Drive to Nautilus Street, a distance of approximately 14,500 feet; and a new sanitary sewer force main extension along Bay Parkway Phase 2 and Gayle's Trail from N. Pier Park Drive to an existing force main valve connection near N. Gulf BLVD inside the wastewater treatment plant, a distance of approximately 7,000 feet.

Dewberry will provide professional engineering services required to generate construction drawings and technical specifications in sufficient detail to enable Panama City Beach to receive competitive bids from construction contractors. Dewberry will perform additional topographic survey along Gayle's trail from Current Bay Parkway Phase 2 survey to include location of existing valve tie-in and other features along a portion of N. Gulf BLVD, within the existing wastewater treatment plant. Based on the previous scope here are the following Tasks:

### **15. Utility Design, Limited CA, Inspection and Certification**

#### **15.1 Utility Design Engineering and Permitting**

15.1.1 Dewberry will design and prepare construction drawings that show the character and scope of the work to be performed. GE will coordinate with Dewberry and implement sections into the Roadway Plans. The anticipated construction drawings include:

- General Note Sheet
- General Construction Notes
- Pay Quantity Summary Sheets (Reclaim Water and Force Main)
- Reclaim Water Plan & Profile Sheets with 30-foot and 5-foot horizontal and Vertical scales, respectively.
- Force Main Plan & Profile Sheets with 30-foot and 5-foot horizontal and vertical scales, respectively.
- Reclaim Water and Force Main Detail Sheets.
- MOT Sheets.

15.1.2 Coordinate and submit to the FDEP for review.

15.1.3 Respond to any requests for additional information (RFI) from permitting agencies.

15.2 Wetland Delineation – Portions of the proposed Utilities are outside the current limits.

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- 15.2.1 Perform a wetland delineation within and adjacent to the trail.
- 15.2.2 Prepare wetland UMAM assessment to assist in the permitting and mitigation process.
- 15.2.3 Display wetland line in construction plans.
- 15.3 Survey – Portions of the proposed utilities are outside the current project limits.
  - 15.3.1 Three certified copies of a Topographic Survey that meets the current Florida Standards of Practice as set forth by the Board of Professional Surveyors and Mappers.
  - 15.3.2 Survey limits to include the existing tree line on each side of Gayle's Trail and Part of N. Gulf BLVD extending from WWTP security fence to security fence that reflects the point of the proposed force main connection.
  - 15.3.3 Reflect existing 50 feet wide Ingress/Egress Utility easement along Gayle's trail.
  - 15.3.4 Reflect location of existing valve tie-ins at end of the project, existing 36-inch diameter reuse water main under Gayle's trail pavement, and all others utilities to be crossed by new force main along N. Gulf BLVD.
- 15.4 Limited CA, Inspections and Certifications
  - 15.4.1 Dewberry will provide limited on-site inspection for up to 480 hours and will document daily activities with daily logs to ensure the project is constructed in conformance with plans and specifications. In addition, Dewberry will be present during force main pressure testing and all other activities to ensure that the force main and reclaim main are constructed in compliance with plans and specifications. It is anticipated that an engineer licensed in the State of Florida will provide all other construction administration services as required and that City of Panama City Beach will take over ownership of the system upon final completion.

## **16. Construction Management – TBD**

### **17. Deliverables**

- 17.1 Phase II (60%) Design Plans for City review/Permitting including Utility Design (2 sets)
- 17.2 Phase III (90%) Design Plans and Specifications for City review including Utility Design (2 sets)
- 17.3 Final Construction Plans and Specifications (Electronically Sealed) in PDF, and CAD Files

### **18. Additional Services - The following are not included in this Scope of Services.**

- 18.1 Title Searches
- 18.2 Construction Engineering and Inspection
- 18.3 Public Involvement or Meeting with additional property owners.
- 18.4 Preparing documents for out-of-sequence services
- 18.5 Providing services of professional consultants (e.g. Electrical, Lighting, Structural Engineer, Urban Forester or Geotechnical) other than as specifically provided for in the above Scope of Services
- 18.6 Mitigation/ Permit Fees

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**Attachment B**

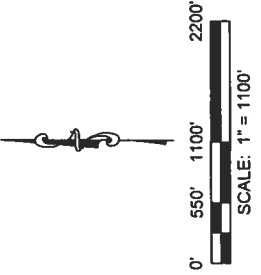
**City of Panama City Beach  
Bay Parkway Phase 2 Roadway Project  
Task Work Order #2  
15. Utility Design, Limited CA, Inspection and Certification  
Fee Summary**

<b>Utility Design Summary</b>		
		<b>Contract Amount</b>
15.1	Utility Design Engineering and Permitting (DB)	\$123,780.00
15.1	Utility Design Coordination (GE)	\$7,375.00
15.2	Wetland Delineation	\$3,025.00
15.3	Survey	\$5,750.00
15.4	Limited CA, Inspections and Certifications	\$34,700.00
15	<b>Utility Design Total</b>	<b>\$174,630.00</b>

<b>Contract Summary</b>		
		<b>Contract Amount</b>
Task Work Order #1	Original Contract Amount	\$ 698,446.45
Task Work Order #2	15. Utility Design	\$ 174,630.00
	<b>Total Contract Amount</b>	<b>\$ 873,076.45</b>

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DATE	PROJECT NO.
REVISED	501009930
APPROVED	SHEET
DESIGNED	3
CHECKED	

PARKWAY UTILITY EXTENSION OPTION 3  
 (20' FM VIA GAYLE'S TRAILS, OPEN CUT)  
 PANAMA CITY BEACH

**Dewberry**  
 Dewberry Engineers, Inc.  
 203 Aberdeen Parkway, Panama City, FL 32405  
 850.522.0644, www.dewberry.com

NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

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

Utilities Department - Al Shortt, Utilities Director

**2. MEETING DATE:**

February 14, 2019

**3. REQUESTED MOTION/ACTION:**

Approve a Task Order with Gortemoller Engineering, Inc. for surveys and engineering services related to extending of City utilities as a part of the proposed Bay Pkwy Phase 2 roadway project.

**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)**

The Utilities Department budgeted funds to extend a large sewer force main and reclaimed water transmission main as part of the proposed Bay Parkway Phase 2 roadway project. These two transmission pipelines will improve service to the central and western portions of the City's utility franchise area, and provide for future service to development occurring along the new roadway.

Staff requested a proposal from Gortemoller Engineering, Inc. to provide the necessary survey, engineering and permitting effort for the sewer and reclaimed water main extensions. Attached for your review is their proposal as Attachment A under the current Master Services Agreement. Staff has reviewed the proposal and finds that the requested fee of \$174,630 is in line with the work effort. Also attached for your review is a draft Exhibit C, Combined Task Order and Notice To Proceed, that would be executed upon City Council approval. Staff recommends approval of the Task Order. The utility project is budgeted for completion over the next two fiscal years, predicated on concurrent roadway funding, and the estimated utility construction cost of is \$2.25 million.

**WHY** - To allow the City Manager to execute the Task Order between the City and Gortemoller Engineering for surveying, engineering and permitting services related to extending the City's sewer and reclaimed water transmission system.

**WHAT** - Completion of the necessary surveying, engineering and permitting scope to support the improvement of City utility infrastructure and provide for growth in wastewater service capacity.