

RESOLUTION 16-37

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA APPROVING TASK ORDER #2016-01 TO THE MASTER SERVICES AGREEMENT WITH MCNEIL CARROLL ENGINEERING, INC. RELATED TO THE CITY'S HOMBRE CIRCLE CULVERT CLEANING AND DRAINAGE IMPROVEMENTS PROJECT IN AN AMOUNT OF \$15,000.

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 #2016-01 to the Master Services Agreement between the City and McNeil Carroll Engineering, Inc., dated December 29, 2013, for general, localized stormwater engineering services, related to **the Hombre Circle Culvert Cleaning and Drainage Improvements Project**, in a total amount of Fifteen Thousand Dollars and No Cents (\$15,000.00), in substantially the form attached and presented to the Council today, draft dated December 29, 2015, 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 14th day of January, 2016.

CITY OF PANAMA CITY BEACH

By 
Gayle F. Oberst, Mayor


ATTEST:


Diane Fowler, City Clerk

Memorandum

To: Mario Gisbert

CC: Holly White, Paul Casto

From: Kelly Jenkins 

Date: December 29, 2015

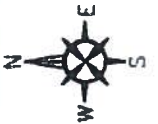
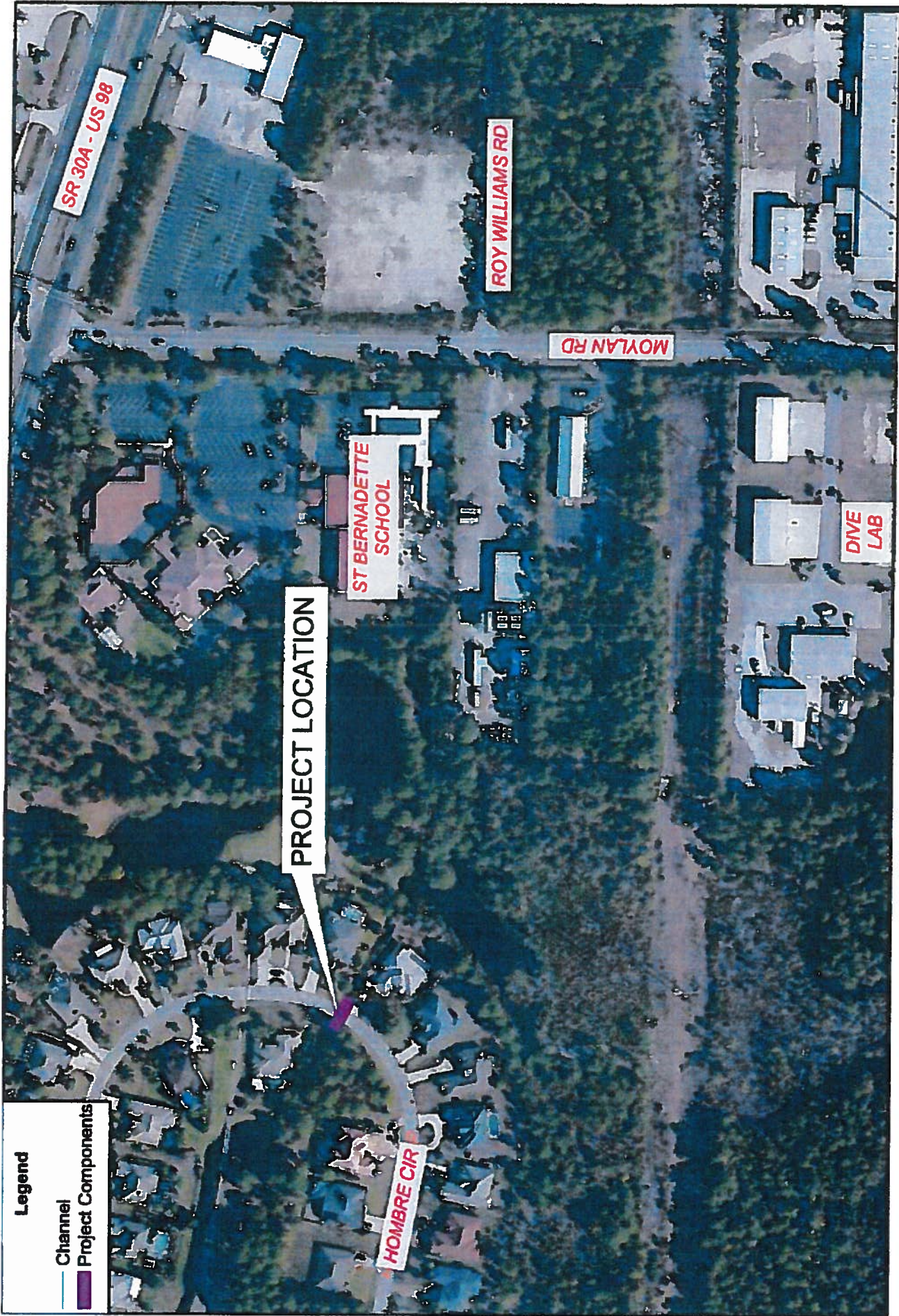
Subject: Professional Stormwater Engineering Services Task Order –
Hombre Circle Culvert Cleaning and Drainage Improvements

In August 2013 CDM Smith was tasked to analyze different possible scenarios, for the Glades stormwater basin to see if proposed infrastructure improvements could help alleviate some of the flooding for 100 year rainfall events. The report suggested making a few different improvements which combined would be able to drop flooding levels approximately 0.6' in those areas where the most damage occurred to residences. A recommendation within the report is to clean out and maintain sediment levels in the 2-42" culverts beneath Hombre Circle (see Exhibit A).

These culverts have been silted in over time and therefore restrict the flow that is directed east and then north under Back Beach Road. These culverts are very deep and therefore difficult to clean and maintain. Staff has had preliminary discussions with McNeil Carroll Engineering to determine potential cleaning methods and design improvements that should help keep the culverts clean and operational and be easier to maintain.

Staff requested and has received a proposed task order number 2016-01 (see Exhibit B w/attachments) for work under the Master Services Agreement (MSA) with one of the City's stormwater consultants, McNeil Carroll Engineering Inc., to come up with cleaning methods and a final design of drainage structures. The proposal attached will provide services for survey, engineering design, bidding, permitting and construction oversight.

Staff recommends approval of this proposal in the amount of \$15,000 and has sufficient funds in this fiscal year stormwater budget.



**HOMBRE CIRCLE CULVERT
CLEANING & DRAINAGE IMPROVEMENTS**

EXHIBIT B
COMBINED TASK ORDER AND
NOTICE TO PROCEED

TASK ORDER NO. 2016-01

DATE December 29, 2015

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND McNeil Carroll Engineering, Inc. RELATING TO GENERAL, LOCALIZED PROFESSIONAL STORMWATER 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 **Exhibit B Attachments, Scope of Services**, relating to the **Hombre Circle Culvert Cleaning and Drainage Improvements Project**.

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

- a stipulated sum of \$ \$15,000.00; 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 at the rates set forth upon incorporated Attachment B, **Hourly Fee Breakdown (if applicable)**, with a maximum cost of \$ _____;

and shall be paid in monthly installments as specified in the Agreement.

Work shall begin on _____, 2016, and shall be completed within 4 months. The date of completion of all work is therefore _____, 201____. 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:

McNeil Carroll Engineering, Inc.

By: _____ Date: _____
Its:

ATTEST:

CITY OF PANAMA CITY BEACH, FLA.

City Clerk

By: _____ Date: _____
City Manager

**MCNEIL—
—CARROLL**
ENGINEERING, INC.
PROFESSIONAL ENGINEERING CONSULTANTS

December 29, 2015

SENT VIA EMAIL

Ms. Kelly Jenkins, P.E.
City of Panama City Beach
110 South Arnold Road
Panama City Beach, FL 32413

Re: Task Order #2016-01
Proposal for Engineering Services
Hombre Circle Culvert Cleaning and Drainage Improvements
Panama City Beach, Florida
MCEI File No. 245.26

Dear Ms. Jenkins:

McNeil Carroll Engineering, Inc. is pleased to have the opportunity to provide professional services for the proposed drainage improvement project located in Panama City Beach, Florida. Based on information provided to us, we have developed the following scope of services for your review and consideration.

Professional Service Description

- Task 1: Topographical Surveying (\$2,500.00)**
Preble Rish, Inc. will provide topographical surveying identifying existing grades, inlets, pipes, etc. within the right of way of Hombre Circle as depicted in sketch.
- Task 2: Engineering Design (\$8,000.00)**
MCEI will provide engineering services to include culvert cleaning methods, demolition, drainage structure design & installation and depicting new contours within existing ditch and drainage area.
- Task 3: Construction and Bidding Documents (\$1,500.00)**
MCEI will prepare specifications and bid documents for bidding purposes for construction and oversee bidding process.
- Task 4: Permitting (\$1,500.00)**
MCEI will submit documents to FDEP and USACOE for regulatory approvals.
- Task 5: Construction Oversight (\$1,500.00)**
MCEI will provide construction observation during construction.

Panama City

475 Harrison Avenue, Suite 200
Panama City, FL 32401

Phone (850) 763-5730
Fax (850) 763-5744

mcneilcarroll.com

Panama City Beach

17800 Panama City Beach Parkway
Panama City Beach, FL 32413

Phone (850) 234-1730
Fax (850) 234-1731

Exhibit B Attachments

Ms. Kelly Parker, P.E.
December 29, 2015
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COMPENSATION

The work described above will be performed on a flat fee basis with progress billing rates. The flat fee to complete the work described herein is as follows:

Task 1-5 Total: **\$15,000.00**

Once again, we appreciate your consideration of McNeil Carroll Engineering, Inc. and look forward to providing the City of Panama City Beach with quality engineering services. Should you have any questions or need any additional information, please do not hesitate to call.

Sincerely,

McNeil Carroll Engineering, Inc.



Robert Carroll, P.E.
Vice President

ACCEPTANCE

BY: _____

Mario Gisbert, City Manager
City of Panama City Beach

DATE: _____

RLC/sd
245.26/pro/pcbadmin/projects