

**RESOLUTION 16-139**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AND AUTHORIZING EXECUTION OF A TASK ORDER WITH ATKINS NORTH AMERICA, INC FOR POST DESIGN SERVICES FOR FRONT BEACH ROAD SEGMENT 2 PROJECT, IN THE AMOUNT OF \$86,458.**

**BE IT RESOLVED** that the appropriate officers of the City are authorized but not required to accept and deliver on behalf of the City that certain Supplemental Agreement 16 to Task Order 16 between the City and Atkins North America, Inc., f/k/a Post, Buckley, Schuh & Jernigan, Inc., relating to post design services during the construction of Front Beach Road Segment 2, in the basic amount of Eighty Six Thousand, Four Hundred Fifty Eight Dollars (\$86,458.00), in substantially the form attached and presented to the Council today, draft dated September 15, 2016, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.

**THIS RESOLUTION** shall be effective immediately upon passage.

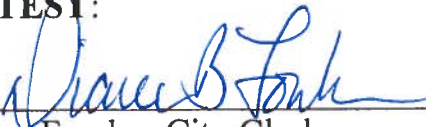
**PASSED** in regular session this 22<sup>nd</sup> day of September, 2016.

**CITY OF PANAMA CITY BEACH**

By: 

Mike Thomas, Mayor

**ATTEST:**

  
Diane Fowler, City Clerk



## CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

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

CRA/Kelly Jenkins

**2. MEETING DATE:**

9/22/2016

**3. REQUESTED MOTION/ACTION:**

Approve Supplemental Agreement #16, with Atkins, for post design services during the CRA Front Beach Road Segment 2 project in the amount not to exceed \$86,458.00.

**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 Front Beach Road Segment 2 project includes reconstruction of Front Beach Road from west of Richard Jackson Blvd. east to the South Thomas Drive intersection a total distance of 1.05 miles. This project is anticipated to be awarded and to begin construction in October 2016.

Atkins is the CRA's engineer of record for this project. They have provided the attached scope of services (Exhibit A), engineer's compensation (Exhibit B), and Combined Task Order and Notice to Proceed (Exhibit C) to provide post design services during construction. These services are to be provided on an as needed basis to assist engineering and inspection staff with construction issues that may arise during the project. Atkins will also be reviewing shop drawings and providing field reviews as requested. This task is included in the FY 16/17 CRA budget and adequate funds are available.

Staff recommends approval.

**Exhibit "A"**

**Front Beach Road Community Redevelopment Area  
Panama City Beach, Florida  
Task Work Order #16  
Front Beach Road Segment 2 Final Design  
Richard Jackson Blvd Road to South Thomas Drive  
Supplemental Agreement #16**

**Scope of Services**

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**I. GENERAL INFORMATION**

The purpose of this document is to describe the scope of services and the responsibilities of ATKINS and the City of Panama City Beach Community Redevelopment Agency (PCB) in connection with additional services necessary for the design of this project as follows:

**22.0 Post Design Services:** Attend meetings with the client and contractor as necessary. Address requests for information from the Contractor. Assist construction engineering and inspection staff with any utility issues and other construction issues on the project. Review all shop drawings and conduct field reviews as necessary during construction. Reviewed items shall include drainage, lighting, signalization, landscaping items and any other items requested to be reviewed by the Owner on the project.

These efforts were not anticipated in Supplemental # 15.

**Exhibit "B"**

**Front Beach Road Community Redevelopment Area  
Panama City Beach, Florida  
Task Work Order #16  
Front Beach Road Segment 2 Final Design  
Richard Jackson Blvd Road to South Thomas Drive  
Supplemental Agreement #16**

**Exhibit B**

FRONT BEACH ROAD SEGMENT TWO - SUPPLEMENTAL			
Activity	TWO 16 - SA 16		
	Hours	Average Rate	Fee
22.8 Post Design Services	682	\$ 124.94	\$ 85,409
Total Billing Amount	682		\$ 85,409
Total Supplemental Agreement Amount (Not to Exceed)	682		\$ 85,409

Staff Hour Distribution Percentages									
	Summary	Principal	Project Manager	Senior Engineer	Engineer	CADD Designer/Inspector	Clerical	Total	Avg Hourly Rate
		\$238.00	\$167.00	\$191.00	\$97.00	\$76.00	\$58.00		
22.8 Post Design Services	682	4.0%	6.0%	44.0%	28.0%	29.8%	2.0%	100.00%	\$124.94

Task No.	Task	Units	No of Units	Hours / Unit	Total Hours	Comments
1	Contract Maintenance	LA	24	2.5	60	Progress Reports & Billing - 24 months * 2.5 hours per month
2	Client/Contractor Coordination (RFTs, Field Reviews, Meetings, etc.)	LA	1	416	416	Assume 780 Day Contract or 107 weeks. Average 3.8 hours per week.
3	Review of Shop Drawings / Field Reviews	LA	1	216	216	Review Shop Drawings & Landscaping Field Reviews - Signals (2 signals - 16 hours), Drainage Structures (144 @ 1 hour each), Lighting (16 hours), (Landscaping - 40 hours), and any other items requested to be reviewed by the Owner, etc. 216 hours
<b>Total</b>					<b>682</b>	

Billing Rates Per Classification	Loaded Rates
Principal	\$238.00
Project Manager	\$167.00
Senior Engineer	\$191.00
Engineer	\$97.00
CADD Designer / Inspector	\$76.00
Clerical	\$58.00

Project will be invoiced by Billing Rate Classification each month based on the hours charged. Expenses are included in rates. No separate expenses will be billed for the project.

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

**Subject: ATKINS Task Work Order 16-Supplemental Agreement 16, Front Beach Road Segment 2 Final Design**

**Date: September 23, 2016**


Reference is made to the certain MASTER SERVICES AGREEMENT BETWEEN THE CITY OF PANAMA CITY BEACH AND **POST, BUCKLEY, SCHUH, & JERNIGAN, INC.**, now known as **ATKINS NORTH AMERICA, INC.**, RELATING TO PROFESSIONAL ENGINEERING SERVICES FOR THE FRONT BEACH ROAD REDEVELOPMENT PROJECT dated July 13, 2004 (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.

1. Pursuant to the Agreement, the Engineer agrees to perform the specific tasks set forth upon incorporated Exhibit A, Scope of Services, relating to the above referenced project.
2. Engineer's total compensation for the services to be provided by it under this Task Order shall be \$86,458 limiting amount (Not to Exceed), as specified in the attached Exhibit B.
3. Work can commence immediately upon receipt of this signed document and is anticipated to begin October 1, 2016 and is **expected to be complete** by November 1, 2018. There are no additional rights and obligations related to the Task Order other than specified in the Agreement.

Upon execution of the Task Order Supplemental Agreement by both the Engineer and City, the Engineer is directed to proceed.

Witness:

  
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\_\_\_\_\_

By:

  
Jeffrey C. Helms, PE

Its:

Vice President

Date:

9-15-16

CITY OF PANAMA CITY BEACH, FL

By:

\_\_\_\_\_  
Mario Gisbert, City Manager

ATTEST:

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

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

Attachments: ATKINS' Scope of Services and Fee Schedule