

RESOLUTION 17-68

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA APPROVING TASK ORDER #2017-01 TO THE MASTER SERVICES AGREEMENT WITH MCNEIL CARROLL ENGINEERING, INC. RELATED TO PROFESSIONAL STORMWATER ENGINEERING SERVICES IN AN AMOUNT OF \$63,695.

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 #2017-01 to the Master Services Agreement between the City and McNeil Carroll Engineering, Inc., dated December 29, 2013, for professional stormwater engineering services, related to Sea Oats Drainage Improvements, in a total amount of Sixty Three Thousand Six Hundred Ninety Five Dollars and No Cents (\$63,695.00), in substantially the form attached 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 9th day of March, 2017.

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:

Stormwater/Kelly Jenkins

2. MEETING DATE:

3/09/2017

3. REQUESTED MOTION/ACTION:

Approve the design of Sea Oats drainage improvement project located in Seclusion Beach Subdivision through a master services contract with McNeil Carroll Engineering, Inc. in the amount of \$63,695.00.

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)

Seclusion Beach Subdivision located within City limits has been encountering flooding problems during different rainfall events. In the rainfall event of July 2013, water levels rose high enough to flood some of the houses down Sea Oats Drive, Seclusion Circle, and Seashell Court. There is currently no stormwater collection system and stormwater runoff has no positive discharge in this area. This project was added to the capital improvement list after the event in 2013 and is currently up for engineering design work to be performed. Construction is budgeted for the next fiscal year, however, construction may need to be broken down into phases due to the size of this job.

Staff requested and has received a proposed task order number 2017-01 (see Exhibit B Combined Task Order and Notice to Proceed) for work under the Master Services Agreement (MSA) with one of the City's stormwater consultants, McNeil Engineering Inc. The proposed attached will provide services for surveying, engineering design, bidding, wetland delineation, permitting and construction oversight.

Staff recommends approval of this proposal in the amount of \$63,695.00 and has sufficient funds in this fiscal year stormwater budget for the design work to be completed.

EXHIBIT B
COMBINED TASK ORDER AND
NOTICE TO PROCEED

TASK ORDER NO. 2017-01

DATE: March 9, 2017

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND McNeil Carroll Engineering Inc. RELATING TO 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 Attachment A, Scope of Services, relating to Sea Oats Drainage Improvements.

Engineers total compensation shall be (check one):

a stipulated sum of \$ 63,695.00 ; 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 March 10, 2017, and shall be completed within 6 months. 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 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:

[name of firm]

By: _____ Date: _____

Its:

CITY OF PANAMA CITY BEACH, FLA.

ATTEST:

By: _____ Date: _____

City Manager

City Clerk

EXHIBIT B



February 16, 2017

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 # 2017-01
Proposal for Engineering Services
Sea Oats Drainage Improvements
Panama City Beach, Florida
MCEI File No. 245.30

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 (\$11,595.00)**
Dewberry Preble Rish, Inc. will provide topographical surveying identifying existing grades and existing improvements for drainage improvements.
- Task 2: Engineering Design (\$36,500.00)**
MCEI will provide engineering services designing the drainage improvements including pipe sizing and drainage basin.
- Task 3: Wetland Delineation and Permitting (\$7,100.00)**
Cypress Environmental will delineate wetlands and prepare the permitting for impacts to wetlands for the stormwater management facility.
- Task 4: Construction and Bidding Documents (\$2,500.00)**
MCEI will prepare specifications and bid documents for bidding purposes for construction and oversee bidding process.
- Task 5: Permitting (\$2,500.00)**
MCEI will prepare the documents required for Cypress Environmental to submit to FDEP and USACOE for regulatory approvals.
- Task 6: Construction Oversight (\$3,500.00)**
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

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 1-6 Total: **\$63,695.00**

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
245.30/pro/pcbadmin/projects