

**RESOLUTION 20-176**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING TASK ORDER 3 WITH INFRASTRUCTURE SOLUTION SERVICES FOR DESIGN SERVICES ASSOCIATED WITH THE RELOCATION OF LIFT STATION 4 IN THE BASIC AMOUNT OF \$268,000.**

**BE IT RESOLVED** that the appropriate officers of the City are authorized to accept and deliver on behalf of the City that certain Task Order 3 to that certain Master Services Agreement between the City and Infrastructure Solution Services relating to professional Utility Engineering Services-Major Wastewater, for design services concerning the replacement and relocation of Lift Station 4, in the amount of Two Hundred Sixty Thousand Dollars (\$261,000.00), together with a Seven Thousand Dollar (\$7,000.00) allowance for Geotechnical investigation work, in substantially the form attached and presented to the Council today, draft dated September 2020, 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 10<sup>th</sup> day of September, 2020.

**CITY OF PANAMA CITY BEACH**

By:   
Mark Sheldon, Mayor

**ATTEST:**

  
Lynne Fasone, City Clerk



# INFRASTRUCTURE SOLUTION SERVICES

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## ISS TASK ORDER PCB-007 CITY OF PANAMA CITY BEACH LS #4 REPLACEMENT PROJECT

### Section I. BACKGROUND

The City of Panama City Beach is in the midst of a beachfront redevelopment that requires aging infrastructure to be expanded and improved. The streetscape redevelopment of Front Beach Road has resulted in corridor improvements that require Lift Station #4 (LS #4) to be relocated to another site. The City Utilities Department is relocating LS #4 (currently located on the south side of Front Beach Road in front of the Driftwood Lodge and Calypso Resort), and thereby the City is replacing their aging LS #4 to meet future growth, and to meet current standards. To determine the most viable location of LS #4, the City/ Infrastructure Solution Services (ISS) Team recently completed an evaluation. The City/ISS Team evaluated options, found no great choice, and eventually determined that the site 450 LF immediately north of the existing LS#4 was the most viable for the City and sewer rate payers. The City of Panama City Beach has requested this Task Order from the ISS Team to provide professional design services working with the City Team on this important project.

### Section II. SCOPE OF SERVICES, Field Services, Preliminary Design Services, Final Design Services, Permitting, Bidding, ESDC

#### TASK 1 FIELD SERVICES

##### a) **Field Services – Survey**

ISS will use the existing City survey inclusive of locates for the design of the LS #4 Project. ISS will have an on-site kickoff meeting with City personnel regarding project scope, deliverables, and deadlines.

##### b) **Field Services - Geotechnical**

The geotechnical investigation services that will be required for the proposed lift station, the retaining wall, the piping, and stormwater management system.

#### TASK 2 DESIGN SERVICES

##### a) **Preliminary (30%) Design Services**

This effort will include the preliminary design for the City of Panama City Beach LS #4 (see Attachment A for LS #4 Layout). This preliminary design work will be for an approximately 1.2 MGD master lift station. The existing 21-inch gravity sewer would be intercepted and extended approximately 400 feet from the north right of way of Front Beach Road to the new site. The Engineer shall complete design calculations for the system. A new force main would connect to the existing 12-inch force main on the north side of Front Beach Road including provisions for connection to a future replacement force main to be constructed under an upcoming CRA roadway improvement program. The Engineer will be responsible for interfacing with adjacent property owners as required. The City will review the 30% submittal and comments will be received by the Engineer to be carried forward into the 60% phase.

ISS shall coordinate all of this design work with the City's CRA consultant, Dewberry Engineers for a seamless and coordinated integration of the proposed project with their roadway and utilities improvements. This project design will include, but is not

limited to, the following list of project components that will be prepared in the preliminary design and carried forward through the final design phase:

- 1) Gravity sewer from coordinated tie-in point to proposed lift station site, gravity main for connections
- 2) Terminal manhole
- 3) Gate valve
- 4) Basket hoist, electrically operated
- 5) Access hatch with safety screenings basket
- 6) Odor control system connections (for future odor control)
- 7) Lift station wet well structure with lid, ventilation, accessories
- 8) Pumping system with all components, wet well and discharge piping
- 9) Valves and manifold on pump discharge
- 10) MCC, Electrical Panel for LS, RTU in precast enclosure with dual a/c units
- 11) LS Pump-out connections
- 12) Discharge force main from LS to connect to coordinated point within FBR R/W
- 13) Generator with automatic transfer switch for power needs of the LS site
- 14) Fuel storage tank for generator
- 15) Flowmeter on the discharge force main, w/bypass
- 16) Transformer and power drop
- 17) Retaining wall along east side of site if necessary
- 18) Bollards
- 19) Fencing or wall with visual screening
- 20) Underground electric service
- 21) Watermain and appurtenances
- 22) Access driveway paved
- 23) Ingress/egress/utility easement
- 24) Stormwater management basins and permitting
- 25) Restoration of site associated with piping

**b) Final (60%) Design Services**

The Engineer shall prepare and submit (60%) design construction plans and cost estimate for the City LS #4 Project. This submittal shall include the LS #4 project features as defined above. This 60% submittal will be reviewed by the City Staff. City review comments on the 60% submittal will be received by the Engineer to be carried forward into the 90% phase.

**c) Final (90%) Construction Document Design Services**

The Engineer shall prepare and submit (90%) design construction plans and cost estimate for the City LS #4 Project. This submittal shall include the LS #4 project features as defined above. This submittal will be reviewed by the City Staff. City review comments on the 90% submittal will be received by the Engineer and incorporated/addressed in the 100% phase.

**d) Final (100%) Bid Document Design Services**

The Engineer shall prepare and submit final (100%) construction plans and cost estimate for the City LS #4 Project. This submittal shall include the final biddable contract documents and an Engineer's Opinion of Probable Cost. This submittal will be provided to the City Staff. This submittal will be approved by the City Staff for bidding purposes.

**e) Permitting Services**

The ISS Team will have a pre-application meeting with the FDEP for the permitting of this project. The project will include the Wastewater Collection and Transmission Permit and the ERP permitting for the work associated with the Lift Station and other aspects of the collection system, plus the site improvements and stormwater management system. City approvals will

be completed by the Engineer with insights from Utility Staff. Project Management & Administration shall occur throughout the design.

### **TASK 3 BIDDING ASSISTANCE SERVICES**

- a) Compile the bid documents in PDF format and provide to the City for bidding purposes
- b) Conduct the pre-bid meeting
- c) Prepare answers to bidder questions for the City to use in preparation and distribution of bid addenda. Track the planholders and issue addenda. Provide electronic copy of all addenda materials to the City for posting on City website.
- d) Review bids and investigate bidder qualifications
- e) Prepare a written recommendation for award of the construction contract
- f) Project Management & Administration

### **TASK 4 ENGINEERING SERVICES DURING CONSTRUCTION**

- a) Prepare for and conduct the pre-construction meeting.
- b) Review and approve shop drawings. Provide approved copies of all shop drawings in digital, searchable format at closeout.
- c) Review and answer Contractor requests for information (RFI.)
- d) Provide field observations at critical points in the construction. Based on 210 day construction contract. Inspection time will be weighted based on 550 hours to be on site more during active work that cannot be inspected after installation or being covered.
- e) Field and written communications with the Contractor.
- f) Review and approve Contractor pay requests.
- g) Determine Substantial and Final completion.
- h) Approve and submit final record drawings based on the Contractor redlines and the as-built survey information provided by the Contractor's Professional Surveyor.
- i) Provide Manufacturer-based operation and maintenance manuals in digital, searchable format.
- j) Prepare certificates of completion to submit to agencies and close out the project.
- k) Project Management & Administration

ISS shall coordinate all of this ESDC work with the City's CRA consultant, Dewberry Engineers for a seamless and coordinated integration of the proposed project with their roadway and utilities improvements.

### **Section III. SUBCONSULTANTS**

The ISS Team will utilize a geotechnical subconsultant, Southern Earth Science, as necessary on this project.

### **Section IV. PERMITTING**

The LS #4 Project will require Wastewater Collection/Transmission System Permitting and Environmental Resource Permitting. ISS will prepare complete permit applications for City execution, and then respond to all RAI's to ensure permit issuance in a timely manner.

### **Section V. OWNER'S RESPONSIBILITY**

The City of Panama City Beach will provide all available design related information on the existing LS #4, force main, and gravity system. The City will mark up City related utilities or other infrastructure to be connected to or avoided in this project. The City will review and provide comments on the preliminary design, the 60%, and the 90% design documentation. The City will handle all aspects of property acquisition to include the joint access/egress with adjacent property

owners. All legal representations on this project related to the property ownership issues shall be the responsibility of the City. The City will be responsible for all permit fees, as required.

**Section VI. DELIVERABLES**

The ISS Team will provide the following deliverables to the City of Panama City Beach:

<b>Task #</b>	<b>Deliverables</b>
1	One (1) Electronic set and two (2) hard copies of the Preliminary Design Info and Cost Estimate
2	One (1) Electronic set two (2) hard copies of the 60% Plans (36x24) and Cost
3	One (1) Electronic set and Three (3) hard copy sets of the 90% Plans (36x24) and specs and Cost Estimate
4	One (1) Electronic set two (2) hard copies (36x24) of the final 100% with final ready-to-bid Contract Documents including permits, geotechnical
5	One (1) Electronic copy and three (3) hard copies (36x24) of the conformed 100% Contract Documents in PDF format.

**Section VII. SCHEDULE**

This ISS project schedule was developed based on similar master lift station projects and ISS will make every effort to beat this design schedule to meet the needs of the City. The scheduled calendar days start from receipt of the City provided information and NTP to the ISS Team.

<b>TASK NAME</b>	<b>TASK DAYS</b>	<b>CUMUL DAYS NTP</b>
Field Services (Geotechnical)	30	30
Preliminary Design of LS-#4	25	25
Owner Preliminary Design Review	7	32
60% Plans, Specs, Cost Estimate	25	57
Owner 60% Plans Review & ISS QC Review	7	64
Permit Application Submittals	10	74
90% Plans, Specs, Cost Estimate, Permit Submittal	30	94
Permit Review Approvals	30	104
Owner 90% Plans Review & ISS QC Review	7	101
100% Plans, Specs, Contract Documents	10	111
<b>Total Duration for Design Phase w/Reviews</b>		<b>111</b>

*\* Permit submittal and Approval will occur simultaneous to Owner 90% review.*

**Section VIII. METHOD OF COMPENSATION**

The City of Panama City Beach shall compensate the ISS Team for this LS #4 project scope of work at the lump sum fee amount based on the breakdown below. An industry standard USDA Engineering Fee Curve is provided as a relative comparison. The Construction cost for LS #4 Project is estimated at \$2.5 Million dollars without contingency and fees.

USDA Engineering Design Fees for LS #4 @ 7.4%\* x \$2.5 Million = \$185,000

USDA Engineering Services during Constr. Fees for LS #4 @ 3.4%\* x \$2.5 Million = \$85,000

The ISS total labor fee is Two Hundred Sixty One Thousand Dollars and Zero Cents (\$261,000) plus geotechnical subconsultant service allowance at a total of Seven Thousand Dollars and Zero Cents (\$7,000.00). This is a total project fee of Two Hundred Sixty Eight Thousand Dollars and Zero Cents (\$268,000). The fee cost breakdown for this City of Panama City Beach LS #4 Project is below.

<b>TASK #</b>	<b>TASK NAME</b>	<b>COST</b>
1	Preliminary Design Services (Credit \$5K for prior work)	\$ 22,100
2	Final Design Services including permitting	\$132,800
3	Bidding Services	\$ 10,460
4	Engineering Services during Construction	\$ 95,640
<b>SUBTOTAL COST w/EXPENSES</b>		<b>\$ 261,000</b>
GEOTECHNICAL SUBCONSULTANT ALLOWANCE		\$ 7,000
<b>TOTAL COST</b>		<b>\$ 268,000</b>

The City is implementing design liquidated damages on this project at \$250/day for the first 20 calendar days beyond the 111 day design schedule. Beyond 131 calendar days the design liquidated damages will be \$500/day for each calendar day thereafter. Any daily delays in the Owner allowed 7 day response time on submittals will be added to the authorized 111 day schedule time. The City recognizes that ISS must be diligent in the preparation and submittal of permits, but permit issuance by the regulating agencies may exceed desired dates and need to be reviewed by the City relative to this project schedule. Completion is defined as receipt of 100% Biddable Plans, Specs, Contract Documents to the Owner.

**Section IX. ACCEPTANCE**

If the above scope and fees meet your approval, please indicate by your signature in the space provided below and return one (1) signed copy which will constitute an "Agreement and Notice to Proceed" for the accomplishment of this work.

INFRASTRUCTURE SOLUTION SERVICES

CITY OF PANAMA CITY BEACH

\_\_\_\_\_  
 Brian Stahl, PE,  
 Managing Member

\_\_\_\_\_  
 Tony O'Rourke  
 City Manager

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

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

TASK ORDER NO. 3

DATE: September \_\_, 2020

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND INFRASTRUCTURE SOLUTION SERVICES, LLC RELATING TO PROFESSIONAL UTILITY ENGINEERING SERVICES – MAJOR WASTEWATER dated May 10, 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 **Lift Station #4 Replacement Project**.

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

a stipulated sum of \$ \_\_\_\_\_ ; or

a stipulated sum of **\$261,000** plus one or more specified allowances listed below which may be authorized in writing by the City Manager or his designee,

**Allowance of \$ 7,000 for Geotechnical Investigation Work**

a fee determined on a time-involved basis with a maximum cost of \$ \_\_\_\_\_ ;

Work shall begin on September \_\_, 2020 and shall be completed 111 calendar days following this date. The date of completion of all work is therefore \_\_\_\_\_, 202\_\_, subject to modification in accordance with the provisions in Attachment A. Liquidated delay damages, if any, are set at the rate of \$250 per calendar day up 20 days after the deadline, \$500 per calendar day thereafter. 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:

INFRASTRUCTURE SOLUTION SERVICES, LLC.

\_\_\_\_\_

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

Brian Stahl, P.E.

Its: Managing Member

CITY OF PANAMA CITY BEACH, FL.

ATTEST:

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

Tony O'Rourke - City Manager

\_\_\_\_\_  
Lynne Fasone - City Clerk