

**RESOLUTION NO. 23-11**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A TASK ORDER WITH INFRASTRUCTURE SOLUTIONS SERVICES, LLC FOR ENGINEERING DESIGN SERVICES FOR UPGRADES TO THE CITY'S WASTEWATER TREATMENT FACILITY, IN AN AMOUNT OF \$116,350.00.**

**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 11-21 to its Master Services Agreement with Infrastructure Solutions Services, LLC for Professional Engineering Services for Major Waste Water and Reclaimed Water Facilities, relating to design services for upgrades to the City's Wastewater Treatment Facility, in the basic amount of One Hundred Sixteen Thousand Three Hundred Fifty Dollars and Zero Cents (\$116,350.00), 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 and whose execution shall be conclusive evidence of such approval.

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

**PASSED** in regular session this 13<sup>th</sup> day of October, 2022.

**CITY OF PANAMA CITY BEACH**

By:   
Mark Sheldon, Mayor

**ATTEST:**

  
Lynne Fasone, City Clerk

**TASK ORDER PCB-11-21**  
**CITY OF PANAMA CITY BEACH, FLORIDA**  
**WRF No. 1 CATWALK & VALVE REPLACEMENT DESIGN**

**Section I. BACKGROUND**

The City of Panama City Beach Utilities Department has requested a Task Order for professional engineering services at the City of Panama City Beach Water Reclamation Facility (WRF) #1 (FDEP Permit #FL0021512) near N. Gulf Boulevard and Panama City Beach Parkway (US-98) in the City of Panama City Beach. This requested scope of work will outline improvements to the City's 14.0 MGD MMADF WRF, which has been expanded a number of times, and now requires these improvements being proposed to include:

Technical Design Memorandum for the following work:

Interim repairs for splitter structure including concrete, HDPE or stainless repairs, and actuators for the piping valves or existing gates

Preliminary & Final Design, Specs, Permitting, Bidding for the following work:

1. Catwalk repairs – From operations building to digesters - Includes replacement of supports, handrails, grating, and lightning protection, while keeping the existing air piping intact
2. BNR No.1, 2, 3 valve replacements – Includes 3 new valves and associated piping/fittings
3. Clarifiers No.1, 2, 3 sludge underflow valves replacements - Includes 3 new valves and associated piping/fittings

**Section II. SCOPE OF SERVICES – Technical Design Memorandum, Preliminary & Final Design Services, Permitting, Bidding**

ISS is prepared to provide the following scope of services to the City for this project.

**TASK 1 PRELIMINARY DESIGN SERVICES**

**a) Data Collection, Field Work, Existing Conditions**

Perform kickoff meeting field visit field data collection to pick up any required site features, subsurface utilities, survey, drone work utilizing georeferenced aerial photogrammetry. ISS will collect and review available scopes of work, materials and equipment data sheets, CAD files, as-built plans, City or franchise utility information, plant operating information, flow data, location of areas of work, and existing infrastructure. The Engineer shall collect field data measurements for the existing components and prepare base existing conditions drawing for work.

**b) Technical Design Memorandum**

The Engineer shall prepare and submit a technical design memorandum (TDM) that includes the basis of design information, and an engineer's opinion of probable construction cost for the WRF No. 1 Interim repairs for the BNR Basin splitter structure. This TDM submittal will be reviewed by the City Staff. City review comments from the TDM will be incorporated into the Preliminary Design.

**c) Preliminary 40% Design Submittal Services**

The Engineer shall prepare and submit (40%) design construction plans, draft technical specifications, and an engineer's opinion of probable construction cost for the WRF No. 1 Catwalk replacement with aluminum catwalk from operations building to digesters; BNR No. 1, 2, 3 valve

replacements; Clarifiers No.1, 2, 3 sludge underflow valve replacements. This 40% submittal will be reviewed by the City Staff. ISS to participate in a 40% review meeting with City staff. City review comments from the technical design memorandum will be incorporated into this 40% submittal.

**TASK 2 FINAL DESIGN SERVICES**

**a) 90% Design Submittal Services**

The Engineer shall prepare and submit (90%) design construction plans, draft technical specifications, City's front-end specifications, and an engineer's opinion of probable construction cost for the WRF No. 1 Catwalk replacement with aluminum catwalk from operations building to digesters; BNR No. 1, 2, 3 valve replacements; Clarifiers No.1, 2, 3 sludge underflow valve replacements. This 90% submittal will be reviewed by the City Staff. City review comments from the 40% submittal will be incorporated into this 90% submittal.

**b) Final (100%) Design Submittal Services**

The Engineer shall prepare and submit final biddable contract documents including (100%) construction plans, final engineer's opinion of probable construction cost, final technical specifications, and City's front-end specification documents for the WRF No. 1 Catwalk and valve replacement Project. City review comments from the 90% submittal will be incorporated into this 100% submittal. These contract documents will be provided and approved by the City Staff for bidding purposes. ISS Project Management & Administration shall occur throughout the design phases. No permitting is anticipated as part of this maintenance project.

**TASK 3 BIDDING SERVICES**

The Engineer shall prepare for and complete the following services during the bidding process:

- a) Compile the bid documents in Word and PDF format and provide to the City for bidding purposes
- b) Attend the pre-bid meeting
- c) Prepare answers to bidder questions for the City to use in preparation and distribution of bid addenda
- d) Review bids and investigate bidder qualifications
- e) Prepare a written recommendation for award of the construction contract.

**Section III. SUBCONSULTANTS**

The ISS Team anticipates the use of no subconsultants on this project.

**Section IV. CITY'S RESPONSIBILITY**

The City will provide all available design related information on the WRF No. 1 site, equipment, etc. relevant to the project and the associated external infrastructure that may impact the project. The City will assist with identification, mark-up, and pot-holing of City-related utilities, valves, or other infrastructure in this project. The City will review and provide comments on the 40%, and the 90% design documentation. The City will be responsible for the coordination of bidding of the project via DemandStar and any permit fees if required.

**Section V. DELIVERABLES BY TASK**

The ISS Team will provide the following deliverables by task to the City:



No.	Deliverable
1	Technical Design Memorandum Submittal – One (1) PDF Format Copy
2	One (1) Set of 40% of PDF Format of Plans, Technical Specifications Table of Contents, Engineer's Opinion of Probable Construction Cost.
3	Progress (90%) Engineering Design Submittal – Three (3) Sets of Hard Copies Format of Plans, Technical Specifications, Engineer's Opinion of Probable Construction Cost.
4	Complete Permit Application(s) ready for signature and subsequent submittal
5	Final (100%) Engineering Design Submittal – Three (3) Sets of Hard Copies and One (1) PDF Format of Plans, Technical Specifications, Engineer's Opinion of Probable Construction Cost.

**Section VI. SCHEDULE & TIMELINE**

This ISS project schedule was developed based on similar WRF improvement projects at similar facilities and ISS will make every effort to beat this City schedule. The scheduled calendar days start from receipt of the City provided information and NTP to the ISS Team.

TASK NAME	TASK DAYS	CUMUL DAYS NTP
Field Data Collection and Technical Design Memorandum	30	30
Preliminary (40%) Design Services*	45	45
Owner Preliminary (40%) Design Review (Complete RAS Valves and City Order Valves)	5	50
90% Plans, Specs, Cost Estimate	45	95
Owner 90% Plans Review & ISS QC Review	5	100
100% Plans, Specs, Contract Documents	15	115
Total Duration for Design Phase w/Reviews		115

\* TDM and Preliminary Design will occur simultaneously

**Section VII. METHOD OF COMPENSATION**

The City shall compensate the ISS Team for this PCB WRF No. 1 Catwalk-Valve Replacement Project scope of work for the TDM, the Field Data Collection/Preliminary Design, Final Design, Permitting, and Bidding phases as a lump sum fee of One Hundred Sixteen Thousand Three Hundred Fifty Dollars and Zero Cents (\$116,350). The fee cost breakdown for this WRF No. 1 Interim Splitter TDM and Catwalk-Valve Replacement Improvements Project is below. ISS will invoice the City based on a percentage of work completed for the project. At the direction of the City, ISS may be requested to provide additional services. These additional services would be requested and approved by the City. The following fee per project phase is itemized below:



Phase No.	Project Phase	Value
1	Splitter Tech Design Memo, Field Data Collection, Preliminary (40%) Design Services	\$57,250
2	Final (90% and 100%) Design Services	\$44,860
3	Bidding Assistance Services	\$12,200
	<b>Subtotal ISS Fee</b>	\$114,310
	Project Expenses	\$2,040
	<b>Total Task Order Fee w/Allowance</b>	<b>\$116,350</b>

**Section VIII. 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

THE CITY OF PANAMA CITY BEACH

\_\_\_\_\_  
 Brian Stahl, P.E.  
 Managing Member  
 10/06/2022  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Drew Whitman  
 City Manager  
 / /  
 \_\_\_\_\_  
 Date



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

TASK ORDER NO. 21-01

DATE October 14, 2022

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND Infrastructure Solution Services RELATING TO PROFESSIONAL ENGINEERING SERVICES FOR PROFESSIONAL ENGINEERING SERVICES FOR WASTEWATER TREATMENT FACILITIES, RECLAIMED WATER STORAGE AND PUMPING FACILITIES; RECEIVING WETLAND FACILITIES; REGIONAL WASTEWATER PUMPING STATIONS (>300,000 GPD ADF); WASTEWATER AND RECLAIMED WATER TRANSMISSION MAINS OVER 12" IN DIAMETER, dated December 28, 2021, (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 professional appraisal tasks set forth upon incorporated Attachment A, Scope of Services, relating to Catwalk and value replacements at the City's WWTP.

Engineer's compensation shall be paid in monthly installments as specified in the Agreement. Engineer's total compensation for the services to be provided under this Task Order shall be determined as follows:

Pursuant to the Agreement, Engineer agrees to perform the specific tasks set forth upon incorporated Attachment A, Scope of Services, relating to \_\_\_\_\_

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

a stipulated sum of \$ 116,350.00; 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.

If reimbursable expenses are to be paid hereunder, such expenses must be specifically AUTHORIZED AND IDENTIFIED in this section.

The parties agree that reimbursable expenses shall not exceed \$ \_\_\_\_\_.

Work shall begin on \_\_\_\_\_, 202\_\_, and shall be substantially completed by \_\_\_\_\_, 202\_\_. 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:

\_\_\_\_\_  
\_\_\_\_\_

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

Its: \_\_\_\_\_

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

CITY OF PANAMA CITY BEACH, FL

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

City Manager

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

ATTEST:

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