

RESOLUTION NO. 24-47

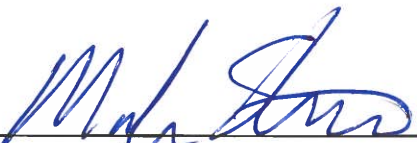
A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A COMBINED TASK ORDER AND NOTICE TO PROCEED WITH GORTEMOLLER ENGINEERING, INC. FOR ENGINEERING SERVICES RELATED TO THE CLARENCE STREET CORRIDOR RECONSTRUCTION PROJECT IN THE AMOUNT NOT TO EXCEED \$134,325.00.

BE IT RESOLVED that the appropriate officers of the City are authorized to execute and deliver on behalf of the City that certain Combined Task Order and Notice to Proceed #24-03-PW-S to its Master Services Agreement with Gortemoller Engineering, Inc. for Professional Engineering Services for Minor Roadway, Sidewalks, and Trails dated December 28, 2021, for engineering services associated with the Clarence Street Corridor Reconstruction Project in the amount not to exceed One Hundred Thirty-Four Thousand Three Hundred Twenty-Five Dollars and No Cents (\$134,325.00), in substantially the form **attached** as Exhibit A and presented to the Council today, with such changes, insertions, or omissions as may be approved by the City Manager.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED, APPROVED AND ADOPTED in regular session this 14th day of December 2023.

CITY OF PANAMA CITY BEACH

By: 
Mark Sheldon, Mayor

ATTEST:


Lynne Fasone, City Clerk

COMBINED TASK ORDER AND
NOTICE TO PROCEED

TASK ORDER NO. 24-03-PW-S

DATE. 12/14/2023

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND GORTEMOLLER ENGINEERING, INC. RELATING TO PROFESSIONAL ENGINEERING SERVICES FOR MINOR ROADWAY, SIDEWALKS, AND TRAILS, 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 tasks set forth upon incorporated Attachment A, Scope of Services, relating to Clarence Street Corridor Reconstruction.

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

Engineer's total compensation shall be (check one):
 a stipulated sum of \$ 134,325.00; 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, and shall be paid in monthly installments as specified in the Agreement.


Work shall begin on December 28, 2023, and shall be completed within 182 calendar days. The date of completion of all work is therefore June 27, 2024. Liquidated delay damages, if any, are set at the rate of \$ 0.00 per day. There are no additional rights and obligations related to this Task Order other than as specified in the Agreement.

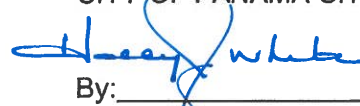
Upon execution of this task order by both Engineer and City, Engineer is directed to proceed.

IN WITNESS WHEREOF the parties have caused these presents to be executed in their names on the date shown.

Witness:

GORTEMOLLER ENGINEERING, INC.
By:  Date: 11/29/2023
President

ATTEST:

City Clerk

CITY OF PANAMA CITY BEACH, FLA.
 Date: 12.15/23
By: _____
City Manager



Attachment A

City of Panama City Beach

TWO-05

Clarence Street Corridor Reconstruction from Hutchison Boulevard to Moylan Road Scope of Services

Gortemoller Engineering, Inc. (GE) is to provide professional services for the roadway reconstruction design from Hutchison Boulevard to Moylan Road (approximately 0.64 miles) and sidewalk from Hutchison Boulevard to Moylan Road (approximately 0.64 miles).

GE will develop construction plans that are in general accordance with FDOT Standard Specifications for Road and Bridge Construction and the Manual of Uniform Minimum Standards for Design, Construction, maintenance and Utility Operation on the State Highway System (Commonly known as the "Florida Greenbook") to the maximum extent possible, and develop any supplemental specifications required for the project.

GE will utilize the previous Geotechnical Report for soil and groundwater conditions for design. Should more current geotechnical information be necessary, this shall be considered an additional service.

The scope of the Clarence Street Corridor project includes the following tasks:

1. Clarence Street roadway reconstruction design for approximately 0.64 miles from Hutchison Boulevard to Moylan Road with 11' wide travel lanes designed to Greenbook criteria.
2. Design of approximately 0.64 miles of a five- to six-foot-wide sidewalk on the south side of Clarence Street from Hutchison Boulevard to Moylan Road. It is the intent to have the sidewalk as far from Clarence Street travel lanes where possible.
3. Drainage design will be modeled in ICPR to confirm operating conditions for the drainage modifications utilizing Gemini Engineering's modeling.
4. Permitting for ditch impacts to regrade as necessary based on roadway widening.
5. Compliance with ADA requirements for grade, cross slopes, curb ramp detectable warnings, hand railing, picket railing, and drainage inlet grates.
6. Utilities coordination and relocation as necessary.
7. Signing and Pavement Markings as warranted for the roadway corridor.

Task 1. Survey

- 1.1 Design Survey - Dewberry shall perform all office and field work required for the purpose of performing a Route Topographic Survey of approximately 3,400 feet of Clarence Street Right of Way from Hutchison Boulevard to Moylan Road. Survey to

708 Thomas Drive
Panama City Beach, Florida 32408
(850) 249-2425 – www.gorteng.com



utilize previous topographic and boundary survey provided by City and confirm current conditions. Said survey to include the following:

- 1.1.1 Survey shall be referenced to the Florida State Plane Coordinate System, North Zone, North American
 - 1.1.2 Datum (NAD) 1983/2011, U.S. Survey Feet, per National Geodetic Survey control points. Survey shall be referenced to North American Vertical Datum of 1988 (NAVD 88), per National Geodetic Survey benchmarks and/or control points.
 - 1.1.3 Contours at 1-foot intervals, together with spot elevations.
 - 1.1.4 Horizontal and vertical location of all above-ground visible improvements and/or structures.
 - 1.1.5 Survey to include locations of buried utilities as marked by the utility owner or owner's contractor. Dewberry will not excavate utilities as part of this contract.
- 1.2 Deliverables include:
- 1.2.1 Signed/Sealed Survey Map and Report by a Florida-Licensed Surveyor & Mapper.
 - 1.2.2 Digital copies of the survey (Adobe® PDF and AutoCAD® files).

Task 2. Preliminary Engineering (30%)

- 2.1 Based on the completed Topographic Survey, prepare Preliminary Roadway/Sidewalk Plans addressing the environmental and physical constraints along the corridor. The Preliminary Plans will identify the conceptual roadway alignment and preliminary drainage.
- 2.2 Identify any potential Variations and Exceptions for City approval.
- 2.3 Conceptual Opinion of Probable Cost - Provide a Conceptual Opinion of Probable Cost for the proposed improvements.
- 2.4 Meet with the City to review preliminary design and costs.

Task 3. Utility Coordination & Drainage Analysis

- 3.1 Utility Coordination - Identify existing Utility Agency Owners (UAOs) within the project limits by utilizing Sunshine 811 Design Tickets. GE will submit design plans to utility owners at the time the plans are provided to the City. Markups will be incorporated into the roadway plans. Phase II, III and Final plans will be provided to the utility owners for review and comment to ensure all revisions and relocations have been addressed and incorporated into the design. GE will produce utility conflict matrices. All utility coordination will be documented and provided within the Design Documentation.
- 3.2 Drainage Design
 - 3.2.1 Drainage improvements are expected to maintain existing drainage. Services will include drainage basin delineation, spread analysis (when incorporating curb & gutter), and site reviews.
 - 3.2.2 Analyze the existing stormwater system to confirm additional impervious area will not cause adverse impacts to the system. GE will utilize the ICPR

**708 Thomas Drive
Panama City Beach, Florida 32408
(850) 249-2425 – www.gorteng.com**



model provided by Gemini Engineering for the area to modify for this project's limits. Per City direction, GE will analyze the proposed modifications under the assumption downstream conditions will not create a tailwater condition for design. Design storm for conveyance will be the SCS Type III 100 Year storm. Based on Gemini Engineering's provided ICPR model, there is flooding above the roadway within the corridor during the design storm which cannot be addressed in this project. This condition will be reviewed to confirm the project will not cause increased flooding from existing conditions.

- 3.2.3 Upon completion of drainage analysis and modeling, GE will prepare a summary of conditions for the FDOT 10, 25, 50, and 100 year storms in addition to the SCS Type III 100 year storm for coordination with City on designs and costs to determine acceptable level of service for the area's drainage.

Task 4. Roadway & Sidewalk Analysis and Plans (90%)

4.1 Sidewalk Construction Plans: GE will prepare construction plans for the roadway corridor. Construction plans will be produced on 11x17 sheets at a scale not greater than 1"=50'. Plans will be provided to the City at the Phase I (30%), Phase III (90%), and Final Plans for review and comment. The plans will be designed using the current Florida Green Book, FDOT Standard Plans, FDOT Design Manual and the FDOT Standard Specifications for Road and Bridge Construction. All design calculations and decisions will be documented and provided to the City in a Design Documentation Report. Plans will include, but not be limited to, the following:

- Key Sheet
- Typical Sections and Details
- General Notes
- Project Layout
- Summary of Quantities
- Plan/ Profile Sheets
- Cross Sections
- Erosion Control Plans & Details
- Traffic Control Plans & Details
- Signing and Pavement Marking Plans

4.2 FDOT Coordination – GE will provide FDOT proposed sidewalk design plans for coordination with the Department's Hutchison Boulevard project.

Task 5. Environmental Review & Permitting

**708 Thomas Drive
Panama City Beach, Florida 32408
(850) 249-2425 – www.gorteng.com**



5.1 Dewberry Engineers Inc. will coordinate, prepare and submit State ERP exemption verification applications and supporting documentation, including but not limited to, coordination to include Gortemoller Engineering, Inc. design plans and a site specific Environmental Assessment Report for the necessary State and Federal authorizations including: Florida State Environmental Resource Permit under Part IV of Chapter 373 F.S., Section 307 of the Coastal Management Act, Section 401 of the Clean Water Act (33 U.S.C. 1341.), and State 404 program consideration under 62-331 Florida Administrative Code for proposed works for the referenced project.

5.1.1 Environmental Site Evaluation and Wetland Delineation - Dewberry staff will research existing available data including, historic state permits, soils maps, GIS data, and historical aerial photography; Perform a site visit to review onsite conditions, and delineate any Waters of the State as identified by 62-640 F.A.C. within the reference project, as required for the preparation of environmental documentation. No species specific survey services will be provided under this task. If listed species and/or their habitats are observed onsite an addendum will be prepared to define the scope and fee for the necessary work.

5.1.2 Dewberry staff will complete the State's application for an ERP or exemption verification with State 404 considerations and incorporate associated Gortemoller Engineering, Inc. permit exhibits, and supporting state environmental documentation. ERP stormwater design and documentation are not part of this service. Included in this task are responses to Requests for Additional Information (RAIs).

Task 6. Sidewalk Final Construction Documents & Bid Assistance

6.1 Prepare final Construction Drawings, incorporating any agreed-upon revisions resulting Permits or City Review. The final Construction Drawings shall contain sufficient notes, specifications and details to facilitate solicitation of contractor bids or a negotiated contract with a pre-selected contractor.

6.2 GE will assist the City during bidding phase including addressing any Requests for Information (RFI).

6.3 GE will attend the Pre-Bid Meeting to answer any questions.

6.4 GE will attend Bid Opening and assist the City with evaluating the low, responsive bidder.

**708 Thomas Drive
Panama City Beach, Florida 32408
(850) 249-2425 – www.gorteng.com**



Task 7. Roadway Final Construction Documents & Bid Assistance

- 7.1 Prepare final Construction Drawings, incorporating any agreed-upon revisions resulting Permits or City Review. The final Construction Drawings shall contain sufficient notes, specifications and details to facilitate solicitation of contractor bids or a negotiated contract with a pre-selected contractor.
- 7.2 GE will assist the City during bidding phase including addressing any Requests for Information (RFI).
- 7.3 GE will attend the Pre-Bid Meeting to answer any questions.
- 7.4 GE will attend Bid Opening and assist the City with evaluating the low, responsive bidder.

Task 9. Post Design Services - To Be Determined

Deliverables

- Phase I (30%) Design Plans for City review. (pdf sets)
- Phase III (90%) Design Plans and Specifications for City review (pdf sets)
- Final Construction Plans and Specifications (Electronically Sealed) in PDF, and AutoCAD Files, Design and Computation Book (Electronically Sealed) and PDF.

Schedule

- | | |
|---|-----------------------------|
| • Survey | 3 Weeks after NTP |
| • Phase I (30%) Submittal | 6 weeks after Survey |
| • City Review Meeting | 2 weeks after Phase I |
| • Phase III (90%) Submittal | 8 weeks after City Comments |
| • City Review Meeting | 2 weeks after Phase III |
| • Final Construction Plans and Specifications | 3 weeks after City Comments |

708 Thomas Drive
Panama City Beach, Florida 32408
(850) 249-2425 – www.gorteng.com



Additional Services

The following are not included in this Scope of Services.

- Title Searches
- Coordination with Prosperity Bank C/O Ameris Bank or Highland Commons Phase 2 Property
- Landscape Design
- Preparing documents for out-of-sequence services
- Geotechnical Investigation
- Providing services of professional consultants (e.g.. Electrical, Lighting, Structural Engineer, Urban Forester or Geotechnical) other than as specifically provided for in the above Scope of Services
- Permit Fees
- Public Meeting Location Fees
- Public Involvement
- Site Visits During Construction
- Shop Drawings & Materials Submittal Reviews
- As-Built Review and Site Visit/punch list preparation
- Final inspection and Final Certifications
- Lighting Analysis and Plans
- Signalization Analysis and Plans

**708 Thomas Drive
Panama City Beach, Florida 32408
(850) 249-2425 – www.gorteng.com**



Attachment B

**City of Panama City Beach
TWO-05
Clarence Street Sidewalk from Hutchison Boulevard to Moylan Road
Clarence Street Reconstruction from 9527 Clarence Street to Moylan Road
Fee Summary**

Task 1 – Survey	\$8,950.00
Task 2 – Roadway Sidewalk Preliminary Engineering (30%)	\$15,670.00
Task 3 – Utility Coordination & Drainage Analysis	\$24,690.00
Task 4 – Roadway & Sidewalk Analysis & Design (90%)	\$67,725.00
Task 5 – Environmental Review & Permitting	\$6,000.00
Task 6 – Sidewalk Final Construction Documents & Bid Assistance	\$5,645.00
Task 7 – Roadway Final Construction Documents & Bid Assistance	<u>\$5,645.00</u>
Lump Sum Amount	\$134,325.00

G:\GE\INC\Projects\AA-Public\CityofPCB\PCB22-02 Continuing Services
Contract\Agreement\TWO_05\ScopeofServices_Clarence Street Sidewalk.doc

**708 Thomas Drive
Panama City Beach, Florida 32408
(850) 249-2425 – www.gorteng.com**