

**RESOLUTION 21-134**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA APPROVING A TASK ORDER WITH DEWBERRY ENGINEERS, INC. FOR PROVISION OF POST-DESIGN ENGINEERING SERVICES FOR THE BEACH DRIVE UTILITIES IMPROVEMENT PROJECT IN THE AMOUNT OF \$175,130.**

**BE IT RESOLVED** that the appropriate officers of the City are authorized to accept and execute on behalf of the City that certain Task Order 2021-01 to the Master Services Agreement for Utility Engineering Services between the City and Dewberry Engineers, Inc. dated April 8, 2014, for Post-Design Engineering Services related to the Beach Drive Utilities Improvement Project, in the amount of One Hundred Seventy Five Thousand, One Hundred Thirty Dollars (\$175,130.00) 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 shall be conclusive evidence of such approval.

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

**PASSED** in regular session this 8<sup>th</sup> day of April, 2021.

**CITY OF PANAMA CITY BEACH**

By:   
Mark Sheldon, Mayor

**ATTEST:**

  
Lynne Fasone, City Clerk



Dewberry Engineers Inc.  
203 Aberdeen Parkway  
Panama City, FL 32405

850.522 0644  
850.522 1011 fax  
www.dewberry.com

February 11, 2021

Via Email at [mshaeffe@pcb.gov](mailto:mshaeffe@pcb.gov)

Attn: Mark E. Shaeffer, P.E.  
Utilities Director  
City of Panama City Beach  
110 South Arnold Road  
Panama City Beach, Florida 32413

RE: Beach Drive Utilities Improvements  
Post Design Limited Construction Administration Services Proposal

Dear Mr. Shaeffer:

Per your request, Dewberry Engineers Inc. (Dewberry) is pleased to submit this task order for providing the post design engineering services required in conjunction with the construction of a new water line along Joan Avenue south to Tarpon Street and the replacement of the existing 12-inch water line constructed of a thin wall Class PVC pipe material with a new water line having a higher pressure class pipe rating per AWWA C900 standards and the construction of a new force main and gravity sanitary sewer along Beach Drive from Tarpon Street and culminate at Thomas Drive that will improve the City's water distribution system and sewer collection system to customers in the vicinity of the project.

Dewberry will provide professional post design engineering services required to provide limited construction administration, including periodic site visits (5 days/week, 6 hours/day) to the project based on a construction time of 365 calendar days allocated to the project to be constructed. Dewberry is prepared to provide such services for a lump sum fee of \$175,130.00. Please see the attached Task Order 2021.01 defining the scope of services (Attachment A).

As always, we look forward to working with you and your staff and the opportunity to improve the water distribution and sewer collection systems within the City. Should you have any questions or require additional information in support of this Proposal, do not hesitate to contact me.

Sincerely,  
Dewberry Engineers Inc.



Jose A. Pereira, PE  
Senior Associate

Attachments: Attachment A (Task Order – Scope of Services)

cc: Mr. Jonathan Sklarski, PE, Associate Vice-President, Dewberry (via email [JSklarski@Dewberry.com](mailto:JSklarski@Dewberry.com))

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**Attachment A  
Scope of Services, Task Order 2021-01  
CITY OF PANAMA CITY BEACH  
Beach Drive Utilities Improvements  
Post Design Limited Construction Administration Services**

This task order is for the purpose of Dewberry Engineers Inc. (Dewberry), as the ENGINEER, to provide professional post design engineering services in conjunction with the construction of a new water line along Joan Avenue south to Tarpon Street and the replacement of the existing 12-inch water line constructed of a thin wall Class PVC pipe material with a new water line having a higher pressure class pipe rating per AWWA C900 standards and the construction of a new force main and gravity sanitary sewer along Beach Drive from Tarpon Street and culminate at Thomas Drive for the City of Panama City Beach (City) acting by and through its Council under the **MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND DEWBERRY ENGINEERS INC. (formerly PREBLE-RISH, INC.) RELATING TO UTILITY ENGINEERING SERVICES (General Water and Sewer and Reclaimed Utility) dated April 8, 2014.**

**DESCRIPTION OF ENGINEER'S SERVICES**

The services to be performed by Dewberry during the construction of the Beach Drive Utilities Improvements Project will consist of one (1) phase as described below.

**Phase 1 – Post Design Limited Construction Administration Services**

The scope of work for this phase of the project will include the following basic services:

1. Participate in and conduct a pre-construction conference with the construction contractor prior to the beginning of construction operations.
2. Participate in and conduct monthly construction progress meetings with construction contractor and City staff.
3. Respond to contractor questions and requests for information during construction.
4. Assist the City in addressing conflicts in the field and their resolution including providing revised design sketches to eliminate the conflict.
5. Review contractor's proposed Change orders and provide recommendations to the City.
6. Prepare FDEP Partial release for clearance Request forms for both water and sewer improvements.
7. Limited Construction administration services to include shop drawings review and approval.
8. Review contractor's pay request to confirm they are consistent with the level of progress in the field and recommend payment.
9. Limited Construction inspection services (5 days/week and 6 hour/day) for substantial compliance with the plans and specifications. Using a 6-hour per day inspection period, the total number of inspection hours allocated will be 1,560, or 260 week work days.
10. Following construction of the proposed utilities improvements, provide record drawings to the City on reproducible media and AutoCAD (dwg) format on electronic media. Record drawings will be based on information provided by the construction contractor relative to changes made in the field during construction.

**PROJECT SCHEDULE**

We anticipate performing Phase 1 outlined above within Three Hundred and Sixty-Five (365) calendar days (Final Completion Time) following the Notice to Proceed effective date of January 14, 2021 issued by the City to the construction contractor.

**COMPENSATION**

- |   |                             |
|---|-----------------------------|
| 1. Phase1, Limited Construction Administration, Total Lump Sum Fee: | <b><u>\$ 175,130.00</u></b> |
|---|-----------------------------|

**Attachment A**  
**Scope of Services, Task Order 2021-01**  
**CITY OF PANAMA CITY BEACH**  
**Beach Drive Utilities Improvements**  
**Post Design Limited Construction Administration Services**

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their undersigned officials as duly authorized.

**DEWBERRY**

203 Aberdeen Parkway  
Panama City, Florida 32405

By: 

Name and Title: Jonathan Sklarski, PE  
Associate Vice President


Witnessed:   
Date: 02/11/2021

**CITY OF PANAMA CITY BEACH, FLORIDA**

110 South Arnold Road  
Panama City Beach, Florida 32413

By: 

Name and Title: Albert Shortt  
City Manager, Interim

Witnessed:   
Date: 4/9/21

TASK	DESCRIPTION	PROJ. MGR.	ENG INTERN	CAD TECH	INSP TECH	ADMIN ASST.	TOTAL
<b>Post Design Limited Construction Administration Services</b>							
1	Conduct Pre-work conference	4			2	2	\$1,050.00
2	Conduct Monthly Progress meetings (total 11)	24				16	\$5,600.00
3	Respond to Contractors RFI's	40	16	16			\$10,560.00
4	Assist City in addressing conflicts in the field & their resolution including providing revised design sketches	24		16			\$5,920.00
5	Review Contractor's Proposed Change Order's and Provide Recommendations	16				8	\$3,560.00
6	Prepare FDEP Partial Release forms and approval for water main (26 blocks)	8	24	4			\$4,260.00
6.1	Prepare FDEP Partial Release forms and approval for sewer force main (22 blocks)	8	24	4			\$4,260.00
7	Shop drawings review and approval	16	8				\$3,840.00
8	Review pay requests (12 Pay Applications)	12					\$2,280.00
9	Limited CEI, based on 5 work days/week, 6 hours/day, and 260 work days Record drawings based on information provided by the contractor and inspector relative to changes made in the field during construction	16	16		1560		\$129,440.00
10		8	8	24			\$4,360.00
	<b>TOTAL HOURS</b>	176	96	64	1562	26	
	<b>HOURLY RATES</b>	\$190	\$100	\$85	\$80	\$65	
	<b>LABOR COSTS</b>	\$ 33,440	\$ 9,600	\$ 5,440	\$ 124,960	\$ 1,690	\$175,130.00
<b>TOTAL COST FOR POST DESIGN LIMITED CONSTRUCTION ADMINISTRATION SERVICES</b>							<b>\$175,130.00</b>

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

TASK ORDER NO. 2021.01

DATE: April \_\_, 2021

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND DEWBERRY INC. 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 **Beach Drive Utilities Improvements**.

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

- a stipulated sum of \$ **175,130.00** ; 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,  
 a fee determined on a time-involved basis with a maximum cost of \$ \_\_\_\_\_;

Work shall begin on April 8, 2021 and shall be completed 280 calendar days following this date. The date of completion of all work is therefore January 13, 2022 . 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: \_\_\_\_\_  
Jose Pereira, P.E.  
Its: Senior Associate

CITY OF PANAMA CITY BEACH, FL.

ATTEST:

  
Lynne Fasone - City Clerk

By:  Date: 4/9/21  
City Manager