

RESOLUTION 16-136

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH KEYSTONE FIELD SERVICES, INC. FOR RELOCATION CONSULTING SERVICES IN THE BASIC AMOUNT OF \$17,500; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

BE IT RESOLVED that the appropriate officers of the City are authorized but not required to accept and deliver on behalf of the City that certain Agreement between the City and Keystone Field Services, Inc., relating to relocation consulting services for Highway 79/Front Beach Road Segment 3 Project, in the base amount of Seventeen Thousand Five Hundred Dollars (\$17,500), plus hourly rates for related tasks, in substantially the form attached and presented to the Council today, draft dated September 11, 2016, 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 22nd day of September, 2016.

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:

CRA/KELLY JENKINS

2. MEETING DATE:

SEPTEMBER 22, 2016

3. REQUESTED MOTION/ACTION:

APPROVE RESOLUTION FOR RELOCATION CONSULTING SERVICES TO BE PROVIDED BY KEYSTONE FIELD SERVICES, INC. FOR FRONT BEACH ROAD SEGMENT 3/HWY 79 PROJECT

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)

CITY STAFF HAS BEEN DIRECTED TO BEGIN THE PROCESS OF ACQUIRING RIGHT OF WAY FOR THE FRONT BEACH ROAD SEGMENT 3/HWY 79 PROJECT. ACQUISITION OF THESE PROPERTIES MUST BE DONE IN COMPLIANCE WITH THE UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITIONS POLICIES ACT (THE UNIFORM ACT). KEYSTONE PROVIDED THESE SERVICES TO THE CITY FOR FRONT BEACH ROAD SEGMENT 2, AND HAS INDICATED THEIR WILLINGNESS TO ASSIST THE CITY TO PROVIDE THE DELIVERABLES AND NOTICES REQUIRED BY THE UNIFORM ACT FOR SEGMENT 3/HWY 79 AS WELL.

STAFF RECOMMENDS APPROVAL.



September 11, 2016

Ms. Amy Myers, Esquire
Harrison, Sale, McCloy, Thompson & Duncan
304 Magnolia Avenue
Panama City, FL 32401

Re: Relocation Consulting Services - City of Panama City Beach - Highway 79/Front Beach Road Segment 3 Project

Dear Ms. Myers:

Thank you for the opportunity to provide ongoing relocation support services to the City of Panama City Beach on behalf of the subject project. In accordance with 49 CFR Part 24, the Uniform Relocation Assistance and Real Property Acquisition Policies Act (the Uniform Act), Keystone Field Services (Keystone) will prepare the following documents on behalf of the City of Panama City Beach to ensure compliance with the Uniform Act, thereby protecting existing federal funding (if any), and future federal funding that may be pursued:

- An updated **Procedures Manual** to serve as a guidance document and documentation manual for implementing a Relocation Program in conformance with the Uniform Act.
- An updated **Appeal Procedure** that meets the requirements of 49 CFR 24.10.
- A **Relocation Needs Assessment Survey** (the NAS) to address and identify the relocation impacts on segment 3. As mandated by the Uniform Act, the NAS must identify all relocation impacts by eligibility type due to any fee acquisition of right of way, as well as due to permanent easements and temporary construction easements (TCE's) and also address impacts (if any) to government owned properties, on-premise trade signs, outdoor advertising structures, etc. Information will be collected via Uniform Act approved survey questionnaires.

Our services for the aforementioned deliverables will be based on the following fees:

Preparation of an updated Procedures Manual, an updated Appeal Procedure, and the preparation of the NAS for Segment 3:	Lump Sum	\$17,500.00
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Relocation Services beyond the preparation of the aforementioned documents to include: the preparation and delivery of the Uniform Act required notices, administering Uniform Act required Advisory Services, including fielding telephone communication with potential displacees or their attorneys, maintaining Uniform Act required contact records, responding to written requests for information, meetings with counsel, meetings with City staff, completing relocation claims, delivery of warrants, and other necessary relocation program tasks, will be provided on the following hourly rate basis:

Principal Relocation Specialist / Program Manager	\$168.00/Hour
Senior Relocation Specialist	\$155.00/Hour

Additional costs incurred including mailing, copies, document transmittals, etc., will be reimbursed subject to support documentation submitted with the invoice. Travel expenses will be billed in conformance with Chapter 112, F.S., which governs public agencies' payment for travel.

Thank you again for the opportunity to be of service to you and the City of Panama City Beach.

Sincerely,



Jan Rybak, SR/WA, R/W-RAC

Accepted: _____ Date