

**RESOLUTION 18-32**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA APPROVING TASK ORDER #2017-01 TO THE MASTER SERVICES AGREEMENT WITH DEWBERRY ENGINEERS, INC. RELATED TO ENGINEERING AND INSPECTION SERVICES FOR THE REPLACEMENT OF 15 SEWER MANHOLES ON THOMAS DRIVE IN AN AMOUNT OF \$21,350.**

**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 Task Order 2017-01 to the Master Services Agreement for Utility Engineering Services dated April 8, 2014 between the City and Dewberry Engineers, Inc., relating to Engineering and Inspection services for the replacement of 15 sewer manholes on Thomas Drive, in the total lump sum amount of Twenty One Thousand, Three Hundred Fifty Dollars (\$21,350), 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 14<sup>th</sup> day of December, 2017.

**CITY OF PANAMA CITY BEACH**

By:   
Mike Thomas, Mayor

**ATTEST**  
  
Jo Smith, City Clerk



**Dewberry**

PREBLE-RISH

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

850.522.0644  
850.522.1011 fax  
www.dewberry.com

December 5, 2017

Via Email at [ashortt@pcbgov.com](mailto:ashortt@pcbgov.com)

Attn: Al Shortt, PE, Utilities Director  
City of Panama City Beach  
110 South Arnold Road  
Panama City Beach, Florida 32413

RE: Panama City Beach – Thomas Drive Manholes Replacement Project (Joan Avenue to Choctaw Street)

Dear Mr. Shortt:

Dewberry Engineers Inc. (Dewberry) is pleased to submit this task order for providing the engineering services required in conjunction with the replacement of fifteen (15) sanitary sewer manholes along Thomas Drive from Joan Avenue to Choctaw Street. As discussed during our meeting on November 29, 2017, these manholes have deteriorated to the point that repairs will not extend the life of the structure and as a result, total replacement will be required. It is also our understanding that Thomas Drive will be resurfaced prior to the summer season and that manhole replacement will only need to include patching pavement around each manhole to match existing.

Dewberry will provide professional engineering services to replace these manholes using topographic survey information provided by Bay County, performed by Southeastern Surveying and Mapping Corporation in September 2017. However, a cursory review of the survey data, revealed that existing manholes at the intersection of Utes and Choctaw streets with Thomas Drive, were not surveyed because they are currently paved over. As a result, they will need to be exposed by others so that we can obtain accurate horizontal and vertical information for all sanitary sewer pipes entering and exiting each manhole.

Based on the information referenced above, Dewberry will provide design, Bay County coordination, bid document preparation and limited construction administration including periodic site visits to the City of Panama City Beach for a lump sum fee of **\$21,350.00**. Please see the attached **Task Order 2017.01** defining the scope of services (**Attachment A**). If you have any questions, please give me a call at 850.571.1158. We look forward to working with the City on this project and thank you for the opportunity to be of continued service.

Sincerely,

**Dewberry Engineers Inc.**



Jose A. Pereira, PE  
Senior Associate

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

cc: Mr. Clifford Wilson III, PE, Vice-President, Dewberry (via email [cwilson@dewberry.com](mailto:cwilson@dewberry.com))  
Mr. Eric Pitts, Senior Project Manager, Dewberry (via email [epitts@dewberry.com](mailto:epitts@dewberry.com))  
Mr. Jon Sklarski, PE, Senior Associate, Dewberry (via email [jsklarski@dewberry.com](mailto:jsklarski@dewberry.com))  
Mrs. Missy Ramsey, CPA, Controller, Dewberry (via email [mramsey@dewberry.com](mailto:mramsey@dewberry.com))

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**Attachment A**  
**Scope of Services, Task Order 2017-01**  
**CITY OF PANAMA CITY BEACH**  
**Thomas Drive Manholes Replacement Project (Joan Avenue to Choctaw Street)**

This task order is for the purpose of Dewberry Engineers Inc. (Dewberry), as the ENGINEER, to provide professional engineering services in conjunction with the replacement of fifteen (15) sanitary sewer manholes along Thomas Drive from Joan Avenue to Choctaw Street 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**

**SCOPE OF SERVICES**

**A. Professional Services**

Dewberry will coordinate with Bay County and/or its consultant(s) to obtain the survey information along the proposed project along Thomas Drive, between Joan Avenue and Choctaw Street. Consulting with City staff, Dewberry will use this information to prepare construction drawings and bid documents for the replacement of the existing 15 sanitary sewer manholes. In addition, Dewberry will coordinate all necessary permitting (as needed) and/or notification efforts with the applicable agencies.

A cursory review of the survey performed to Bay County, has revealed that two of the existing 15 manholes that are proposed to be replaced, were not surveyed, since they are currently below the pavement. The two manholes are located at the intersection of Utes and Choctaw Streets with Thomas Drive. The rim of the two manholes will need to be excavated and exposed in order for Dewberry to obtain vertical elevations of the sewer pipes. As a result, this scope of services only includes surveying efforts for locating horizontally and vertically the two subject manholes. Our intent is to obtain and use the survey data from Bay County and the plans that show all existing utilities within the right-of-way.

**B. Deliverables**

Dewberry will provide the following deliverables to the City:

1. Construction plans
2. Bid documents.
3. All necessary coordination with City and Bay County.
4. Limited construction administration services to include shop drawings review and approval and periodic site visits (72 hours, Not to exceed 4 hours per day) to ensure the project is being constructed in conformance with plans and specifications.

**C. Professional Services Fees**

1. Surveying (two manholes and control points verification from previous survey)	\$950.00
2. Engineering and preparation of Contract Documents	\$11,280.00
3. Bidding/Construction Administration/Periodic Inspection	<u>\$9,120.00</u>
<b>Lump Sum Total</b>	<b>\$21,350.00</b>

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 32408

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

Name and Title: Jose A. Pereira, PE.

Senior Associate

Witnessed:  \_\_\_\_\_

Date: 12/06/2017

**CITY OF PANAMA CITY BEACH, FLORIDA**

110 South Arnold Road  
Panama City Beach, Florida 32413

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

Name and Title: Mr. Mario Gisbert

City Manager

Witnessed: \_\_\_\_\_

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

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

TASK ORDER NO. 2017-01

DATE : December \_\_\_\_, 2017

Reference is made to that certain 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, (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 **Thomas Drive Manholes Replacement Project**.

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

- a stipulated sum of **\$21,350**; 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 \$\_\_\_\_\_;

Work shall begin on December 15, 2017, and shall be completed within 120 days. The date of completion of all work is therefore April 14, 2018. Liquidated delay damages, if any, are set at the rate of \$0 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:

DEWBERRY ENGINEERS, INC.

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

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

CITY OF PANAMA CITY BEACH, FLA.

ATTEST:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager

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