

RESOLUTION 18-63

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA APPROVING TASK ORDER # 2 TO THE MASTER SERVICES AGREEMENT WITH DAG ARCHITECTS RELATED TO ARCHITECTURAL AND DESIGN SERVICES OF A FIRE STATION BUILDING; AUTHORIZING A BUDGET AMENDMENT; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

BE IT RESOLVED by the City of Panama City Beach, Florida that:

1. The appropriate officers of the City are authorized but not required to deliver and execute on behalf of the City that certain Task Order # 2 to the Master Services Agreement for Professional Architectural Services for the City Hall Complex between the City and DAG Architects, relating to architectural and design services for a new Fire Station Building in the amount amount of Three Hundred Eighty Thousand Nine Hundred One Dollars (\$380,901), on substantially the terms and conditions set forth in the Task Order attached hereto as Exhibit A and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager, whose execution of such agreement shall be conclusive evidence of such approval.
2. The following budget amendment (# 12) is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2017, and ending September 30, 2018, as shown in and in accordance with the attached and incorporated Exhibit B, to reflect the receipt and expenditure for the purposes stated herein.
3. This Resolution shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this 8th day of February, 2018.

CITY OF PANAMA CITY BEACH

By: 
Mike Thomas, Mayor

ATTEST:


Jo Smith, City Clerk

COMBINED TASK ORDER AND NOTICE TO PROCEED

TASK ORDER NO. 2

DATE _____

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND DAG ARCHITECTS RELATING TO MAJOR PROFESSIONAL ARCHITECTURAL SERVICES TO RE-DEVELOP THE CITY'S ADMINISTRATIVE CAMPUS OVER A PERIOD OF YEARS AND A SERIES OF RELATED PROFESSIONAL PROJECTS dated August 10, 2017, (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, Architect agrees to perform the specific tasks set forth upon incorporated Attachment A, Scope of Services, relating to the Design and CA services for the New Panama City Beach Fire Department Building.

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

_____ a stipulated sum of \$ _____; or

a stipulated sum of \$380,901:

-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 _____, 20____, and shall be completed within _____ calendar days. The date of completion of all work is therefore _____, 201____. Liquidated delay damages, if any, are set at the rate of \$ _____ 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 Architect and City, Architect is directed to proceed.

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

DAG ARCHITECTS

By: _____
Owen E. Gipson, RA, Architect- Associate Principal

WITNESS

WITNESS

PRINT NAME: _____

PRINT NAME: _____

CITY OF PANAMA CITY BEACH, FL

By: _____
Mario Gisbert, City Manager

ATTEST: _____
City Clerk

Exhibit A



January 16, 2018

Mario Gisbert, City Manager
Panama City Beach City Hall
110 S. Highway 79
Panama City, Florida 32413

RE: A/E Fee Proposal for Panama City Beach Fire Department

Mario,

Thank you for the opportunity to provide architectural services for the New Panama City Beach Fire Department Campus. Campus building designs to include a new fire station and auxiliary building. Campus planning to include master planning for the fire station and auxiliary building, as well as space allocations for training structures (fire house and tower).

For clarity, we offer the following scope of Design and CA Services for the new Fire Station:

- a. Design one story structure approximately 12,000 sf of floor space
- b. Include space in the design for Command and Staff Offices as required, dormitory space, up to four bay apparatus bay, and appropriate support and storage space as required.
- c. Design services will include submittals for review after initial conceptual design, schematic set at 30% design, design development set at 60% design, construction documents at 90% design and then final construction documents issued for construction.
- d. During the programming phase, DAG will meet with the users of the facility and produce a programming document that will include room data sheets for each space. These data sheets will include a description of the space, how each space is used for and by whom. Additionally, it will define each room's size, ceiling height, finishes, plumbing, HVAC, power, data, lighting, communication, casework and FF&E requirements. We will also list any special requirements for each space. These data sheets will be used to generate a schematic floor plan and provide a road map for each of the consultants during the design process. Cut sheets, sketches or other information that relate to each of the room data sheets will be included in this document. This document is a working document that will be updated throughout the design process to ensure that all the needs and requirements are met in the final design.

DAG architects

AA C000745

455 harrison avenue

suite b

panama city, florida

32401

p 850.387.1671

www.dagarchitects.com

- e. Along with architectural components, the documents will include civil, structural, MEP, IT and security, audio-visual, and landscape and irrigation designs and specifications.
- f. As requested, the structure will be designed as an essential facility (Category IV) and will comply with all applicable codes.
- g. The civil site work design, an additional service, will include drainage, storm water, road and sidewalk connections, surface parking, utility services, lighting, signage, landscaping and irrigation. Designs will comply with FDEP Rule 62-346 Environmental Resource Permitting in Northwest Florida and City of Panama City Beach Land Development Regulations.
- h. Survey work and Geo-technical research and recommendations are included as additional services.
- i. Until the final site location can be determined, any surveying or civil fees related to wetlands are excluded, and will be additional services if required.
- j. Services will include permitting services to include submittal coordinated with the contractor, follow-up and responses; however, the City will pay all permit submittal and issuance fees.
- k. Environmental survey, delineating wetlands, identification of endangered plants and animals are not included and will be an additional service. A proposal will be submitted once the site has been confirmed.
- l. Design will be limited to the three to four-acre site identified by the City. Any access road or improvements required off site of same will be provided by the City of Panama City Beach.
- m. Throughout the process, we will coordinate input from responsible staff and users, but only as directed by the City's designated Project Manager.
- n. We will assist in the bidding process including the advertisement, pre-bid meeting and issuance of any clarifications needed. We will chair the bid opening and assist the City Project Manager with the evaluation of all bids.
- o. During construction, we will review submittals, review contractor pay requests, issue clarifications and additional information as required, conduct site visits once a week, participate in the monthly Owner/Architect/Contractor meetings, perform close-out punch lists, review final payment request, review warranties and O&M manuals.
- p. We will coordinate all inspections with our consulting engineers to ensure the work meets the requirements of the Florida Building Code. Coordination and scheduling of inspections with the AHJ are typically the contractor's responsibility.
- q. We have developed a preliminary production schedule for meeting the City's 180-day design development timeline. The schedule includes:
 - Notice to Proceed – Starts programming effort.
 - Programming – 4 weeks with Owner Review, if required, during last week.
 - Schematic Design – 4 weeks with Owner Review during last week.
 - Design Development 30% Documents – 4 weeks with Owner Review during last week.

- 60% Construction Documents – 5 weeks with Owner Review during last week.
- 90% Construction Documents – 4 weeks with Owner Review during last week.
- 100% Construction Documents – 5 weeks.
- Owners Final review / Submit Documents to Building Department – 2 Weeks.
- Design team to pick up final comments from Owner / Building Official – 1 week.
- Ready to Advertise for bid at 29 weeks.

Additionally, we will provide the following services for the Design and CA services for New Fire/Police Auxiliary Building:

- a. Design one story structure approximately 2,000 to 3,000 sf of floor space
- b. The design, bidding and construction administration services listed above for the new City Hall building, although smaller in scale would be similar for this Fire/Police Auxiliary building.
- c. As requested, the structure will be design as an essential facility (Category IV) and will comply with the latest addition of the Florida Building Codes to include all appropriate ADA requirements; however, the City has suggested that this can be accomplished with a standard metal building package and that a budget of \$175/sf be used for this building.
- d. We have developed a preliminary production schedule for meeting the City's 180-day design development timeline. The schedule includes:
 - Notice to Proceed – Starts programming effort.
 - Programming – 4 weeks with Owner Review, if required, during last week.
 - Schematic Design – 5 weeks with Owner Review during last week.
 - Design Development 30% Documents – 4 weeks with Owner Review during last week.
 - 60% Construction Documents – 5 weeks with Owner Review during last week.
 - 90% Construction Documents – 4 weeks with Owner Review during last week.
 - 100% Construction Documents – 5 weeks.
 - Owners Final review / Submit Documents to Building Department – 2 Weeks.
 - Design team to pick up final comments from Owner / Building Official – 1 week.
 - Ready to Advertise for bid at 26 weeks.

Finally, we will provide Fire Station Campus Master Planning.

- a. We will develop current and future needs of Fire Department as well as the training and storage facilities to be housed on the campus.
- b. We will consider phasing requirements for new and future construction to ensure adequate space usage and minimize effects to functionality of existing facilities during future construction.

DESIGN FEES

DAG's fees for providing these services are as follows:

New Fire Station Building

- As we discussed previously we are basing our proposal on an anticipated area of 12,000 square feet and a budget of \$275/sf, which extends to an estimated construction cost of \$3,300,000.00. Using the Department of Management, Services A/E Fee Calculator Complexity "B", the base fee would be **\$257,432.00**. The basic fee includes Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Protection and Construction Administration.

Additional services:

- Programming: _____ \$15,000.00
- Civil (McNeil Carroll): _____ \$24,000.00
- Surveying: _____ \$5,000.00
- Landscape and Irrigation (Tullo Planning Group): _____ \$ 6,500.00
- Telecom / Security (Bagwell Engineering): _____ \$21,600.00
- A/V (Walthall & Associates): _____ \$2000.00
- Geotechnical – By Owner Separate Contract
- Environmental survey, delineating wetlands, identification of endangered plants and animals are not included and will be an additional service. A proposal will be submitted once the site has been confirmed.

Fire Station Summary:

- Base fee _____ \$257,432.00
- Additional services _____ \$ 74,100.00
- **Total Fire Station Architectural Services Fee: _____ \$331,532.00**

New Fire Auxiliary Building

- Based on the anticipated area of 3,000 sf and a budget of \$175/sf, the estimated construction cost is \$525,000. Using the State of Florida, Department of Management Services A/E Fee Calculator for complexity B, the basic fee is \$47,369. The basic fee includes architectural, structural, mechanical, plumbing and electrical designs.

Additional services:

- Programming: _____ Incl above
- Civil (McNeil Carroll): _____ Incl above
- Surveying: _____ Incl above
- Landscape & Irrigation (Tullo Planning Group): _____ Incl above
- Telecom (Bagwell Engineering): _____ \$1,000.00
- A/V (Walthall & Associates): _____ N/A

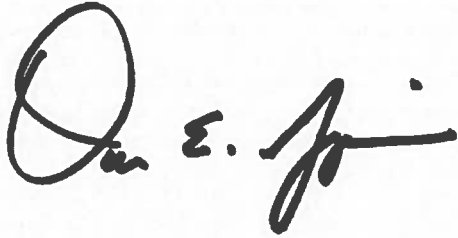
- Security (Bagwell Engineering): _____ \$1,000.00
- Geotechnical: – By Owner Separate Contract
- Environmental survey, delineating wetlands, identification of endangered plants and animals are not included and will be an additional service. A proposal will be submitted once the site has been confirmed.

Fire Auxiliary Building Summary:

- Base fee _____ \$47,369.00
- Additional services _____ \$2,000.00
- **Total Auxiliary Building Architectural Services Fee: \$49,369.00**

Please give me a call to discuss at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Owen E. Gipson". The signature is stylized with a large initial "O" and a long horizontal stroke at the end.

Owen E. Gipson RA
Architect – Associate Principal

Copy:
Pat Ballasch, AIA
Charlie Clary, FAIA

