



Agenda Item Request Form

ITEM: Consideration of Approval of Task Order with Mott McDonald in the amount of 175,000 to provide professional engineering services for Hurricane Michael damage assessment of all signage, sidewalks, and stormwater inlets throughout the city limits.

BACKGROUND INFORMATION: Phase 1 will involve developing computer/phone apps to audit the signage, sidewalks, and stormwater inlets. Phase 2 will include management of the sub-consultants teams after geographical delineation of the city into distinct regions and assigning teams to collect the required data within each region.

DEPARTMENT HEAD RECOMMENDATION: Recommend Approval

Budget Impact

Budgeted?: Yes: No: How Much budgeted?

If more, where do you suggest funds come from?

Cost Center Affected: 101.1620.56300

Personnel \$

Operating \$

X Capital \$

Revenue \$

Requested By: Johnny C. Sims, Public Works Director

Date: September 18, 2019

**TASK ORDER – Professional Engineering Service
General Consultant – Hurricane Michael (task order # _____)**

Section I. BACKGROUND

The City of Panama City has entered into a Continuing Professional Services Contract with Mott MacDonald Florida LLC dated July 20th, 2017. This task order is to provide professional engineering services under that contract as follow:

Section II. SCOPE OF SERVICES

PHASE 1 - STANDARDIZATION OF DATA COLLECTION

Phase 1 will involve developing computer/phone apps to audit the signage, sidewalks and stormwater inlets throughout the City limits. Parameters for the app include, photographs, GPS coordinates, and survey style questions which serve to both evaluate and collect the required data. Meetings between City officials, FEMA consultant, and Mott MacDonald will be conducted to determine the necessary data required for the audits along with a standardized format for collecting the data produced such that FEMA reimbursement can be obtained. Methodology for collecting data using the app will be developed, and tested, such that Mott MacDonald can provide training and guidance on its use by the City and outside consultants in an efficient and expedited manner. Mott MacDonald will assist the City in procuring subconsultants and providing the necessary training in use of the developed app.

Deliverables for Phase 1 from Mott MacDonald include the apps and the means for the data produced from the apps to be in an agreed upon form (excel, csv, etc.). A technical memo will provide the documentation for the app development and testing process and an operation manual will detail the methodology for the data collection.

PHASE 2 – PROCUREMENT AND OVERSIGHT OF SUBCONSULTANTS

Phase 2 will include management of the sub-consultant teams after geographical delineation of the city into distinct regions and assigning teams to collect the required data within each region. Collected data will be analyzed and prioritized such that repair recommendations can be made.

Deliverables for Phase 2 from Mott MacDonald include progress reports for data collection, a Technical Memo detailing a recommended methodology for preparing biddable documents to be assigned in future task orders, along with recommendations on priority level of repairs based on the data. The memo will also include engineer's opinion of cost for various recommendations.

In addition to the above tasks, Mott MacDonald will also prepare bid documents for City road right-of-way mowing and City road sweeping projects, with the City providing maps showing the areas of interest for the mowing and sweeping activities.

Section III. SUB-CONSULTANTS

Based on the size of the program, it is anticipated that the City will use multiple consultants to collect field information in a standardized format. The use of multiple sub-consultants will also require the standardization of methods and means of data collection such that the information can be used to prepare biddable construction documents. Mott MacDonald as program manager, will manage the tasks utilizing multiple firms in a multiphase approach.

Section IV. CITY'S RESPONSIBILITY

It is important to note that the schedule outlined below is based on an understanding that the City will provide maps that will delineate existing Right-of-Way. In the event that Right-of-Way survey is needed, Mott MacDonald can provide as an added scope item.

Section V. DELIVERABLES

As noted above in description of scope of services.

Section VI. SCHEDULE

1. Preliminary Bid Package mowing/sweeping for City review and approval: 60 days from Notice to Proceed (NTP).
2. City review of preliminary bid package for mowing/sweeping within 10 days of submittal.
3. Final bid package for mowing/sweeping: 85 days from NTP.
4. Project bidding, prebid meeting and bid selection for mowing/sweeping: TBD (based on City purchasing policy and approval process).
5. Phase 1 – Standardization of Data Collection: 70 days from NTP.
6. Phase 2 – Procurement and Oversight of Subconsultants: TBD (based on procurement of City approved sub-consultants).

Section VII. METHOD OF COMPENSATION

It is anticipated that the project will be billed on Time and Material basis with a not to exceed fee of **\$175,000**

MOTT MACDONALD FLORIDA, LLC

CITY OF PANAMA CITY

Billy R. Perry, PE – Senior Vice President

Authorized Representative

Printed Name & Title

Date: _____

Date: _____