



Agenda Item Request Form

ITEM: Consideration of Approval of Task Order with Mott MacDonald for the assessment of the existing sewer collection and wastewater conveyance systems through Panama City and Panama City North in the amount of \$95,000.

BACKGROUND INFORMATION: This project will provide a comprehensive review of the sewer collection system, wastewater transmission system, pump stations, and treatment facilities throughout Panama City and Panama City North. Mott MacDonald will provide a written report of the findings in a format suitable for submittal to FDEP State Revolving Loan Application and will include an estimated cost for proposed capital improvements, a 20 Year Capital Improvement Plan, and a recommended phase improvement schedule.

DEPARTMENT HEAD RECOMMENDATION: Approval

Budget Impact

Budgeted?: Yes: No: How Much budgeted?

If more, where do you suggest funds come from?

Cost Center Affected:

Personnel \$

Operating \$

Capital \$ 95,000

Revenue \$

Requested By: Johnny C. Sims, Public Works Director

Date: 10/14/19

Task Order #19-027

Project Name: Facilities Planning/Engineering Services for Panama City Wastewater System

DATED: 10/11/19

This Work Order is issued between **CITY OF PANAMA CITY** and MOTT MacDONALD FLORIDA, LLC, (formerly known as Hatch Mott MacDonald Florida, LLC) pursuant to the Agreement for Professional Engineering Services between the parties dated April 9, 2015 and subject to all the terms and conditions thereof.

Section I. BACKGROUND

The ENGINEER is hereby requested to perform the following services (the "Work") as noted in the Proposal Letter: "Proposal for Facilities Planning/Engineering Services for the Panama City Wastewater System" dated September 17, 2019 and attached hereto as part of the agreement.

Section II. SCOPE OF SERVICES

The scope of work outlines the tasks required to complete this project:

1. Assessment of the existing sewer collection and wastewater conveyance system conditions based on existing maintenance record and staff interview
2. Assessment of sewer pump station conditions based on maintenance record, visual inspection, and staff interview.
3. Assessment of Wastewater Treatment Plant condition based on plans, maintenance record, and visual inspection
4. Identify future growth area in Panama City and Panama City North
5. Qualify current and projected future sewer demand
6. Develop a prioritized list of recommended system improvements, including cost projections
7. Prepare phased Capital Improvement Plan for the next 20 year planning period based on growth projection and repair and replacement required for sewer collection and wastewater treatment
8. Estimated project cost of each phase
9. Assist in the development of an FDEP SRF Capital Financing Plan that addresses financial feasibility
10. Prepare FDEP SRF Request for Inclusion
11. Draft resolution to adopt planning report
12. Public meeting required for the adoption of planning report

Section III. SUB-CONSULTANTS

No sub-consultants.

Section IV. CITY'S RESPONSIBILITY

The City shall provide all available documentation on existing facilities, including maintenance records for the sewer system, pump stations, treatment plants, and current wastewater system maps. Mott MacDonald will conduct wastewater system staff interviews to obtain additional information on known areas of interest.

Mott MacDonald anticipates the following five (5) meetings with the City:

1. Project initiation and kickoff meeting
2. Data collection review meeting to discuss information required
3. Preliminary finding workshop
4. Intermediate project assessment workshop
5. Final presentation to City in a public meeting

Section V. DELIVERABLE

Mott MacDonald will provide a written report of the findings (planning report) in a format suitable for submittal to FDEP State Revolving Loan Application and will include estimated cost for proposed capital improvements, a 20 Year Capital Improvement Plan, and a recommended phase improvement schedule.

Section VI. SCHEDULE

Work is expected to be completed within 180 working days after receipt of a written notice to proceed.

Section VII. METHOD OF COMPENSATION

The ENGINEER shall be compensated as follows:

The lump sum fee for this proposal shall be a fixed price of:

Total: \$95,000

***Monthly invoices will be provided to the City based on the percentage of work completed each month.**

AUTHORIZATION

The undersigned Authorized Representative represents that funds have been duly appropriated and committed for this Work Order and that the Work has been duly authorized by the CLIENT.

ACCEPTED:

MOTT MACDONALD FLORIDA, LLC

CITY OF PANAMA CITY

By _____

By _____

Authorized Representative

Authorized Representative

Print Name and Title

Print Name and Title

Dated: _____

Dated: _____



Mr. Johnny Sims
Public Works Director
City of Panama City
501 Harrison Avenue
Panama City, Florida 32401

Your Reference
Facilities Planning
City Wastewater

1022 West 23rd Street
Suite 680
Panama City FL 32405
United States of America

T +1 (850) 763 9393
F +1 (850) 763 9396
mottmac.com

Proposal for Facilities Planning/Engineering Services for City of Panama City Wastewater System

September 17, 2019

Dear Mr. Sims

Mott MacDonald is pleased to submit our proposal for Facilities Planning/Engineering Services for the Panama City Wastewater System. This project will provide a comprehensive review of the sewer collection system, wastewater transmission system, pump stations, and treatment facilities throughout Panama City and Panama City North. For this project, Mott MacDonald will provide a written report of the findings (planning report) in a format suitable for submittal to FDEP State Revolving Loan Application and will include estimated cost for proposed capital improvements, a 20 Year Capital Improvement Plan, and a recommended phase improvement schedule. The following Scope of Work outlines the tasks required to complete this project:

1. Assessment of the existing sewer collection and wastewater conveyance system conditions based on existing maintenance record and staff interview
2. Assessment of sewer pump station conditions based on maintenance record, visual inspection, and staff interview
3. Assessment of Wastewater Treatment Plant condition based on plans, maintenance record, and visual inspection
4. Identify future growth areas in Panama City and Panama City North
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6. Develop a prioritized list of recommended system improvements, including cost projections
7. Prepare phased Capital Improvement Plan for the next 20 year planning period based on growth projection and repair and replacement required for sewer collection and wastewater treatment
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1. Project initiation and kickoff meeting
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5. Final presentation to City in a public meeting

The project will be billed as a lump sum of \$95,000. Monthly invoices will be provided to the City based on the percentage of work completed each month.

Should you have any comments or questions, please do not hesitate to call.

Sincerely,

Mott MacDonald

A handwritten signature in blue ink, appearing to read 'A Zafar', with a long horizontal flourish extending to the left and a large loop at the end.

Amir Zafar, PE, BCEE
Principle Project Manager
amir.zafar@mottmac.com

AZ/md

cc: Jared Jones, City of Panama City
file