



Agenda Item Request Form

ITEM: Consideration of Approval of Task Order with Mott MacDonald for the assessment of the existing water distribution system conditions and water storage needs through Panama City and Panama City North in the amount of \$90,000

BACKGROUND INFORMATION: This project will provide a holistic view of water system transmission and storage needs through 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. The report will include estimated cost for proposed capital improvements, 20 Year Capital Improvement Plan, and a phased recommended 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 \$ 90,000

Revenue \$

Requested By: Johnny C. Sims, Public Works Director

Date: 10/14/19

Task Order #19-028

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

DATED: 10/11/19

This Work Order is issued between **CITY OF CITY 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 Water 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 water distribution system conditions based on existing City water model, maintenance record and staff interview
2. Assessment of water storage tanks based on inspection report provided by The City
3. Identify of future growth areas in Panama City and Panama City North in collaboration with City Planning Department
4. Qualify current and projected future water demand
5. Review existing meter locations and assess the need for new water master meters from Bay County
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
8. Assist in the development of an FDEP SRF Business Plan that addresses financial feasibility
9. Prepare FDEP SRF Request for Inclusion and draft resolution to adopt planning report
10. Present alternatives and make recommendation at a City of Panama City public meeting as required by FDEP SRF

Section III. SUB-CONSULTANTS

No sub-consultants.

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 Water System

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United States of America

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mottmac.com

Proposal for Facilities Planning/Engineering Services for City Water System

September 17, 2019

Dear Mr. Sims

Mott MacDonald is pleased to submit our proposal for Facilities Planning / Engineering Services for the Panama City Water System. This project will provide a holistic view of water system transmission and storage needs through 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. The report will include estimated cost for proposed capital improvements, 20 Year Capital Improvement Plan, and a phased recommended improvement schedule. The following Scope of Work outlines the tasks required to complete this project:

1. Assessment of the existing water distribution system conditions based on existing City water model, maintenance record and staff interview
2. Assessment of water storage tanks based on inspection report provided by the City
3. Identification of future growth areas in Panama City and Panama City North in collaboration with City Planning Department
4. Quantify current and projected future water demand
5. Review existing meter locations and assess the need for new water master meters from Bay County
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
8. Assist in the development of a FDEP SRF Business Plan that addresses financial feasibility
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The City shall provide all available documentation on existing facilities, including maintenance records for the water system, water storage tank inspection reports, and current water system maps. Mott MacDonald will conduct water 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

Mott MacDonald will provide meeting minutes and distribute them to the team via email.

The project will be billed as a lump sum of \$90,000. 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 underneath.

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

AZ/md

cc: Jared Jones, City of Panama City
file