



Agenda Item Request Form

ITEM: Sub-consultant Data Collection City of Panama City of Signs, Sidewalks, Guardrails, and Inlets impacted by Hurricane Michael

BACKGROUND INFORMATION: A lump sum fee is based on \$1400 per mile of City owned roadway within Wards 1-4 to collect data of signs, sidewalks, guardrails, and inlets. Ward 1 is made up of approx. 71miles, Ward 2 approx. 45 miles (PC North is not included in this data collection), Ward 3 approx. 38 miles, and Ward 4 approx. 48 miles. The following Engineering firms have accepted and signed their Task Orders: Ward 1 – Panhandle Engineering, Ward 2 – Dewberry, Ward 3 – Metric Engineering, and Ward 4 – DRMP. Task Orders are attached to this agenda item. Noted in each task order that we are aware of the unknowns in the City and there will be a work efficiency review at the end of the first month of the work schedule and additional fees may be made for consideration at that time. Any additional fee requests will require proper justification and will be based on the relative efficiency of the data collection.

DEPARTMENT HEAD RECOMMENDATION: Staff recommends approval for Panhandle Engineering in the amount of \$99,372.00, Dewberry in the amount of \$63,643.00, Metric Engineering in the amount of \$53,098.00, and DRMP in the amount of \$53,500.00.

Budget Impact

Budgeted? Yes: No: How Much budgeted? [Click here to enter text.](#)

If more, where do you suggest funds come from?

Hurricane Michael Fund: 101 Dept. 1620 Account#53100

Cost Center Affected: [Click here to enter text.](#)

Personnel \$ [Click here to enter text.](#)

Operating \$ [Click here to enter text.](#)

Capital \$ [Click here to enter text.](#)

Revenue \$ [Click here to enter text.](#)

Requested By: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

TASK ORDER
Data Collection of Ward 1 Signs, Sidewalks, Guardrails, and Inlets
impacted by Hurricane Michael
Damage Report
(Task Order # 20-001)

SECTION I. BACKGROUND

The City of Panama City (CITY) has entered into a Continuing Professional services Contract with Panhandle Engineering, Inc. 3005 Lynn Haven Parkway, Lynn Haven, FL 32444, dated June 28, 2017, and amended December 11, 2019. This Task Order is to provide professional engineering services under that contract as follows:

SECTION II. SCOPE OF SERVICES

Data collection of the type and extent of damage to the Signs, Sidewalks, Guardrails and Inlets located within Ward 1 roadways as a result of impacts from Hurricane Michael. Preliminary Data Points for each audit are shown below. The City may require up to 3 additional data points per audit. The following data shall be collected using the provided Survey 123 application:

1. Sign Data Collection

- Create audit for each set of signs on same post/posts
 - Audit Start time
 - Collect GPS point of signpost
 - Owner (City, County, State, Unknown)
 - What Street is the sign located on
 - Single or multi post
 - Post Type (Round, Square, U-channel)
 - Post Dimensions
 - Distance from EOP (ignore shoulders or curbs)
 - Post Damage (none, leaning, knocked down, broken, missing sign, temp. sign)
 - Is damage storm related (Yes, no, not sure)
 - Misc. Comments about post
 - Photo of front and back of signs
 - Add an audit subsection for each individual sign
 - Sign Type / MUTCD #
 - Height to bottom of sign
 - Sign Correct Dimensions?

- Sign Text
- Sign Damage (None, Minor, Major)
- Misc. Comments about sign
- Flag for Engineer review if needed
- Audit end time

2. Sidewalk Data Collection

- Audit start time
- Item (Sidewalk, curb ramp, driveway)
- Street Name
- Collect gps point on each end of damage
- Sidewalk width
- Damaged length
- Is >50% of sidewalk segment damaged? (if so collect gps point for each end of segment)
- Description of damage (add list of damage types/causes)
- Is damage storm related (Yes, no, not sure)
- Would repair require other items of work? (Retaining wall, root removal, etc)
- Take two or more photos of damage
- Flag for Engineer review if needed
- Audit end time

3. Guardrail Data Collection

- Audit start time
- Street Name
- Collect gps point
- Guardrail length
- Damaged length
- Description of damage (add list of damage types/causes)
- Is damage storm related (Yes, no, not sure)
- Take two or more photos of damage
- Flag for Engineer review if needed
- Audit end time

4. Stormwater Inlet Data Collection

- Audit start time
- Collect GPS point
- Inlet Type (Curb, Ditch Bottom, Flume, Other) – Include sketch of each type to ensure consistency
- Construction type
- Inlet Owner (FDOT, Bay County, City of PC, Private)

- Street Name
- Take photos of inlet top
- Take photos inside inlet (w/ measuring tape extended to inlet bottom)
- Inlet Depth
- Rough inside dimensions
- Inlet Damage (No visual damage, Major, Minor)
- Damage description
- Is damage storm related – yes, no, unsure
- If damaged, # and size of pipes
- Misc. Comments
- Flag for Engineer review if needed
- Audit Stop time

SECTION III. SUB-CONSULTANTS

Sub-consultants may be used for current market (post hurricane) cost estimating.

SECTION IV. DELIVERABLES

Output generated from audits utilizing the provided Survey 123 application.

SECTION V. CITY'S RESPONSIBILITY

Provide GIS Data and maps indicated the extent of the project (Ward 1) area.

Section VI. SCHEDULE

Training on the audit application is expected to occur on February 17, 2020. Initial data collection will ensue after training and continue through February 21, 2020. Data collection will then pause for quality assurance review by Mott MacDonald. Data collection will resume on March 1, 2020 with final audit completion by June 1, 2020.

Section VII. METHOD OF COMPENSATION

SUBCONTRACTOR's compensation shall be a fixed price (lump sum) of \$99,372.00.

Note: Lump Sum Fee is based on \$1400.00 per mile of City owned roadway within Ward 1.

A work efficiency review will take place at the end of the first month of the work schedule. Additional fee requests may be made for consideration at that time (approximate 1/3 point of the work). Any additional fee requests will require proper justification and will be based on the relative efficiency of the data collection.

NAME OF FIRM

CITY OF PANAMA CITY

Signed: _____



Authorized Representative

Signed: _____

Authorized Representative

Christopher B. Forehand, Vice Pres.

Printed Name and Title

Printed Name and Title

Date: _____

2/3/20

Date: _____

TASK ORDER
Data Collection of Ward 2 Signs, Sidewalks, Guardrails, and Inlets
impacted by Hurricane Michael
Damage Report
(Task Order # 20-002)

SECTION I. BACKGROUND

The City of Panama City (CITY) has entered into a Continuing Professional services Contract with Dewberry, 203 Aberdeen, Panama City, FL 32405, dated June 29, 2017, and amended December 11, 2019. This Task Order is to provide professional engineering services under that contract as follows:

SECTION II. SCOPE OF SERVICES

Data collection of the type and extent of damage to the Signs, Sidewalks, Guardrails and Inlets located within Ward 2 roadways as a result of impacts from Hurricane Michael. Preliminary Data Points for each audit are shown below. The City may require up to 3 additional data points per audit. The following data shall be collected using the provided Survey 123 application:

1. Sign Data Collection

- Create audit for each set of signs on same post/posts
 - Audit Start time
 - Collect GPS point of signpost
 - Owner (City, County, State, Unknown)
 - What Street is the sign located on
 - Single or multi post
 - Post Type (Round, Square, U-channel)
 - Post Dimensions
 - Distance from EOP (ignore shoulders or curbs)
 - Post Damage (none, leaning, knocked down, broken, missing sign, temp. sign)
 - Is damage storm related (Yes, no, not sure)
 - Misc. Comments about post
 - Photo of front and back of signs
 - Add an audit subsection for each individual sign
 - Sign Type / MUTCD #
 - Height to bottom of sign
 - Sign Correct Dimensions?

- Sign Text
- Sign Damage (None, Minor, Major)
- Misc. Comments about sign
- Flag for Engineer review if needed
- Audit end time

2. Sidewalk Data Collection

- Audit start time
- Item (Sidewalk, curb ramp, driveway)
- Street Name
- Collect gps point on each end of damage
- Sidewalk width
- Damaged length
- Is >50% of sidewalk segment damaged? (if so collect gps point for each end of segment)
- Description of damage (add list of damage types/causes)
- Is damage storm related (Yes, no, not sure)
- Would repair require other items of work? (Retaining wall, root removal, etc)
- Take two or more photos of damage
- Flag for Engineer review if needed
- Audit end time

3. Guardrail Data Collection

- Audit start time
- Street Name
- Collect gps point
- Guardrail length
- Damaged length
- Description of damage (add list of damage types/causes)
- Is damage storm related (Yes, no, not sure)
- Take two or more photos of damage
- Flag for Engineer review if needed
- Audit end time

4. Stormwater Inlet Data Collection

- Audit start time
- Collect GPS point
- Inlet Type (Curb, Ditch Bottom, Flume, Other) – Include sketch of each type to ensure consistency
- Construction type
- Inlet Owner (FDOT, Bay County, City of PC, Private)

- Street Name
- Take photos of inlet top
- Take photos inside inlet (w/ measuring tape extended to inlet bottom)
- Inlet Depth
- Rough inside dimensions
- Inlet Damage (No visual damage, Major, Minor)
- Damage description
- Is damage storm related – yes, no, unsure
- If damaged, # and size of pipes
- Misc. Comments
- Flag for Engineer review if needed
- Audit Stop time

SECTION III. SUB-CONSULTANTS

Sub-consultants may be used for current market (post hurricane) cost estimating.

SECTION IV. DELIVERABLES

Output generated from audits utilizing the provided Survey 123 application.

SECTION V. CITY'S RESPONSIBILITY

Provide GIS Data and maps indicated the extent of the project (Ward 2) area.

Section VI. SCHEDULE

Training on the audit application is expected to occur on February 17, 2020. Initial data collection will ensue after training and continue through February 21, 2020. Data collection will then pause for quality assurance review by Mott MacDonald. Data collection will resume on March 1, 2020 with final audit completion by June 1, 2020.

Section VII. METHOD OF COMPENSATION

SUBCONTRACTOR's compensation shall be a fixed price (lump sum) of \$63,643.00.

Note: Lump Sum Fee is based on \$1400.00 per mile of City owned roadway within Ward 2.

A work efficiency review will take place at the end of the first month of the work schedule. Additional fee requests may be made for consideration at that time (approximate 1/3 point of the work). Any additional fee requests will require proper justification and will be based on the relative efficiency of the data collection.

NAME OF FIRM

CITY OF PANAMA CITY

Signed: 
Authorized Representative

Signed: _____
Authorized Representative

Eric Pitts, Associate, S.P.A.M
Printed Name and Title

Printed Name and Title

Date: 2/3/2020

Date: _____

TASK ORDER
Data Collection of Ward 3 Signs, Sidewalks, Guardrails, and Inlets
impacted by Hurricane Michael
Damage Report
(Task Order # 20-003)

SECTION I. BACKGROUND

The City of Panama City (CITY) has entered into a Continuing Professional services Contract with Metric Engineering, 2616 Jenks Avenue, Panama City, FL 32405, dated July 12, 2017, and amended December 11, 2019. This Task Order is to provide professional engineering services under that contract as follows:

SECTION II. SCOPE OF SERVICES

Data collection of the type and extent of damage to the Signs, Sidewalks, Guardrails and Inlets located within Ward 3 roadways as a result of impacts from Hurricane Michael. Preliminary Data Points for each audit are shown below. The City may require up to 3 additional data points per audit. The following data shall be collected using the provided Survey 123 application:

1. Sign Data Collection

- Create audit for each set of signs on same post/posts
 - Audit Start time
 - Collect GPS point of signpost
 - Owner (City, County, State, Unknown)
 - What Street is the sign located on
 - Single or multi post
 - Post Type (Round, Square, U-channel)
 - Post Dimensions
 - Distance from EOP (ignore shoulders or curbs)
 - Post Damage (none, leaning, knocked down, broken, missing sign, temp. sign)
 - Is damage storm related (Yes, no, not sure)
 - Misc. Comments about post
 - Photo of front and back of signs
 - Add an audit subsection for each individual sign
 - Sign Type / MUTCD #
 - Height to bottom of sign
 - Sign Correct Dimensions?

- Sign Text
- Sign Damage (None, Minor, Major)
- Misc. Comments about sign
- Flag for Engineer review if needed
- Audit end time

2. Sidewalk Data Collection

- Audit start time
- Item (Sidewalk, curb ramp, driveway)
- Street Name
- Collect gps point on each end of damage
- Sidewalk width
- Damaged length
- Is >50% of sidewalk segment damaged? (if so collect gps point for each end of segment)
- Description of damage (add list of damage types/causes)
- Is damage storm related (Yes, no, not sure)
- Would repair require other items of work? (Retaining wall, root removal, etc)
- Take two or more photos of damage
- Flag for Engineer review if needed
- Audit end time

3. Guardrail Data Collection

- Audit start time
- Street Name
- Collect gps point
- Guardrail length
- Damaged length
- Description of damage (add list of damage types/causes)
- Is damage storm related (Yes, no, not sure)
- Take two or more photos of damage
- Flag for Engineer review if needed
- Audit end time

4. Stormwater Inlet Data Collection

- Audit start time
- Collect GPS point
- Inlet Type (Curb, Ditch Bottom, Flume, Other) – Include sketch of each type to ensure consistency
- Construction type
- Inlet Owner (FDOT, Bay County, City of PC, Private)

- Street Name
- Take photos of inlet top
- Take photos inside inlet (w/ measuring tape extended to inlet bottom)
- Inlet Depth
- Rough inside dimensions
- Inlet Damage (No visual damage, Major, Minor)
- Damage description
- Is damage storm related – yes, no, unsure
- If damaged, # and size of pipes
- Misc. Comments
- Flag for Engineer review if needed
- Audit Stop time

SECTION III. SUB-CONSULTANTS

Sub-consultants may be used for current market (post hurricane) cost estimating.

SECTION IV. DELIVERABLES

Output generated from audits utilizing the provided Survey 123 application.

SECTION V. CITY'S RESPONSIBILITY

Provide GIS Data and maps indicated the extent of the project (Ward 3) area.

Section VI. SCHEDULE

Training on the audit application is expected to occur on February 17, 2020. Initial data collection will ensue after training and continue through February 21, 2020. Data collection will then pause for quality assurance review by Mott MacDonald. Data collection will resume on March 1, 2020 with final audit completion by June 1, 2020.

Section VII. METHOD OF COMPENSATION

SUBCONTRACTOR's compensation shall be a fixed price (lump sum) of \$53,098.00.

Note: Lump Sum Fee is based on \$1400.00 per mile of City owned roadway within Ward 3.

A work efficiency review will take place at the end of the first month of the work schedule. Additional fee requests may be made for consideration at that time (approximate 1/3 point of the work). Any additional fee requests will require proper justification and will be based on the relative efficiency of the data collection.

NAME OF FIRM

CITY OF PANAMA CITY

Signed:

William F. Sloup
Authorized Representative

Signed:

Authorized Representative

William F. Sloup
Vice President

Printed Name and Title

Printed Name and Title

Date:

Feb. 3, 2020

Date:

TASK ORDER
Data Collection of Ward 4 Signs, Sidewalks, Guardrails, and Inlets
impacted by Hurricane Michael
Damage Report
(Task Order # 20-004)

SECTION I. BACKGROUND

The City of Panama City (CITY) has entered into a Continuing Professional services Contract with DRMP, 2101 Northside Drive, Suite 101, Panama City, FL 32405, dated June 26, 2017, and amended December 11, 2019. This Task Order is to provide professional engineering services under that contract as follows:

SECTION II. SCOPE OF SERVICES

Data collection of the type and extent of damage to the Signs, Sidewalks, Guardrails and Inlets located within Ward 4 roadways as a result of impacts from Hurricane Michael. Preliminary Data Points for each audit are shown below. The City may require up to 3 additional data points per audit. The following data shall be collected using the provided Survey 123 application:

1. Sign Data Collection

- Create audit for each set of signs on same post/posts
 - Audit Start time
 - Collect GPS point of signpost
 - Owner (City, County, State, Unknown)
 - What Street is the sign located on
 - Single or multi post
 - Post Type (Round, Square, U-channel)
 - Post Dimensions
 - Distance from EOP (ignore shoulders or curbs)
 - Post Damage (none, leaning, knocked down, broken, missing sign, temp. sign)
 - Is damage storm related (Yes, no, not sure)
 - Misc. Comments about post
 - Photo of front and back of signs
 - Add an audit subsection for each individual sign
 - Sign Type / MUTCD #
 - Height to bottom of sign
 - Sign Correct Dimensions?

- Sign Text
- Sign Damage (None, Minor, Major)
- Misc. Comments about sign
- Flag for Engineer review if needed
- Audit end time

2. Sidewalk Data Collection

- Audit start time
- Item (Sidewalk, curb ramp, driveway)
- Street Name
- Collect gps point on each end of damage
- Sidewalk width
- Damaged length
- Is >50% of sidewalk segment damaged? (if so collect gps point for each end of segment)
- Description of damage (add list of damage types/causes)
- Is damage storm related (Yes, no, not sure)
- Would repair require other items of work? (Retaining wall, root removal, etc)
- Take two or more photos of damage
- Flag for Engineer review if needed
- Audit end time

3. Guardrail Data Collection

- Audit start time
- Street Name
- Collect gps point
- Guardrail length
- Damaged length
- Description of damage (add list of damage types/causes)
- Is damage storm related (Yes, no, not sure)
- Take two or more photos of damage
- Flag for Engineer review if needed
- Audit end time

4. Stormwater Inlet Data Collection

- Audit start time
- Collect GPS point
- Inlet Type (Curb, Ditch Bottom, Flume, Other) – Include sketch of each type to ensure consistency
- Construction type
- Inlet Owner (FDOT, Bay County, City of PC, Private)

- Street Name
- Take photos of inlet top
- Take photos inside inlet (w/ measuring tape extended to inlet bottom)
- Inlet Depth
- Rough inside dimensions
- Inlet Damage (No visual damage, Major, Minor)
- Damage description
- Is damage storm related – yes, no, unsure
- If damaged, # and size of pipes
- Misc. Comments
- Flag for Engineer review if needed
- Audit Stop time

SECTION III. SUB-CONSULTANTS

Sub-consultants may be used for current market (post hurricane) cost estimating.

SECTION IV. DELIVERABLES

Output generated from audits utilizing the provided Survey 123 application.

SECTION V. CITY'S RESPONSIBILITY

Provide GIS Data and maps indicated the extent of the project (Ward 4) area.

Section VI. SCHEDULE

Training on the audit application is expected to occur on February 17, 2020. Initial data collection will ensue after training and continue through February 21, 2020. Data collection will then pause for quality assurance review by Mott MacDonald. Data collection will resume on March 1, 2020 with final audit completion by June 1, 2020.

