

December 23, 2020

Via email

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

RE: Cherry Street Improvements
Task Order for Professional Engineering Services
PE File #13059

Dear Mr. Sims,

Panhandle Engineering, Inc. (PE) is pleased to provide this proposal to the City for engineering services for the referenced project.

It is our understanding that the referenced project includes the design and permitting for the full reconstruction of Cherry Street to include bike lanes, new sidewalks, lighting, landscaping, stormwater improvements and utility replacement. The City developed cross section is attached.

A detailed Task Order labeled as **Exhibit A** is attached and details our scope of services and associated fees.

If this proposal is acceptable to the City Commission, please have Mr. Mark McQueen sign the attached Task Order Amendment, then return a copy to our office for our files. We are ready to proceed upon the City's authorization.

If you have any questions, please call me at 850.596.1235. We look forward to working with you on this important project and thank you for the opportunity to be of service to the City of Panama City.

Sincerely,
PANHANDLE ENGINEERING, INC.



Chris Forehand, PE
Vice President

CC: Mr. Jim Slonina, PE, President, Panhandle Engineering, Inc.
Mr. J. Doug Crook, PE, Panhandle Engineering, Inc.



civil engineer
environmental
land planning
roads + bridge
stormwater
water + wastewater

PANHANDLE ENGINEERING, INC.
600 Ohio Avenue
Lynn Haven, FL 32444
P: 850.763.5200



EXHIBIT "A"

**TASK ORDER
CHERRY STREET IMPROVEMENTS
PANHANDLE ENGINEERING, INC, PROJECT NO. 13059**

SCOPE OF SERVICES

A. Preliminary Design / Coordination Services

PE will meet with the City staff and plan the new roadway improvements, as well as discuss all issues related to the project. *PE* will develop 30% plans, meet with the City to review and approve prior to initiation of design. *PE* shall meet with the City throughout the design process as needed to successfully complete the project. *PE* shall meet with all 3rd party utility companies and coordinate any relocation required, underground electrical and lighting design.

B. Design Services

- *PE* shall design the proposed roadway from Beach Drive to Tyndall Drive to include stormwater conveyance, lighting, landscape irrigation design, bike lanes, sidewalks, gravity walls, and retaining walls. The design will follow City standards for infrastructure. It is anticipated that Gulf Power will design all underground power and lighting. *PE* shall provide plans, details, profiles, specifications and contract documents to the City for review. *PE* will submit 60%, 90% and 100% plans for the City for review and approval
- *PE* will analyze the stormwater system for capacity and will design the appropriate drainage system
- *PE* will perform a hydraulic model of the water system in order to ensure adequate fire protection and pressure
- *PE* will perform a traffic study to analyze the Cove Blvd. / Cherry St. Intersection
- *PE* will redesign the parking at Cherry St. Elementary which includes a new retainage wall
- *PE* will use silver soil cells and rootball curb block in the design

The following references to be utilized in the development of the plans are to include as a minimum the following materials:

1. F.D.O.T. 20-21 Standard Plans
2. 2016 Florida Greenbook
3. 2020 F.D.O.T. Drainage Design Guide
4. 2017 F.D.O.T Plan Preparation Manual
5. M.U.T.C.D. 2009 with Revisions 1 & 2
6. City of Panama City Land Development Regulations

The plan sets will consist of the following sheets;

- Key Sheet
- Summary of Pay Items
- Drainage Maps

- Typical Sections
- Summary of Quantities
- Summary of Drainage Structures
- Project Layout & Control
- General Notes (Can be combined with other sheets)
- Roadway Plan & Profiles (20 Scale)
- Intersection Details
- Drainage Structure Sheets
- Stormwater Facilities
- Soil Survey
- Cross-Sections
- Utility Plans and Profiles
- Utility Details
- Lift Station 81 Plan Improvements and Details
- SWPP Plans
- Signing & Striping Plans
- Utility Adjustment Plans as Provided by 3rd Party Utilities
- Landscaping Plans
- Traffic/Irrigation Plans

The following review schedule for contract plans & specifications shall be as followed:

- **40% Review of Contract Plans & Specifications Submittal**

Proposed Roadway Items including;

Front Cover Sheet (including Vicinity Map, Station Limits, etc.)

Summary of Quantities Boxes Shown for needed items

Drainage Map (Boundary of Watershed shown, scale, etc.)

Plan & Profile Sheets:

Alignment (Both Existing & Proposed Vertical & Horizontal Improvements)

Geometric Layout of Plan Features (Curb Lines, Inlet locations, Traffic Lanes, Median Islands, etc.)

Cross-Sections (Existing Only)

Basic Linework for Utilities

- **60% Review of Contract Plans & Specifications Submittal**

Continuation of all items listed in 40% Review.

Drainage Areas to all inlets

Finalize Alignment (Both Vertical & Horizontal)

Finalize Geometric Layout Features

Finalize Proposed Cross-Sections (Except Earthwork)

Initial Signing, Striping, and Marking Sheets

Initial Utility Adjustment Plans

Utility Sizing and Details with Plans and Profiles

Intersection Improvements

- **80% Review of Contract Plans & Specifications Submittal**

Finalize all construction Plans for design of:

Roadway Horizontal & Vertical features

Design and Summary Tables

Finalize Earthwork and Summary Tables

- Finalize Summary of Signing, Striping and Marking & Plan Sheets
- Finalize Summary of Soil Survey Sheets
- Finalize Utility Adjustment Design and Summary Sheets
- Finalize Utility Plans/Profiles
- Finalize Intersection Improvements
- Finalize Plan Computation Book
- Finalize Plan Quantity Booklet
- Prepare Construction Specifications & draft Supplemental Specifications
- Prepare and Submit all required Environmental Permits

- **100% Submittal of Contract Plans & Specifications Submittal**

- Submit final Roadway Construction Documents including:
 - Roadway Plans
 - Signing Marking Plans
 - Utility Adjustment Plans
 - Utility Plans/Profiles
 - Cross Sections
 - Traffic Control Plans
- Submit final Contract Documents & Specifications (Supplemental Specifications)
- Final Computation Booklet
- Final Quantities Booklet
- Submit CD's of Record Drawings (DWG's & PDF's Both Model Space & Paper Space), Computation Booklet, Final Quantities Booklet, Project Specifications & Supplemental Specifications

C. Permitting Services

PE shall provide all plans and supply documentation for FDEP water and wastewater permits. The City shall be responsible for all permitting fees. NFWFMD permitting is not anticipated.

D. Bidding and Certifications

1. Advertise
2. Issue Bid Sets to Plan Holders and Track
3. Answer Questions During Bid Process
4. Issue Addendums as Necessary
5. Attend Bid Opening and Prepare Bid Tab
6. Review all Bids and Prepare Detailed Bid Tabulation (check math)
7. Provide Recommendation for Award
8. Process Contract Documents
9. Issue Conformed Sets of Plans and Bid Docs Based on Addendums and Include all Executed Contract Docs
10. Review As-Builts Provided by Contractor's Surveyor
11. Submit Agency Certification of Project Completion

E. Deliverables

PE will provide the following deliverables to the client:

1. One set of 30%, 60% and 90% review documents (plans, specifications, and contract documents) for the City's review in digital (PDF) format, along with two (2) hard copies.

2. Attend meeting with the City to discuss the City's 30%, 60% and 90% comments.
3. Construction Specifications / Front End Bid Documents.
4. Quantity Booklet (Calculation of Project Unit Quantities)
5. Computation Booklet (Design Calculations, Permits, Etc.)
6. Post Design Opinion of Probable Construction Cost.
7. Two (2) full size and two (2) half size copies of 100% plans, two (2) specifications, and contract documents. PE will provide all plans digitally in both PDF and DWG format.

F. Professional Services Fees

1. Engineering, permitting and preparation of contract documents	\$ 174,860.00
2. Landscape/ Irrigation Design (Lawnsapes)	\$ 3,800.00
3. Arborist \$5000 Allowance	\$ 5,000.00
Lump Sum Total	\$ 183,660.00

G. Items Not Included

1. Surveying – By others under separate contract
2. Geotechnical – By others under separate contract
3. Agency Permitting Fees
4. Copies, Prints
5. Express Mail
6. Travel outside of 50 miles
7. Environmental / Wetland Permitting – Not Anticipated
8. Construction Engineering Inspection
9. Ground Penetrating Radar – To Be Provided by City

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their undersigned officials as dully authorized.

City of Panama City

Address for Correspondence

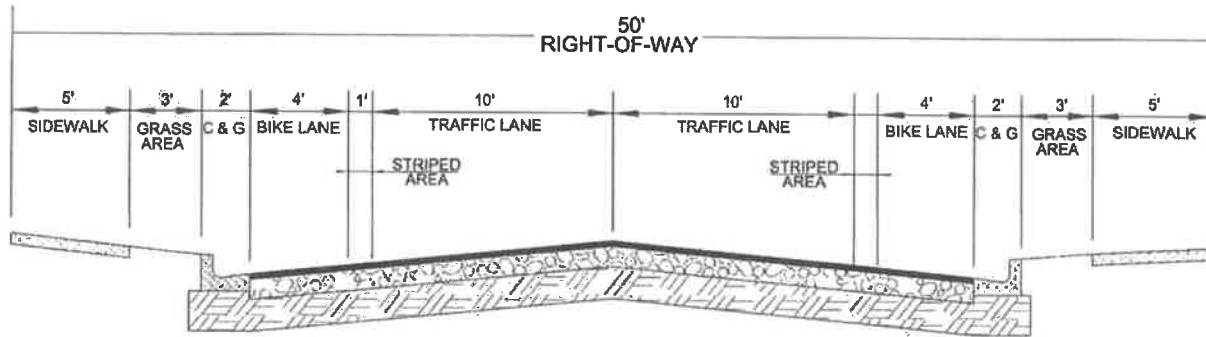
501 Harrison Avenue
Panama City, Florida 32401

By: _____

Name and Title: Mr. Mark McQueen, City Manager

Witnessed: _____

Date: _____



**CHERRY STREET
RECONSTRUCTION
TYPICAL SECTION
N.T.S.**

REVISIONS			<small>JOHNNY C. SIMS, P.E. P.E. LICENCE NUMBER 34920 501 HARRISON AVENUE PANAMA CITY, FLORIDA 32401</small>	DATE:	CITY OF PANAMA CITY DEPARTMENT OF PUBLIC WORKS		STREET TITLE:	SHEET NO
REV. #	DESCRIPTION	DATE			WARD #	STREET NAME:	TYPICAL SECTION SHEET	
					WARD I	CHERRY STREET		



Panhandle Engineering, Inc.
Panama City - Cherry St. Redesign
Professional Services - Man Hour Estimate Based on Sheets

Nov-20

PE No. 13059

Role/Task	Billing Rate	Total Fees	
		Hours	Fee
FEE PROPOSAL			
Cover Sheet (1)			
Sr. Engineer/Manager/Firm Principal (PE)	\$ 225.00	1	\$ 225
Project Engineer III(EI)	\$ 135.00	1	\$ 135
Sr. Engineer (PE)	\$ 185.00	1	\$ 185
Sr. Cadd Designer / GIS Specialist	\$ 110.00	1	\$ 110
Subtotal			\$ 666
Typical Sections, General Notes and Pay Items (6)			
Sr. Engineer/Manager/Firm Principal (PE)	\$ 225.00	5	\$ 1,125
Project Engineer III(EI)	\$ 135.00	30	\$ 4,050
Sr. Engineer (PE)	\$ 185.00	20	\$ 3,700
Sr. Cadd Designer / GIS Specialist	\$ 110.00	40	\$ 4,400
Subtotal			\$ 13,275
Plan and Profile (Road and Utilities) (16)			
Sr. Engineer/Manager/Firm Principal (PE)	\$ 225.00	20	\$ 4,500
Sr. Engineer (PE)	\$ 165.00	70	\$ 11,550
Project Engineer III (EI)	\$ 135.00	60	\$ 8,100
Sr. Cadd Designer / GIS Specialist	\$ 110.00	140	\$ 15,400
Subtotal			\$ 39,550
Cross Sections/Earthwork (24)			
Sr. Engineer/Manager/Firm Principal (PE)	\$ 225.00	8	\$ 1,800
Sr. Engineer (PE)	\$ 185.00	50	\$ 9,250
Project Engineer III (EI)	\$ 135.00	80	\$ 10,800
Sr. Cadd Designer / GIS Specialist	\$ 110.00	180	\$ 19,800
Subtotal			\$ 41,650
Erosion Control/SWPP (16)			
Sr. Engineer/Manager/Firm Principal (PE)	\$ 225.00	1	\$ 225
Sr. Engineer (PE)	\$ 185.00	3	\$ 555
Project Engineer III (EI)	\$ 135.00	6	\$ 810
Sr. Cadd Designer / GIS Specialist	\$ 110.00	8	\$ 880
Subtotal			\$ 2,470
Drainage Structures (8)			
Sr. Engineer/Manager/Firm Principal (PE)	\$ 225.00	4	\$ 900
Sr. Engineer (PE)	\$ 185.00	20	\$ 3,700
Project Engineer III (EI)	\$ 135.00	50	\$ 6,750
Sr. Cadd Designer / GIS Specialist	\$ 110.00	80	\$ 8,800
Subtotal			\$ 20,150
Striping and Signage with Details (24)			
Sr. Engineer/Manager/Firm Principal (PE)	\$ 225.00	6	\$ 1,350
Sr. Engineer (PE)	\$ 185.00	20	\$ 3,700
Project Engineer III (EI)	\$ 135.00	30	\$ 4,050
Sr. Cadd Designer / GIS Specialist	\$ 110.00	60	\$ 6,600
Subtotal			\$ 15,700
Intersection Plans with Details (2)			
Sr. Engineer/Manager/Firm Principal (PE)	\$ 225.00	12	\$ 2,700
Sr. Engineer (PE)	\$ 185.00	24	\$ 4,440
Project Engineer III (EI)	\$ 135.00	30	\$ 4,050
Sr. Cadd Designer / GIS Specialist	\$ 110.00	40	\$ 4,400

		Subtotal	\$ 16,690
Utility Details (7)			
Sr. Engineer/Manager/Firm Principal (PE)	\$ 225.00	6	\$ 1,350
Sr. Engineer (PE)	\$ 185.00	16	\$ 2,960
Project Engineer III (EI)	\$ 135.00	30	\$ 4,050
Sr. Cadd Designer / GIS Specialist	\$ 110.00	50	\$ 5,500
		Subtotal	\$ 13,860
Maintenance of Traffic Plan and Details (16)			
Sr. Engineer/Manager/Firm Principal (PE)	\$ 225.00	8	\$ 1,800
Sr. Engineer (PE)	\$ 185.00	16	\$ 2,960
Project Engineer III (EI)	\$ 135.00	24	\$ 3,240
Sr. Cadd Designer / GIS Specialist	\$ 110.00	36	\$ 3,960
		Subtotal	\$ 11,960
		Total	\$ 174,860