

March 6, 2023

Mr. Jonathan Hayes
Public Works Director
City of Panama City
501 Harrison Avenue
Panama City, FL 32401

RE: Pretty Bayou Improvements – Phase I
Task Order for Bidding and CEI Services – Amendment No. 2 (Revision 1)
PE File No. 13067

Dear Mr. Hayes:

Panhandle Engineering, Inc. (PE) is pleased to submit the attached Task Order Amendment (**Exhibit A**) to the City of Panama City in order to provide bidding and construction engineering and inspection (CEI) services for the referenced project. This Task Order Amendment is pursuant to the contract and Notice to Proceed dated April 29, 2020.

The estimated time for completion is 12 months.

If this Task Order is acceptable to the City, please have Mr. Mark McQueen sign and return a copy to our office for our files.

If you have any questions, please call me at 850-596-1235

Sincerely,
PANHANDLE ENGINEERING, INC.



Chris Forehand, PE
Vice President

cc: Ms. Samar Mazloum, PhD, Utilities Director, City of Panama City
Ms. Suzanne Mandel, Public Works Project Manager, City of Panama City



civil engineers
environmental
land planning
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stormwater
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EXHIBIT A

TASK ORDER PRETTY BAYOU PHASE I IMPROVEMENTS – CEI TASK ORDER AMENDMENT NO. 2 PROJECT NO. 13067

This Task Order Amendment is pursuant to the contract and Notice to Proceed dated April 29, 2020.

SCOPE OF WORK

The responsibilities of **PE** are as follows:

A. BIDDING

- Answer questions during bid process and provide to City/Purchasing
- Attend Bid opening
- Review all Bids and prepare detailed Bid Tabulation
- Provide recommendation for award
- Assist with execution of contract documents
- Chair Pre-Construction Meeting and provide agenda

B. PROVIDE CONSTRUCTION INSPECTION

- **PE** shall provide qualified inspection services by a qualified field technician with extensive experience with public utilities and public roadway construction. The inspector shall be FDOT Certified in the appropriate categories for this type of project.

C. REPORTING

- **PE** shall assist the City to help ensure that any and all reporting required by the City in the Contract is correctly completed and submitted timely.

D. PROGRESS PAYMENTS

- **PE** shall document and check quantities for all Monthly Progress Payments and recommend payment to the City Project Manager.

E. INSPECTION OF WORK

- **PE** shall provide inspection services for conformance to Plans and Specifications for the project. Observe, measure, and record all quantities for payment. These quantities and field measurements shall be recorded in the project records. **PE** shall notify the Construction Contractor of deficiencies or problems immediately. **PE** shall Inspect daily erosion control items for conformance to the plans as well as effectiveness in the field and notify the

contractor of deficiencies. *PE* shall prepare to justify any and all pay quantities in the case of questions by the City. *PE* shall prepare an accurate daily diary/report signed by the inspector consisting of:

- A record of the contractors on the project
- Their personnel (number and classification)
- Equipment (number and type or size)
- Location and work performed by each contractor or subcontractor
- Events of note on the project
- Accidents on the project and any details surrounding the accident such as police report number, injuries, causes, time, etc. Obtain a copy of the police report for the project records whenever possible
- Weather, estimated amount of precipitation and average temperature. A total rain day schedule should be kept
- Any other details that may be important later in the project life
- Take photos to document progress (photos shall be dated or time stamped digitally)
- Assist with resident complaints as they relate to construction activities

F. FINAL RECORDS

- *PE* shall submit a compilation of project records to the Public Works Director after project completion. These include:
 - Redline inspection plans
 - Inspection reports, photos and copies of other documentation
- *PE* shall provide a copy of all records in digital format.

G. PROJECT STAFF

- The staff proposed for the project are as follows:
 - **Sr. CEI Project Manager / Firm Principal**
 - **Sr. Project Engineer III**
 - **Sr. Project Inspector**
 - **Sr. Administrative Assistant / Project Coordinator**

It is anticipated that the Sr. Inspector will spend an estimated 35 hours per week average, the Sr. Project Engineer III will spend 3 hours per week, the Sr. Project Manager will spend 2 hour per week and Admin Assist Project Coordinator will spend 2 hours per week for the estimated duration of 50 **weeks**.

Based on the project time estimated and the hourly rates below, *PE* proposes to provide these services to the City at an estimated total cost of **\$194,000.00**. This fee is proposed at the Standard Hourly rates, listed below:

Sr. CEI Project Manager/Firm Principle	\$265.00
Sr. Project Engineer III	\$165.00
Sr. Inspector	\$75.00
Sr. Administrative Assistant / Project Coordinator	\$65.00

See attached estimate of Manhours for CEI, **Exhibit B**.

PE's fee will be billed based on actual hours worked by PE's staff for all CEI services. An invoice will be submitted to the City on a monthly basis. An adjustment for actual time will either be credited or added by task order amendment towards the end of the project.

COMPENSATION

A. Bidding	\$ 5,000.00
B. CEI	\$ 189,000.00

Total Proposed Fee **\$ 194,000.00**

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

City of Panama City

Address for Correspondence

501 Harrison Avenue
Panama City, Florida 32401

By: _____

Name and Title: Mr. Mark McQueen, City Manager

Date: _____



EXHIBIT B
PRETTY BAYOU PHASE I IMPROVEMENTS - CEI
PROJECT NO. 13067
ESTIMATE OF HOURLY SERVICES

PROJECT DESCRIPTION			
	RATE	HOURS	TOTAL
Sr. CEI Project Manager / Firm Principle	\$265.00	100	\$26,500.00
Sr. Project Engineer III	\$165.00	150	\$24,750.00
Sr. Inspector	\$75.00	1750	\$131,250.00
Administrative Assistant / Project Coordinator	\$65.00	100	\$6,500.00
			\$189,000.00