



# Agenda Item Request Form

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**ITEM:** Consideration of approval of Panhandle Engineering, Inc., (PEI) for Part 2 Architectural and Engineering (A/E) Services in the amount of \$526,230.00 for the Five (5) Park Bundle consisting of Cove Lane, Harry Edwards, Harvey Mathis, Sweetbay & Truesdale Parks (FEMA #82385).

**Background Information:** The City advertised a Request for Qualifications on July 14, 2021, and received three (3) responses from qualified Architectural Firms on August 9, 2021. After careful consideration of the qualified firms, Panhandle Engineering Inc., was recommended as the best qualified consultant, and the City Manager successfully negotiated an acceptable fee for their services for Part 1 Master Planning. The fee was approved by the CC and the Master Plans were developed and approved by the City. Panhandle Engineering, Inc. (PEI) is now proposing the Part 2 fee for Basic and Supplemental Services to design the approved Master Plans. The services will include design development documents (60%), construction documents (90%) and bid documents (100%), permitting, bid support, construction administration and cost estimating services to the City of Panama City, Florida (City) for design of the Five (5) Park Bundle. The scope and fees herein are based on design of the concept master plans as developed by PEI and submitted and reviewed by the City on January 20, 2022. Each individual park will have a complete set of construction documents. (Please see attached Fee Recommendation to CM, Task Orders, and AIA Contract ).

The overall fee is divided among the six parks as follows;

Sweetbay Wetlands Park	\$93,370.00
Harry Edwards Park	\$81,455.00
Truesdell Park	\$114,370.00
Harvey D. Mathis Park	\$155,180.00
Cove Lane Park	\$81,855.00

**DEPARTMENT HEAD RECOMMENDATION:** PMO Staff recommends approval of this contract with Panhandle Engineering, Inc. for the Part 2 Architectural and Engineering Services for the Six (6) Park Bundle.

## Budget Impact

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

If more, where do you suggest funds come from?  
**Insurance Proceeds.**

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

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

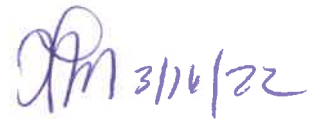
Operating \$ [Click here to enter text.](#)

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

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

Requested By: Tim McGuffin ~ Director PMO

Date: 3/16/2022

 3/16/22



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People Serving People*

**Project Management Office**  
A Division Reporting to the City Manager

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**MEMORANDUM**

To: Mark McQueen, City Manager  
CC: Scott Waldroff, City Architect, Sean DePalma (Quality of Life Director)  
From: Tim McGuffin, Sean DePalma  
Date: March 15, 2022  
Re: Five (5) Parks Bundle Project Part 2 Fee for A&E Services

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Regarding the upcoming design fee and Part 2 contract proposal with the selected A/E firm for the **Five (5) Parks Bundle** project, the PMO provides the following information for your use.

As Director of the Project Management Office, I appointed a Fee Evaluation Panel consisting of Sean DePalma (Quality of Life Director), Dale Cronwell (City Engineer), Brittany Melo (Interim Project Manager/ Contracts Administrator), Scott Waldroff (City Architect) and Tim McGuffin (myself, PMO Director). Dawn Kirkland (Acquisition Specialist), Joy Masters (City Attorney's Office) served as Technical Advisors.

The Fee Evaluation Panel individually reviewed the proposal and then met on February 18, 2022 at 9 am to discuss. Minor changes requested of Panhandle Engineering included removing CEI services, however construction services still remain. PEI was asked to reduce the cost of all services by \$203,154; the PMO was successful in negotiating a reduction in price by \$133,980.

It is the Fee Evaluation Panel recommendation to accept the Five (5) Park Bundle Part 2 Fee for A&E Services from Panhandle Engineering, Inc. in the amount of \$526,230.00.

The overall fee is divided among the five parks as follows;

Sweetbay Wetlands Park	\$93,370.00
Harry Edwards Park	\$81,455.00
Truesdell Park	\$114,370.00
Harvey D. Mathis Park	\$155,180.00
Cove Lane Park	\$81,855.00

If you have any questions or would like more information from the Panel, we are happy to discuss our evaluation when your schedule allows.

END MEMO

New Proposal 3/15/22	Sweetbay	Harry Edwards	Truesdell Park	Harvey D. Mathis Parl	Cove Lane Park	Total
Master Plan PCC	\$ 822,250.00	\$ 651,475.00 [1]	\$ 1,189,675.00	\$ 1,635,300.00	\$ 779,700.00 [2]	\$ 5,078,400.00
Surveying	\$ 4,150.00	\$ 3,375.00	\$ -	\$ -	\$ 3,275.00	\$ 10,800.00
Geotechnical Services	\$ 1,500.00	\$ 1,500.00	\$ 4,000.00	\$ 4,000.00	\$ 1,500.00	\$ 12,500.00
Hardscape, landscape, irrigation & electrical Design	\$ 37,800.00	\$ 37,800.00	\$ 52,450.00	\$ 53,300.00	\$ 38,300.00	\$ 219,650.00
Environmental	\$ -	\$ -	\$ -	\$ 7,500.00	\$ -	\$ 7,500.00
Engineering Design tasks	\$ 26,500.00	\$ 23,000.00	\$ 32,500.00	\$ 55,000.00	\$ 23,000.00	\$ 160,000.00
Design of Discharge to Railroad						\$ -
Site permitting tasks	\$ 4,500.00	\$ 1,500.00	\$ 6,500.00 [4]	\$ 9,500.00	\$ 1,500.00	\$ 23,500.00
Bidding Services	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 25,000.00
Services during Construction	\$ 13,920.00	\$ 9,280.00	\$ 13,920.00	\$ 20,880.00	\$ 9,280.00	\$ 67,280.00
<b>Total</b>	<b>\$ 93,370.00</b>	<b>\$ 81,455.00</b>	<b>\$ 114,370.00</b>	<b>\$ 155,180.00</b>	<b>\$ 81,855.00</b>	<b>\$ 526,230.00</b>

Percentage of Masterplan PCC      10.67%      11.75%      9.28%      9.24%      9.89%      9.90%