



Agenda Item Request Form

ITEM: Consideration for Approval of Moffatt & Nichol for Architectural and Engineering Services (A/E) in the amount of \$84,500 for Change Order No. 1 for additional design work for the St. Andrews Marina Bulkhead Repairs and Utilities Replacement Project.

Background Information: On November 9, 2021, the City Commission approved the original design contract award to Moffatt & Nichol for \$465,960.

DEPARTMENT HEAD RECOMMENDATION: Tim McGuffin ~ Director - PMO ~ recommends approval of this proposal.

TM 4/14/22

Budget Impact

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

If more, where do you suggest funds come from?
Hurricane Michael Line of Credit and FEMA Reimbursement.

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: Mark McQueen Date: 4/20/2022



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People Serving People*

Project Management Office
A Division Reporting to the City Manager

MEMORANDUM

To: Mark McQueen, City Manager
From: Tim McGuffin, PMO Director
Date: April 18, 2022
Re: Change Order No. 1 to A/E Moffatt & Nichol Contract
Design of St. Andrews Marina (SAM) Bulkhead Repairs and Utilities Replacement

The PMO recommends approval of a change order to the Moffatt & Nichol (M&N) A/E services contract for St. Andrews Marina Bulkhead Repairs and Utilities Replacements to incorporate the following additional A/E work scope and fee.

Master Plan and Vision Planning Update	\$21,500
Additional Stormwater Permitting	\$14,400
L-Pier Concrete Surface Replacement Final Design	\$21,300
Stormwater Conveyance System Final Design	\$27,300

Total Additional Fee \$84,500


On November 9, 2021, the City Commission approved the original M&N contract fee of \$465,960. This Change Order No. 1 will increase the M&N contract value to \$550,460.

Attachment 1 – Moffatt & Nichol Change Order Fee Proposal (April 5, 2022) provides the details of the additional work, manhours, and deliverables. M&N’s change order request is well justified and has been vetted by the PMO (Randy Plank, Scott Waldroff, and Matt Morgan) and City Environmental Engineer Dale Cronwell.

M&N is performing well on the original Project 1 A/E scope of services. They have completed Project 1 schematic design (30%). The current schedule calls for Project 1 design completion in August and start of construction in November. Project 1 construction will be phased to minimize impacts on SAM

operations and is expected to take approximately 12 months. M&N is well qualified and prepared to perform this change order work successfully.

I recommend approval of this contract change order. Please let me know if you have any questions.


4/14/22

Tim McGuffin, Director, PMO, COPC

ADDITIONAL BACKGROUND INFORMATION

The St. Andrews Marina was badly damaged by Hurricane Michael in October 2018. After clean-up and initial emergency repairs in 2019, SAM resumed operation but with only approximately 20% of the pre-storm berths due to damage to fixed docks and total the loss of all floating docks. SAM is the only operating marina with fueling capability in the area at this time so further repairs and construction will be carefully phased to allow safe continuation of marina operations with temporary berthing for current tenants so none are displaced.

In 2021, FEMA obligated funding for SAM bulkhead damages (\$772,940) and infrastructure damages to docks, utilities, marina store, ice house, etc (\$4,594,062). To avoid FEMA's EHP review delays and maximize FEMA cost reimbursements, the plan is to repair and build back the marina on the exact pre-storm footprint of L pier, mooring piles, and fixed and floating docks.

In November 2021, the City competed an RFQ and selected marina A/E specialist Moffatt & Nichol (M&N), Tampa, FL and signed a contract for \$465,940 to provide A/E services for St. Andrews Marina (SAM) Project 1 – Bulkhead Repairs and Utilities Replacement. This first partial marina repair scope was limited to activities which the City believed could be safely executed in construction phases while keeping the marina in safe operation for the existing tenants.

At a public meeting in St. Andrews on February 3, 2022, M&N presented the plan for the bulkheads repair and utilities replacment project design, including the preliminary phased construction plan to keep the marina in operation and move the tenants to temporary berths when needed. At that public meeting, there were questions and discussion of further SAM projects to fully repair and reinstate the marina and other potential improvement projects the City is considering along Bayview Avenue and in the SAM neighborhood.

In February and March, the City and M&N had further discussions to better define a master plan outline for SAM and representing a long term vision which incorporates necessary storm damage repairs to maximize FEMA claims recovery and also Quality of Life improvements to the marina and

neighborhood. The master plan envisions multiple projects over several years pending City Commission approval and availability of funding:

- Project 1 – Bulkhead Repairs and Utilities Replacements (currently underway) plus proposed new scope for Stormwater System Upgrade and L Pier Concrete Pavement Replacement
- Project 2 – Fixed and Floating Docks Repair / Replacement
- Project 3 – Bayview Avenue Boardwalk Repairs / Improvements / Parking Garage
- Project 4 – L Pier Uplands Facilities Repair / Replacement / Improvements
- Project 5 – Possible Extension of the L Pier to a Modified F Pier

M&N's original scope included master planning for Projects 1, 2, and 4 to repair and build back the marina to pre-storm configurations and capabilities. Since the original contract, the long term vision has been expanded to include Projects 3 and 5 which include additional facilities and capabilities not foreseen in M&N's original contract master planning scope.

On March 17, 2022, M&N and the City met with the Florida Department of Environmental Protection (FDEP) to discuss Project 1 and SAM master plan permitting requirements. From that discussion with FDEP, it was determined that the following permitting actions will be required:

1. A Permit Exemption Request prepared by the City for maintenance dredging to reinstate the originally approved mean water depth of 8 feet within the L pier basin. The City will self-perform this permitting action and the dredging contract bidding. The dredging contract is aimed for City Commission approval in late summer.
2. A Permit Exemption Request prepared by M&N under Project 1 for repairs / replacement of bulkheads, mooring dolphins, partial repairs of docks 1 and 7 and temporary moorings to keep the marina in operation during construction without losing tenants. No changes from pre-storm marina footprint.
3. A new General Permit Application prepared by M&N for Storm Water System Retrofit to upgrade the existing storm water collection and discharge system to include separation of trash and pollutants before discharge of storm water to the bay. The existing storm water system directs surface flow to bulkhead scupper pipes (6" diameter) that discharge directly to the bay.
4. A new Individual Permit Application for permanent replacement of Docks 1 – 7. No changes from pre-storm marina footprint. This permit action will likely take several months to obtain approval.

M&N's current contract scope includes only permit item 2 above. Permit item 3 for the storm water system is part of this change order as is the design of the improved storm water system and design of the concrete deck paving necessary to change over to the new storm water system. Retrofitting the improved SAM storm water system in conjunction with the SAM Hurricane Michael repairs is the ecologically responsible thing to do as good stewards of our bay system. Repaving the L pier deck to

support the new storm water system will also solve long term differential settlement and bulkhead scuppers issues so the SAM L pier is well prepared for many more decades of service to the community.

From the permit planning discussion with FDEP, it was realized that permit item 4 should be started asap in order to dovetail Project 2 most efficiently with Project 1 design and construction. However, adding Project 2 A/E services to M&N's current contract scope would be too large for a change order, and FEMA rules require open competition in order to be reimbursed for SAM storm repairs design work costs. Therefore, the PMO is presently advertising and competing a new RFQ for selection of an A/E firm for SAM Projects 2, 3, 4, and 5. The new SAM A/E services contract will be set up to release the SAM Projects design work in phases. The recommended A/E firm selection is expected to be brought to the City Commission in June followed by the contract fee and signing approval in July 2022.



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*Approved for 26 Apr 22
Commission MTC
Mark MTC
14 Apr 22*

April 5, 2022

Randall Plank
City of Panama City
c/o City Hall – Project Management Office
501 Harrison Avenue
Panama City, FL 32401

**Subject: St. Andrews Marina – Additional Project 1 Engineering Design Services
Fee Proposal Rev1**

Dear Mr. Plank:

On February 3, 2022 Moffatt & Nichol (M&N) participated in a public meeting with the City of Panama City (City) to present the St. Andrews Marina (SAM) Project 1 Master Plan for repair of the L-Pier bulkhead and replacement of the upland utilities. The primary objectives in developing the Master Plan and Project 1 phasing plans were to 1) meet the requirements for FEMA funding and 2) keep the marina operational during construction. To meet these objectives, the Master Plan and Project 1 phasing plan included several elements that were not in M&N's approved scope, including construction of floating Dock 7 as a temporary docking facility during construction, reconstruction of fixed timber Dock 1, re-designing a centralized stormwater collection and treatment system, and replacement of the finished concrete surface along the L-Pier.

Based on discussions before, during and after this public meeting, the City requested that M&N provide a supplementary fee proposal for additional planning, permitting, and engineering services to complete the scope and achieve those objectives discussed during the public meeting and during subsequent planning discussion. Following subsequent discussions, the City would like to segregate those tasks listed above by approved project. Therefore, M&N is providing a breakdown of four additional tasks for Project 1 supplementing the six tasks approved in our current Project 1 contract. These include:

- Task 7: Master plan updates for City SAM Projects 1 and 2
- Task 8: Additional environmental and stormwater permitting
- Task 9: L-Pier concrete surface replacement final design
- Task 10: Stormwater conveyance system final design

Each task includes a description, scope, dependencies/special requirements, and deliverables. An initial project schedule and fee breakdown by task has also been included.

Task 7: Master Plan and Vision Planning Updates

M&N developed a phased master plan for the Project 1 components. This master plan will be updated to incorporate additional project elements that include in-kind replacement of the marina docks, maintenance dredging, stormwater improvements, repairs to the Governor Stone dock, and repair of the boat ramp queuing docks. M&N will also work with the City to prepare visual graphics depicting the future Project 2 through 5 primary elements to assist the City with future planning and public presentations.

Scope:

- Participate in up to two (2) virtual meetings with the City to review master plan and project developments.
- Update Basis of Concept to incorporate additional project components.
- Update final phased master plan figure(s) to accommodate additional Project 1 components.
- Develop a concept-level graphical slide deck that describe the proposed future development Projects 3, 4, and 5 at St. Andrews Marina. The City will provide preliminary information and planning guidance for these additional projects.
- Participate in one (1) in-person stakeholder meeting with the City to present the revised Basis of Concept program and expanded master plan and Project plans.

Dependencies/Special Requirements:

- Stakeholder meeting assumed to be completed in one day.
- All submittals are assumed to be electronic unless noted otherwise.
- The marina layout will be based on the 2018 pre-Hurricane Michael layout in terms of slips sizes, distribution, and locations. Master planning does not include development of new marina layouts within the existing basin or the expanded F-Pier concept basin.
- Additional master planning services, including a marina market assessment or grant services, have not been included in this scope.
- No electrical, lighting, or low voltage (communications, security, WiFi) master planning is included for the Bayview Ave boardwalk, gazebo, Governor Stone dock, or boat ramp queuing docks as part of Project 1.

Deliverables:

- Revised Marina Master Plan for Project 1 (PDF)
- Revised Basis of Concept for Project 1 (PDF)
- Projects 1 through 5 master plan level graphical slide deck with project descriptions (PDF)

Task 8: Stormwater Permitting

Stormwater permitting services will be provided by M&N to obtain regulatory approval for construction of the improved stormwater system along the L-Pier. M&N will self-perform the stormwater permitting services and will conduct pre-application meetings with the appropriate regulatory personnel, submit permit applications and coordinate with the regulatory agencies throughout the review process. Stormwater permitting is expected to require a General Permit based on initial discussions with FDEP. If a General Permit is not applicable to the work included in the scope of service for the stormwater treatment system, then additional permitting services beyond this scope and fee will be required.

Scope:

- Participate in virtual pre-application meetings with the appropriate agencies to discuss the project and determine the course of action for permitting.
- Prepare and submit a permit application to NWFWMMD/FDEP for the stormwater system.
- Provide responses for up to two (2) RAIs.

Special Conditions/Dependencies:

- Preparation of permit drawings are not included in this task. Permit-level drawings for the General Permit application will be completed as part of Task 10.
- Permit application fees are not included and will be paid directly by the City.
- Other permits not listed here are not included.
- Legal support (for example, for land use issues or other support as needed) is not included.

Deliverables:

- FDEP/NWFWMMD standard general permit application
- Up to two (2) responses to requests for additional information (RAIs) for each permit application
- Meeting Minutes

April 5, 2022

Task 9: L-Pier Concrete Surface Replacement Final Design

The M&N team will design the L-pier concrete surface and prepare deliverables for Schematic Design (SD 30%), Design Development (DD 60%), draft Construction Documents (CD 90%), and final Construction Documents (CD 100%). The drawings for each submittal will be incorporated in the SD, DD, and CD submittals for the bulkhead repair and upland utilities.

Scope:

- Update the Basis of Design for each design submittal.
- Prepare drawings for each design submittal. The following drawings are anticipated to include:
 - Concrete pavement sections
 - Sidewalk details
 - Demolition plan
 - Survey control plan
 - Horizontal layout / Pavement site plan
 - Surface grading plan
 - Pavement signage and markings plan
 - Stormwater pollution prevention plan
- Prepare specifications list/table of contents for project manual for DD submittal. Prepare final technical specifications for draft and final CD submittals.
- Inter-disciplinary coordination and QA/QC.

Dependencies/Special Requirements:

- Surface drainage will be designed to allow for future redevelopment of the top surface.

Deliverables:

- Revised Basis of Design submitted at SD, DD, and CD
- Drawings submitted at SD, DD, and CD
- Specifications Table of Contents submitted at DD and full specifications submitted at CD
- Opinion of Probable Construction Cost submitted at SD, DD, and CD

Task 10: Stormwater Conveyance System Final Design

The M&N team will design the stormwater conveyance system and prepare deliverables for Schematic Design (SD 30%), Design Development (DD 60%), draft Construction Documents (CD 90%), and final Construction Documents (CD 100%). The drawings for each submittal will be incorporated in the SD, DD, and CD submittals for the bulkhead repair and upland utilities.

Scope:

- Update the Basis of Design for each design submittal.
- Storm system modelling utilizing Automated Storm sewer Analysis & Design (ASAD) and for the design storms to properly size the inlets, pipes, treatment units, and treatment bypass systems.
- Prepare a storm drainage report for permitting.
- Prepare drawings for each design submittal. The following drawings are anticipated to include:
 - Storm drain plans
 - Storm drain profiles
 - Storm inlet details
 - Hydrodynamic separation unit details
 - Bypass unit details
 - Bulkhead pipe penetration details
- Prepare specifications list/table of contents for project manual for DD submittal. Prepare final technical specifications for draft and final CD submittals.
- Inter-disciplinary coordination and QA/QC.

Dependencies/Special Requirements:

- Permitting of the stormwater conveyance and treatment system is included in a previous task.
- The design storm for pollutant removal and treatment bypass system will need to be provided by the City.
- Bulkhead tie rod anchor spacing may impact the size of available treatment unit options available.

Deliverables:

- Revised Basis of Design submitted at SD, DD, and CD
- Drawings submitted at SD, DD, and CD
- Specifications Table of Contents submitted at DD and full specifications submitted at CD
- Opinion of Probable Construction Cost submitted at SD, DD, and CD

Schedule

These additional tasks will be completed within the schedule of deliverables for the approved Project 1 scope of services.

Fee Table

Task	Title	TOTAL
7	Master Plan and Vision Planning Update	\$21,500
8	Additional Stormwater Permitting	\$14,400
9	L-Pier Concrete Surface Replacement Final Design	\$21,300
10	Stormwater Conveyance System Final Design	\$27,300
	Total	\$84,500

Lump Sum tasks will be billed monthly on a percent complete basis. Services outside of this scope of work can be completed on a time and materials basis. Please see Appendix 2 for the fee breakdown.

Should you have any questions comments regarding this proposal, please contact Gabriel Perdomo at 813.695.9562 or gperdomo@moffattnichol.com.

Sincerely,

MOFFATT & NICHOL



Michael Herrman, PE
Project Principal



Gabriel Perdomo, PE
Project Manager

MAYOR CITY OF PANAMA CITY :

DATE :

Appendix 2

Fee Breakdown

Labor Classification	Rate	Task Breakdown (Manhours/Fee)				Man Hours Subtotal	Total
		Master Planning	Stormwater Permitting	Pavement Final Design	Stormwater System Final Design		
M&N							
Supervisory Engineer	\$ 250.00	8		7	8	23	\$ 5,750.00
Senior Engineer	\$ 195.00	45	28	14	30	117	\$ 22,815.00
Engineer III	\$ 165.00	8	22	96	112	238	\$ 39,270.00
Engineer II	\$ 140.00	8				8	\$ 1,120.00
Engineer I	\$ 120.00	31				31	\$ 3,720.00
Staff Engineer	\$ 110.00		8			8	\$ 880.00
Senior Technician	\$ 168.00	2				2	\$ 336.00
CADD Technician	\$ 108.00	32	32			64	\$ 6,912.00
Subconsultant Markup (5%)							\$ -
Direct Expenses (w/ 5% Markup)							\$ 3,700.00
Total Manhours		134	90	117	150	491	
Total Fee							\$ 84,503.00

Note that the fee breakdown is an estimated number of hours used to develop the proposal budget and is provided for information only. Actual hours by labor classification may vary in completing the approved scope of services. Invoices will be submitted to the City on a percent completed basis in accordance to our lump sum contract.