CITY OF PARKER
AGENDA ITEM SUMMARY

1. *DEPARTMENT MAKING REQUEST/NAME OF PRESENTER:*	2. *MEETING DATE:*
Public Works- Tony Summerlin	August 15, 2023

3. *REQUESTED MOTION/ACTION:*

Anchor CEI Task Order for Earl Gilbert Parking Lot & design approval

4. *IS THIS ITEM BUDGETED (IF APPLICABLE)*

YES ☐ **NO** ☒ **N/A** ☐

5. *BACKGROUND:* *(PROVIDE HISTORY; WHY THE ACTION IS NEEDED; WHAT GOAL WILL BE ACHIEVED FOR THE CITY)*

Requesting Council's approval of the Anchor CEI task order for the Earl Gilbert Parking Lot & design approval

AGENDA ITEM # 2

Anchor CEI
Engineering and Inspection

P. 850.215.1285 F. 850.215.1286
450 Magnolia Avenue
Panama City, FL 32401

July 25, 2023

Mayor Andy Kelly
City of Parker
1001 Park Street
Parker, Florida 32404

Sent via email to: parkerfire911@aol.com

RE: Earl Gilbert Park – Pier Parking Restoration
Engineering Design, Permitting, Bidding, and Periodic Inspection Services
Anchor Project No. 1620.026

Dear Mayor:

At the request of the City of Parker (City), Anchor Consulting Engineering and Inspection, Inc. (Anchor) is pleased to submit this proposal for design, permitting, stormwater calculations, bidding, and construction administration and engineering inspection services for the restoration of the pier parking area at Earl Gilbert Park which will include placement of approximately 3,000 square yards of gravel to accommodate 41 parking spaces (i.e., 9 feet by 20 feet) and 10 trailer parking spaces (i.e., 12 feet by 60 feet).

Earl Gilbert Park sustained extensive damage during Hurricane Michael in October 2018 due to the storm's high winds and driven rains which inundated the site and parking areas of this park. The roadways and amenities were restored previously with funding received from FEMA HMGP. The following is Anchor's Scope of Services for this project.

SCOPE OF SERVICES

Task A. Preliminary Analysis and Data Collection
This task includes the evaluation of existing site conditions and data collection relevant to this project. This task includes site visits and collecting data/reports that may be used during the design phase.

Task B. Boundary and Topographic Surveying Services (By Others)
Anchor will coordinate with a State of Florida Registered Professional Land Surveyor to perform boundary and topographic surveying of the existing conditions at the three separate pier parking areas to include the grading, trees, sidewalks, utilities, and any other topographical elements of the site. This fee does not include title work.

Task C. Geotechnical Services (By Others)
Anchor will coordinate with a State of Florida Registered Professional Geotechnical Engineer to perform two double-ring infiltrator tests (DRIs) to investigate the subsoil conditions encountered at the site for use during the design phase of this project.

Task D. Preliminary and Final Site Design
Anchor will prepare the preliminary and final site designs for the pier parking areas. At this time, a conceptual plan has been provided by the City, which includes the placement of approximately 3,000 square yards of gravel to accommodate 41 parking spaces (i.e., 9 feet by 20 feet) and 10 trailer parking spaces (i.e., 12 feet by 60 feet).

As part of the design and permitting process, Anchor will prepare stormwater calculations/modeling as well as a Final Drainage Report.

Furthermore, Anchor will prepare a set of design plans for review by the City. Once all comments are addressed, Anchor will prepare the 100% signed and sealed plans for the City's file.

Lastly, Anchor will prepare specifications at the 90% design submittal stage for review by the City. Once all comments are addressed, Anchor will prepare the 100% signed and sealed specification for the City's file.

These plans and specifications will be prepared for the bidding phase below.

Task E. Permitting
Anchor will prepare a NWFWMD/FDEP Environmental Resource Permit for the parking areas which will border East Bay. Submittal of this permit will include plans, drainage report, and stormwater calculations and modeling, and other documentation required, in sufficient enough detail to obtain the permit approval. Anchor will respond to all requests for information received from the permitting agency.

Task F. Bidding and Procurement
Anchor shall assist the City in the following bidding and procurement tasks:

- Developing a cost estimate.
- Advertising the Bid with Panama City News Herald.
- Prepare three sets of plans and specs for City use during phase.
- Posting plans and specs to the City's website.
- Maintaining a Plan Holder's list.
- Responding to Requests for Information from Bidders.
- Issuing addenda as necessary.
- Attending Bid Opening at the City Council Meeting.
- Reviewing bids received.
- Preparing Recommendation of Award for City Council approval.
- Preparing and coordinating the execution of the Contract Documents between the City and the awarded Contractor.
- Preparing a hard copy and digital copy of the Plans and Specifications for the City and Contractor.

Task G. Construction Administration and Periodic Inspection Services
Anchor shall assist the City in the construction phase of this project by:

- Review calculations and verify quantities for Pay Applications submitted by Contractor. Anchor will certify all Pay Applications and submit to the City for payment processing.
- Review Contractor's request to submit a Change Order to ensure it meets the scope of the project and is priced using the original bid line-item unit price. Anchor will prepare the City's Change Order form, obtain Contractor's approval and City's approval, and distribute fully executed Change Order to all parties.
- Provide a part-time, limited field representative during construction to help identify any deviations by the Contractor from the conformed set of engineered drawings.
- Prepare Inspection Reports using the Raken® software with reports being submitted to the City on a weekly basis.
- Complete a substantial completion walk through and prepare a punch list of items that are found to be deficient and should be addressed prior to final completion.
- Complete the final completion walk through and prepare the Certificate of Project Completion to certify project is completed to the standards of the plans and specifications.

DELIVERABLES
Anchor will provide a digital copy (Adobe® PDF) of the 60% and 90% design documents to the City for review and comment.

Anchor will provide three hard copies and one digital copy of the bid documents for bidding purposes (one reserved for the City's files and two copies reserved for potential bidders) as well as one hard copy and one digital copy of the Conformed signed/sealed drawings.

PROFESSIONAL SERVICES FEES
Anchor proposes to complete the tasks outlined above for a lump sum fee of $13,900.00, as detailed below:

PHASE 1 DESIGN - SCOPE OF SERVICES

Task A.	**Preliminary Analysis and Data Collection**	**$900.00**
Task B.	**Boundary and Topographic Surveying Services ALLOWANCE (By Others)**	**$3,500.00**
Task C.	**Geotechnical Services (By Others)**	**$1,800.00**
Task D.	**Preliminary and Final Site Design**	**$2,800.00**
Task E.	**Permitting**	**$1,500.00**
Task F.	**Bidding and Procurement**	**$1,600.00**
Task G.	**Construction Administration and Periodic Inspection Services**	**$1,800.00**
	Phase 1 Design Total	**$13,900.00**

EXCLUSIONS:
The following tasks are not included in this scope of services:

- Design and coordination of off-site improvements (other utilities, roadways, etc.)
- ROW or Easement Dedication or Vacation
- Water and Wastewater Permitting
- Permitting Application Fees, if any, are not included in this proposal (application, permit, service, etc.).
- Any other design or engineering service not referenced within this scope of services.

To execute this proposal, please sign the attached Task Order and Notice to Proceed (**Attachment A**).

Anchor Consulting Engineering and Inspection, Inc.

Elizabeth S. Moore, P.E.
President

MOR/em

Attachments

Copy: Mr. Tony Summerlin, City of Parker (via email: tsummerlin@cityofparker.com)
Ms. Taylor Jeffreys, City of Parker (via email: tjeffreys@cityofparker.com)
Ms. Brittany Trumbull, PE, Vice President Anchor (via email emoore@anchorcei.com)

ATTACHMENT A

COMBINED TASK ORDER
AND NOTICE TO PROCEED

TASK ORDER 1620.26

Reference is made to that certain AGREEMENT FOR PROFESSIONAL SERVICES between the CITY OF PARKER and ANCHOR CEI, INC. (Consultant) dated January 28, 2020 (the "Agreement"), the terms, conditions, and definitions of which are incorporated herein as if set forth in full.

Pursuant to the Agreement, Consultant agrees to perform the specific tasks set forth upon incorporated proposal letter dated **July 25, 2023**, relating to **Earl Gilbert Park – Pier Parking Restoration**.

Consultant's total compensation shall be a stipulated lump sum of **$13,900.00**

Work shall begin immediately upon execution of this Notice to Proceed.

There are no additional rights and obligations related to this Task Order other than as specified in the Agreement.

Upon execution of this task order by both Consultant and the City of Parker, Consultant is directed to proceed.

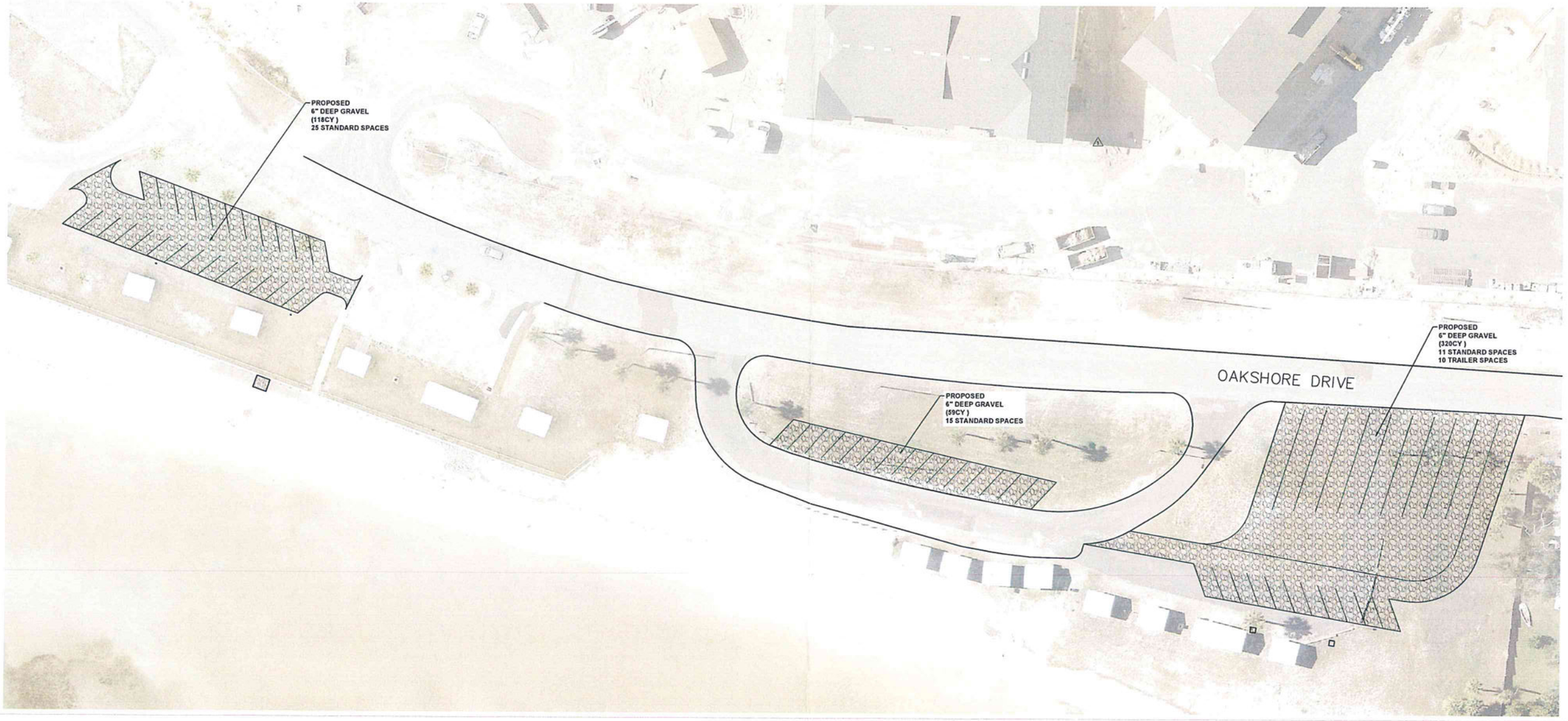
Parties have caused these presents to be executed in their names on the date shown.

ANCHOR CONSULTING ENGINEERING AND INSPECTION, INC.

7-25-23
Elizabeth S. Moore, P.E. Date
President

CITY OF PARKER

Mayor Andrew Kelly Date



N

30 0 30 60

Graphic Scale in Feet

IMPROVEMENTS LEGEND

PROPOSED GRAVEL

Sunshine811.com

Anchor CEI Engineering that works.
P: 850.215.1285
450 Magnolia Avenue, Panama City, FL 32401
CA Number: 31422

Elizabeth S. Moore, PE
FL License No.: 57607

No.	Date	Revision
3	08/27/21	CONFORMED PLAN SET
2	07/07/21	PER ADDENDUM 1
1		

Designed:	E. MOORE
Drawn:	B. SILCOX
Checked:	E. MOORE
Job No.:	-
Date:	01/30/2020

CONCEPTUAL PARKING EXPANSION

EARL GILBERT PARK RESTORATION PROJECT

CITY OF PARKER, FLORIDA

THIS SHEET NOT VALID FOR CONSTRUCTION WITHOUT COMPLETE SET OF PLANS. SEE GENERAL NOTES FOR MASTER LEGEND.

Sheet No.
C-1

P:\shortcut-targets-by-id\1ahkGE4ZdjHyB7h50Pyt2C_IMDvOjWED\Projects\1620 - PARKER\003 - Earl Gilbert\3.0 - CAD WORK\Exhibits\Earl Gilbert Park - Parking Improvements.dwg, 8/9/2023 12:32:27 PM, Bill Silcox