



DESTINATION PANAMA CITY
REGULARLY SCHEDULED QUARTERLY MEETING
August 25, 2020
9:00AM (approximate time, follows City Commission Meeting)

- 1) Roll Call
- 2) Approval of Minutes – July 28, 2020
- 3) Acceptance of TDT Revenue Reports – Collections thru June 2020
- 4) Award Visitors Center Multi-use Facility Contract Award
- 5) Public Participation
- 6) Adjournment



DESTINATION PANAMA CITY
REGULARLY SCHEDULED QUARTERLY MEETING
July 28, 2020
MINUTES

- 1) Roll Call: Present – Chairman Jenna Haligas, Board Members Greg Brudnicki, Micke Nichols, Billy Rader, Kenneth Brown, and Nirav Banker. Absent: Jennine Brown.
- 2) Approval of Minutes – June 9, 2020
 - a) Board Member Brudnicki motioned to approve the Minutes as presented; seconded by Board Member Kenneth Brown. Unanimous.
- 3) Acceptance of TDT Revenue Reports – Collections thru May 2020
 - a) Board Member Mike Nichols motioned to accept the TDT reports as presented; seconded by Board Member Greg Brudnicki. Unanimous.
- 4) Acceptance of Financial Reports - June 30, 2020
 - a) Board Member Greg Brudnicki motioned to accept the Financial Reports as presented; seconded by Board Member Billy Rader. Unanimous.
- 5) Approve Amended FY20 Budget
 - a) Board Member Mike Nichols motioned to approve the Amended FY20 Budget utilizing DPC holdings to meet the needs of current year projects. Board Member Greg Brudnicki seconded the motion. Unanimous.
- 6) Approve FY21 Program of Work & Marketing Plan
 - a) Board Member Greg Brudnicki approved the FY21 Program of Work and Marketing Plan; seconded by Board Member Mike Nichols. Unanimous.
- 7) Approve FY21 Proposed Budget
 - a) CEO Vigil went over the details of the FY21 Budget. She stated that she included no staff cost of living or merit raises at the start of the fiscal year. She stated COLA and Merit increases could be revisited later in the fiscal year

after the Covid-19 situation subsides and visitation returns to normal. She did request that each board member complete a CEO performance evaluation so that she could continue to improve. Board Member Mike Nichols motioned to approve the FY21 Proposed Budget; seconded by Board Member Greg Brudnicki. Unanimous.

- 8) Updates – CEO Vigil provided updates on the upcoming Visitors Center Multi-use facility bid opening (July 30, 2020), the Inshore Artificial Reef Project and the progress of Fish Haven Services, 2020 Event Cancellations due to Covid-19, and the delay of the Welcome Back and Visitors Guide campaigns until more favorable situation in regards to Covid-19 is achieved.
- 9) Public Participation- City Manager Mark McQueen spoke regarding the Panama City Survivors Jam scheduled for October 10, 2020.
- 10) Chairman Haligas adjourned the meeting.



TDT Monthly Analysis

	FY20	% change	FY19 5.00%	% change	FY18 5.00%	% change	FY17 5.00%	% change	FY16 5.00%	% change	FY15 5.00%
OCT	131.67%	123,861.73	-47.21%	53,465.19	-10.17%	101,281.73	19.23%	112,754.00	94,571.27		-
NOV	123.84%	91,643.79	-41.31%	40,942.54	-4.86%	69,765.50	11.00%	73,327.00	66,059.88		-
DEC	118.73%	82,443.03	-45.66%	37,691.14	5.63%	69,355.65	5.76%	65,657.00	62,079.90		-
JAN	57.93%	79,980.05	-23.33%	50,642.49	-6.09%	66,053.88	-10.00%	70,339.00	78,155.39	23.92%	63,069.50
FEB	23.55%	73,996.73	-27.20%	59,891.56	-3.94%	82,266.95	-7.72%	85,637.00	92,804.00	5.64%	87,845.52
MAR	10.47%	88,811.23	-45.62%	80,393.83	-4.76%	147,842.53	-2.82%	155,229.00	159,731.00	-20.33%	200,483.24
APR	-41.19%	66,107.75	-24.44%	112,406.97	-0.32%	148,755.72	-2.61%	149,230.00	153,227.00	17.10%	130,848.26
MAY	-26.75%	102,481.39	-12.71%	139,913.92	0.48%	160,287.99	4.75%	159,517.00	152,286.00	4.15%	146,220.71
JUN	49.20%	280,201.96	-21.88%	187,808.86	17.94%	240,405.16	-3.22%	203,829.00	210,619.00	4.32%	201,906.34
JUL			-15.73%	231,805.34	4.60%	275,072.33	-1.10%	262,982.00	265,911.00	11.66%	238,143.02
AUG			19.03%	158,028.14	7.51%	132,766.82	14.11%	123,488.00	108,223.00	-8.34%	118,070.60
SEP			7.07%	125,158.45	2.78%	116,889.75	14.31%	113,733.00	99,494.00	3.74%	95,907.58
TOTAL	29.66%	989,527.66	-20.65%	1,278,148.43	2.22%	1,610,744.01	2.11%	\$ 1,575,722	\$ 1,543,161	20.32%	\$ 1,282,495

2.96%

989,527.66	FY20 YTD		
763,156.50	FY19 YTD	-8.88%	-8.00%
1,086,015.11	FY18 YTD		
39,796.80			0.16554054



Tourist Development Tax, Bay County, Florida

FY2020 Cash/Accrual Breakdown

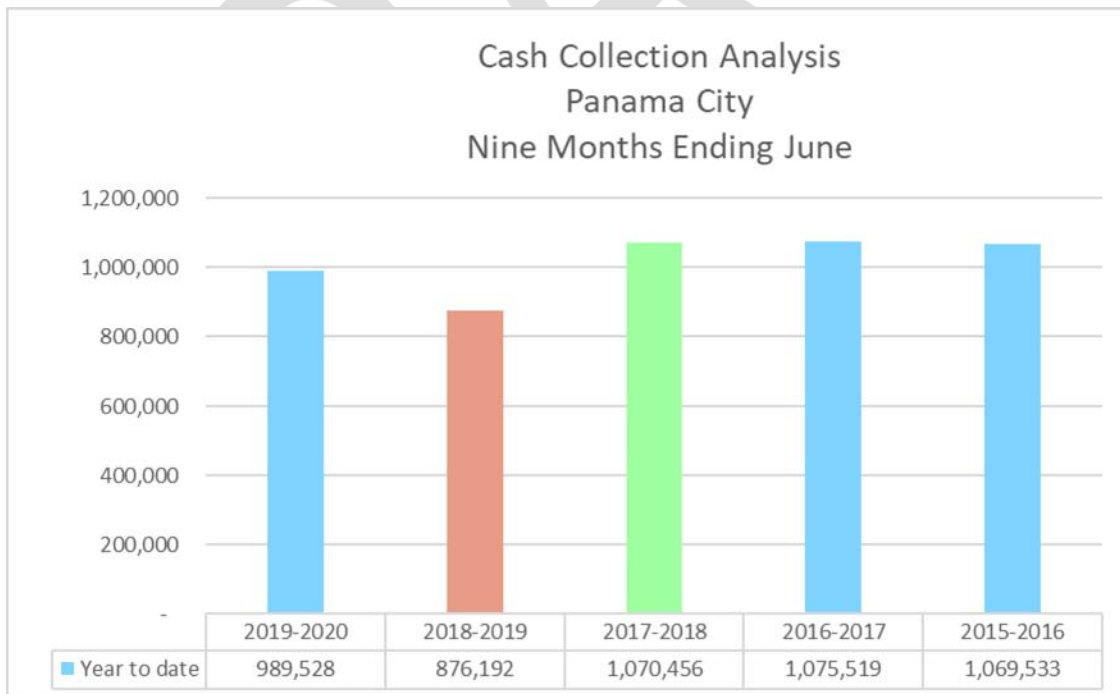
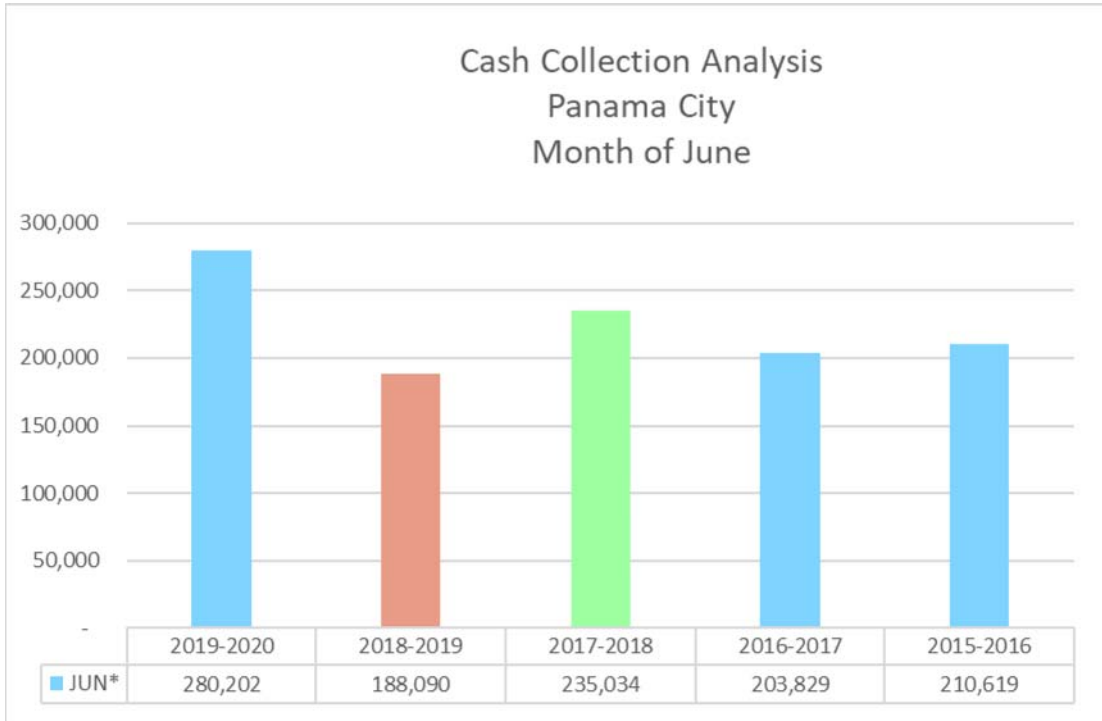
Panama City

Attributed period	Collected in																
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul								
Pre	\$ 636.04	\$ -															\$ 636.04
Oct	\$ 123,225.69	\$ -															\$ 123,225.69
Nov		\$ 91,643.79	\$ 3,550.25	\$ 9.24													\$ 95,203.28
Dec			\$ 78,892.78	\$ 107.05													\$ 78,999.83
Jan				\$79,863.76													\$ 79,863.76
Feb					\$ 70,308.95	\$ 1,993.52	\$ 13,454.05										\$ 85,756.52
Mar					\$ 3,687.78	\$86,817.71	\$ 8,508.53										\$ 99,014.02
Apr							\$ 44,145.17										\$ 44,145.17
May											\$102,318.81	\$ 77,834.54					\$ 180,153.35
Jun											\$ 162.58	\$ 202,367.42					\$ 202,530.00
Jul																	\$ -
Aug																	\$ -
Sep																	\$ -
Post																	\$ -
	\$ 123,861.73	\$ 91,643.79	\$ 82,443.03	\$79,980.05	\$ 73,996.73	\$88,811.23	\$ 66,107.75	\$102,481.39	\$ 280,201.96	\$ 989,527.66							\$ -

Bay County Tourist Development Tax, Post Office Box 1230, Panama City, Florida 32402
 Express Delivery: 840 w 11th St Suite #3000, Panama City, Florida 32401
 Phone: (850) 747-5226 Fax: (850) 747-5212
 Visit us at: <https://TDC.BayCoClerk.com/TouristTax/> Email: TDC@BayCoClerk.com



Tourist Development Tax, Bay County, Florida



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**Panama City Community Development Council
dba Destination Panama City
Agenda Item Summary**

1. PRESENTER NAME:

Jennifer M. Vigil
President & CEO

2. MEETING DATE:

08/25/2020

3. REQUESTED MOTION/ACTION:

Award the contract to Anderson Construction of North Florida, for the FY20-FY21 Visitors Center Multi-use Facility project in the amount of \$1,186,273.00; and authorize the CEO Vigil to execute and modify the contract.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)?: YES NO IF NO, STATE ACTION

REQUIRED N/A
BUDGET ACTION:
FINANCIAL IMPACT SUMMARY STATEMENT:

DETAILED ANALYSIS ATTACHED?: YES NO

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT ACTION WILL BE ACCOMPLISHED, (WHO, WHERE, WHEN & HOW)

On October 10, 2018, the Destination Panama City Visitors Center was heavily damaged by Hurricane Michael and the owner subsequently sold the building. Since that time, the Destination Panama City staff has operated from an insurance trailer, a temporary storefront on Harrison Avenue, and now a construction trailer onsite at 101 West Beach Drive.

Destination Panama City has obtained a 20 year land lease with the City of Panama City for the purpose of constructing a multi-use Visitors Center that will meet current unmet needs of the City and to facilitate the goal of an “active waterfront” as identified in the Panama City Economic Development and Tourism Impact Study report that was adopted by the Destination Panama City Board in December 2015.

The Visitors Center Multi-use Facility project will construct a new waterfront facility at 101 West Beach Drive that will include a Visitors Information Center, public restrooms, public meeting space (available by rent or reservation), and serve as a community point of pride. The facility is positioned at the corner of 4th Street and Beach Drive to ensure the citizens and visitors of Panama City will always have access to the waterfront. This is especially important because the Destination Panama City board recently approved a project to work with the community to establish an inshore artificial reef system just off the waters edge at 101 West Beach Drive so that citizens and visitors can learn about the ecology of the bay and our ecosystem.

Joseph Sorci, with Florida Architects, has reviewed all of the bid proposals and the alternatives. His recommendation is to move forward with Alternatives 1 and 4, public art and concrete slab-on-grade concrete columns in lieu of wood pilings. It is also recommended Alternative 2 (grade level toilet and shower rooms) be completed in the future.

CEO Vigil agrees with the recommendation from Florida Architects. The plumbing for Alternative 2 will be in place and that phase can be completed in FY22 when, hopefully, the economy has stabilized.

The Florida Architects letter of recommendation and bid tabulation are included in this agenda packet.

DESTINATION PANAMA CITY VISITOR'S CENTER PROJECT

July 30, 2020 @ 2:00 PM

REGISTERED BIDDERS NAME	ADDENDUM ACKNOWLEDGMENT FORM EXHIBIT I	BID FORM EXHIBIT A	BID BOND EXHIBIT B	LIST OF SURS EXHIBIT C	FORM EXHIBITS D-K	TOTAL BASE-BID AMOUNT	ALTERNATE #1	ALTERNATE #2	ALTERNATE #3	ALTERNATE #4	TOTAL BID AMOUNT	NOTES
	#1 thru #9						3D ART SIGN	TOILET ROOMS & SHOWERS	ASPHALT ROOF SHINGLES	ALTERNATIVE FOUNDATION SYSTEM		
ANDERSON CONSTR. CO. OF NORTH FL.	1 thru 9	✓	✓	✓	✓	\$ 1,196,774.00	\$ 11,885.00	\$ 41,874.00	\$ (33,315.00)	\$ (22,386.00)	\$ 1,194,832.00	
ARKON GROUP, INC.						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
BNL CONSTRUCTION SERVICES						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
C. LAWRENCE CONSTRUCTION CO., INC.	1 thru 9	✓	✓	✓	✓	\$ 1,388,500.00	\$ 103,500.00	\$ 31,500.00	\$ (40,500.00)	\$ -	\$ 1,483,000.00	
CERTUS BUILDERS	1 thru 9	✓	✓	✓	✓	\$ 1,378,480.00	\$ 52,400.00	\$ 46,520.00	\$ (36,400.00)	\$ (2,310.00)	\$ 1,438,690.00	
COASTAL CUSTOM HOMES						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
EMERALD COAST CONSTRUCTORS, INC.						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
G. M. HILL ENGINEERING, INC.						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
GAC CONTRACTORS, INC.						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
HALL CONTRACTING & CONSTRUCTION						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
HORSLEY CONSTRUCTION GROUP, INC.	1 thru 9	✓	✓	✓	✓	\$ 1,687,000.00	\$ 177,055.00	\$ 46,348.00	\$ (30,000.00)	\$ 21,840.00	\$ 1,902,243.00	1,800.00 base bid with 115,000 deduct on envelope
INTELICHOICE BUILDERS						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
J H & A						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
McINNIS BUILDERS, LLC						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
RELIANTSOUTH						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Opened By: Joseph J. Sorci, AIA

Signature: Joseph J. Sorci
Digitally signed by Joseph J. Sorci
 DN: cn=Joseph J. Sorci, o=Florida Architects, Inc.
 c=US
 Date: 2020.08.12 15:33:11 -0500

Witnessed By: Jennifer Vigil, DPC President & CEO

Signature: _____

DESTINATION PANAMA CITY VISITORS' CENTER PROJECT
BID AWARD RECOMMENDATION MEMORANDUM

Date: August 13, 2020



Jennifer Vigil, President & CEO
DESTINATION PANAMA CITY
101 Beach Drive
Panama City Beach, FL 32401
Via: jennifer@destinationpanamacity.com

RE: Project Bid Award Recommendation Letter

Florida Architects, Inc. (FLA) is pleased to present this Letter of Recommendation for Bid Award for the referenced Project. FLA has assisted Destination Panama City (DPC) in obtaining three Bid Proposals through advertisements and solicitations and recommends that the DPC Community Development Corporation Board of Directors award the bid to the apparent lowest bidder:

Anderson Construction Company of North Florida
1729 St. Andrews Boulevard
Panama City, Florida 32405

The solicitation and Bid Proposals received included four (4) Alternates for consideration:

1. The 3D Art Sign;
2. The two Toilet Rooms and two Showers on the ground level (plumbing stub-outs part of Base-Bid);
3. Change the metal roof to architectural dimensional shingle roofing;
4. Change wood piling deep foundation system to reinforced concrete slab-on-grade and concrete columns.

After review and analysis of the bid results, and discussions with the Owner, we recommend accepting the Base-Bid and Alternates 1 and 4 for the best value. The grade level Toilet Rooms and Showers (Alternate #2) can be finished in the future:

Base-Bid Amount:	\$1,196,774.00
Alternate #1:	\$11,885.00
Alternate #4:	<u>(\$22,386.00)</u>
TOTAL AWARD:	\$1,186,273.00

Process: the successful public bidding process summary as noted:

1. The Project RFP was advertised every Sunday for three weeks in the PC News Herald (by DPC); and posted on two national trade journals electronic bidding websites; and at least five regional qualified firms were notified of the advertisement.
2. Bid Documents were made available to all prospective bidders electronically through the DPC's Procurement Website; and on the two national trade journal bidding websites; and through the Architect's Bidding Website for registered parties.
3. A non-mandatory Pre-Bid Conference was held at the Project Site on June 23, 2020 for all interested parties.
4. Clarification Addenda 1-9 was prepared and issued through all posting outlets that answered bidders' questions and clarified the documents accordingly.
5. The public bid opening was held at the DPC Office on July 30, 2020 at 2:00pm.
6. The recommended apparent low bidders' Proposal was reviewed and found to be complete as required.

Remaining Schedule Anticipated:

Award Bid (DPC Board of Commissioners)*	08/25/20
Receive, Contract, Bonds & Insurance*	09/01/20
DPCCDC Approve & Execute Contract	09/22/20
Notice-To-Proceed*	09/24/20
Substantial Completion (243 Days)*	05/25/21

Final Completion (15 Days)*

06/09/21

* Actual date may vary depending on results of the approval and contracting process.

Please let us know if you have any questions. Thank you for the opportunity to continue best serving Destination Panama City.

Sincerely,
FLORIDA ARCHITECTS, INC.

**Joseph J.
Sorci**

Digitally signed by Joseph J. Sorci
DN: cn=Joseph J. Sorci, o, ou,
email=jsorci@floridaarchitects.co
m, c=US
Date: 2020.08.13 15:42:54 -05'00'

Prepared By: Joseph Sorci, AIA, President

Encl: Bid Tabulation Sheet 07/30/20

DESTINATION PANAMA CITY VISITOR'S CENTER PROJECT
July 30, 2020 @ 2:00 PM

REGISTERED BIDDERS NAME	ADDENDUM ACKNOWLEDGMENT FORM EXHIBIT I #1 thru #9	LIST OF SUBS EXHIBIT			TOTAL BASE-BID AMOUNT	ALTERNATE #1 3D ART SIGN	ALTERNATE #2 TOILET ROOMS & SHOWERS	ALTERNATE #3 ASPHALT ROOF SHINGLES	ALTERNATE #4 ALTERNATIVE FOUNDATION SYSTEM	TOTAL BID AMOUNT	NOTES
		BID FORM EXHIBIT A	BOND EXHIBIT B	FORM EXHIBIT C							
ANDERSON CONSTR. CO. OF NORTH FL.	1 thru 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 1,196,774.00	\$ 11,885.00	\$ 41,874.00	\$ (33,315.00)	\$ (22,386.00)	\$ 1,194,832.00	
ARKON GROUP, INC.					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
BNI CONSTRUCTION SERVICES					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
C. LAWRENCE CONSTRUCTION CO., INC.	1 thru 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 1,388,500.00	\$ 103,500.00	\$ 31,500.00	\$ (40,500.00)	\$ -	\$ 1,483,000.00	
CERTUS BUILDERS	1 thru 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 1,378,480.00	\$ 52,400.00	\$ 46,520.00	\$ (36,400.00)	\$ (2,310.00)	\$ 1,438,690.00	
COASTAL CUSTOM HOMES					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
EMERALD COAST CONSTRUCTORS, INC.					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
G. M. HILL ENGINEERING, INC.					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
GAC CONTRACTORS, INC.					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
HALL CONTRACTING & CONSTRUCTION					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
HORSLEY CONSTRUCTION GROUP, INC.	1 thru 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 1,687,000.00	\$ 177,055.00	\$ 46,348.00	\$ (30,000.00)	\$ 21,840.00	\$ 1,902,243.00	1,800,000 base bid with 113,000 deduct on envelope
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RELIANTSOUTH					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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Digitally signed by Joseph J. Sorci
DN: cn=Joseph J. Sorci, o=JHS&A, email=j.sorci@jhsandassociates.com, c=US
Date: 2020.08.13 15:33:15 -0500

Joseph J. Sorci
Signature:

Opened By: Joseph J. Sorci, AIA

Witnessed By: Jennifer Vigil, DPC President & CEO

Signature: