



October 19, 2026

LES W. BURKE °
ROB BLUE, JR.
EDWARD A. HUTCHISON, JR.
DOUGLAS L. SMITH +
NEVIN J. ZIMMERMAN
MICHAEL S. BURKE
JOY A. MARLER ++
CLARK T. ROGERS, JR. +++
NATALIE A. MCSWANE ♦
DANIEL S. ROSENHEIM
GREGORY J. PHILO
TRISTAN LANASA
MATT HUTT
RICHARD A. SHANK II
GRAHAM CLARKE °*
SANDRA A. WILSON °
CAROLINE LACOUR SMITH°
THOMAS D. STRINGER, J.D., LAW CLERK**

° OF COUNSEL
* ALSO ADMITTED IN GEORGIA
+ CERTIFIED CIRCUIT COURT MEDIATOR
++ L.L.M. IN TAXATION
+++ CERTIFIED FAMILY MEDIATOR
♦ BOARD CERTIFIED CITY, COUNTY
AND LOCAL GOVERNMENT ATTORNEY
**NOT LICENSED TO PRACTICE IN FLORIDA

City Commission
501 Harrison Avenue
Panama City, FL 32401

Re: Suggested Scope of Work and Qualifications of Bidders for Panama City Marina Re-bid
of ITB PC26-021

Dear Mayor and Commissioners:

At the October 13, 2026, regular City Commission meeting the City Commission voted to reject all bids for ITB PC26-021 Downtown Marina Boat Slips and to re-bid the project with a new scope of work and that the qualifications for Bidders shall remain the same and be a material part of the invitation to bid. Attached hereto are the relevant sections, i.e. Section 1. General Information, Section 3. Specifications, and the Statement of Qualifications from the Bid Proposal Form, of the proposed Invitation to Bid. A summary of the attachments follows.

Scope of Project

ITB PC26-021 invited bids for the construction of 49 wet slips in West Basin of the Panama City Marina. If approved, the new invitation to bid seeks proposals for the phased construction of a boat ramp, 99 wet slips and a breakwater.

Phase 1 of the Project will begin construction within 90 days of the bid award for reconstruction of the existing boat ramp on the East Basin of the Panama City Marina and 49 wet slips within the West Basin of the Panama City Marina.

Phase 2 of the Project is for a 320 foot extension of the existing breakwater on the West Basin of the Panama City Marina. The breakwater must be completed before Phase 3 can begin. The City expects to have the permits for Phase 2 during the construction of Phase 1 and expects to issue a notice to proceed within 90 days of receipt of the permits.

- | | | |
|--|---|--|
| □ PANAMA CITY
221 MCKENZIE AVE
PANAMA CITY, FL 32401 | □ PANAMA CITY BEACH
17216 PANAMA CITY BEACH PARKWAY
PANAMA CITY BEACH, FL 32413 | □ DEFUNIAK SPRINGS
694 BALDWIN AVE, STE4A
DEFUNIAK SPRINGS, FL 32435 |
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BURKE BLUE HUTCHISON SMITH ZIMMERMAN BURKE MARLER
TELEPHONE: 850-769-1414 FACSIMILE 850-784-0857
WWW.BURKEBLUE.COM

Phase 3 will complete the reconstruction of the West Basin of the Panama City Marina with the construction of 35 wet slips and a 430 foot floating dock that can accommodate twenty (20), 20 foot day and transient vessels, but the number of vessels depends on the various lengths of the vessels docking at any one time. The City expects to issue the notice to proceed with Phase 3 upon the completion of Phase 2.

Bidders shall be expected to provide a bond for Phase 1 with the submission of their Bid Proposal and provide proof of a bond for Phases 2 and 3 prior to receiving a notice to proceed for each phase.

Qualifications of Bidders

Bidders shall provide proof of evidence, knowledge, and ability to perform the tasks considered and expected to be performed under this contract. Bidders shall demonstrate a minimum of five (5) years of experience in marine construction which is a material condition of the ITB.

Bidders must have consecutive and active experience of work similar in scope and magnitude to this Project as described in Section 3. Specifications. Bidders shall demonstrate that they have provided these services or similar services to private and/or public organizations of similar sizes and requirements using the Statement of Qualification form provided in the Bid Proposal form.

The Statement of Qualifications form requires Bidders to attach a letter describing their years of experience in marine construction and to provide 3 – 5 projects that have been completed in the last 10 years that are similar in scope and magnitude of the Project described in Section 3. Specifications of the ITB.

Conclusion

If the City Commission is satisfied with above changes to ITB PC26-021 Downtown Marina Boat Slips, then Staff will complete the bid package and release it for solicitation of proposals as soon as possible.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. S. Burke', is written over a horizontal line.

Michael S. Burke, Asst. City Attorney

SECTION 1. GENERAL INFORMATION

The purpose of this ITB is to seek bids from qualified, experienced, licensed marine construction contractors to provide all supervision, labor, and equipment required for the phased construction of a boat ramp on the Panama City Marina East Basin and forty-nine (49) wet slips and 21,343 SF wooden fixed dock within the existing Panama City Marina West Basin (Phase 1); construction of a three-hundred twenty foot (320') extension to existing breakwater destroyed by Hurricane Michael on Panama City Marina West Basin (Phase 2); and, construction of 35 wet slips and a four-hundred and thirty foot (430') floating dock to accommodate day and transient vessels within the Panama City Marina West Basin (Phase 3) in downtown Panama City, FL (the "Project") as specified in Section 3. Specifications of this ITB. Please review this ITB in its entirety before submitting requests for information.

Phase 1 will receive a notice to proceed and construction should begin within ninety (90) days of the bid award. The City expects to receive permits for Phases 2 and 3 during the construction period of Phase 1 and expects to issue a notice to proceed for Phase 2 within ninety (90) days of receipt of the permits. The City expects to issue a notice to proceed with Phase 3 upon completion of Phase 2. Bidders shall be expected to provide a bond for Phase 1 with the submission of its Bid Proposal and provide proof of a bond for Phases 2 and 3 prior to receiving a notice to proceed for each phase.

Bidders shall provide proof of evidence, knowledge, and ability to perform the tasks considered and expected to be performed under this contract. Bidders shall demonstrate a minimum of five (5) years of experience in marine construction which is a material condition of this ITB.

Bidders must have consecutive and active experience of work similar in scope and magnitude to this contract as described in Section 3. Specifications of this ITB. Bidders shall demonstrate that they have provided these services or similar services to private and/or public organizations of similar sizes and requirements using the Statement of Qualification form provided.

The City will receive bids submitted via the City's Bonfire Portal <https://panamacity.bonfirehub.com/portal/?tab=openOpportunities> until *****, 2026 at 11:00 a.m. CT. The bids received will be opened publicly in City Hall, Lower Level, Room 010, located at 501 Harrison Avenue, Panama City, Florida 32401. For questions regarding registering with Bonfire or for assistance with bid submission, please the Purchasing Division at purchasing@panamacity.gov. Any bids received after the time and date specified will not be accepted.

Bidders shall strictly adhere to all specifications described herein. Should exceptions be made, the City's representatives will decide if the exceptions are in the best interest of the City and if those exceptions will provide for a quality product.

The successful Bidder shall additionally comply with the provisions of Section 119.0701, Florida Statutes, entitled "Contracts; public records; request for contractor records; civil action."

IF THE SUCCESSFUL CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 872-3021; PUBLICRECORDS@PANAMACITY.ORG; OR REGULAR MAIL AT CITY OF PANAMA CITY.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for category two for a period of 36 months from the date of being placed on the convicted vendor list.

The City does not discriminate based on race, color, national origin, sex, age, disability, family, or religious status in administration of its programs, activities, or services.

SECTION 3. SPECIFICATIONS

A. This project consists of the phased construction of a boat ramp on the Panama City Marina East Basin and a total of one-hundred four (104) wet slips and a breakwater on the Panama City Marina West Basin.

Phase 1 - Boat Ramp and forty-nine (49) Wet Slips (Docks C and D)

Phase 1 will include mobilization/demobilization, bonding, construction surveying, construction and commissioning of the following:

Phase 1a: First 49 boat slips

Construction of approximately 21,343 SF of wooden fixed dock, aluminum gangways, fixed access platforms, fire suppression standpipes, utility pedestals, dockside electrical distribution conduit and wiring, utility pedestals, electrical supply lines to the utility pedestals, water supply lines to the utility pedestals, cleats and line holders, dock signage, one sewer pump-out station, sewer connection to the pump out station, and boat lift ready slips.

Phase 1b: Boat Ramp

Remove and dispose of all existing structures and reconstruct the existing Panama City Marina boat ramp consisting of (2) 20.5' x 55' boat ramps with 6' rip rap apron, (2)- 5'x50' accessory docks, a 6'x26.8' fixed dock connecting to a 6'x30' gangway, and an 8'x269.1' floating dock.

Phase 2 - Breakwater

Construction of a 320' extension of existing breakwater to replace section of breakwater destroyed by Hurricane Michael. Designed to include 36" steel pipe piles embedded with a minimum of 20' and filled with #57 stone, connected with steel sheet pile and capped with a 2' x 4' concrete pile cap to match elevation with existing breakwater.

Phase 3 – Docks A and B

Phase 3 will include the construction of Dock A and Dock B. Phase 3 construction can't commence until the completion of Phase 2 due to the exposed position of these docks.

Phase 3a. Dock B - 35 Wet Slips.

Construction of approximately 7,950 SF of wooden fixed dock, aluminum gangways, fixed access platforms, fire suppression standpipes, utility pedestals, dockside electrical distribution conduit and wiring, utility pedestals, electrical supply lines to the utility pedestals, water supply lines to the utility pedestals, cleats and line holders, and dock signage. Dock B represents 35 wet slips broken down as follows:

- o 40' slips - quantity of 20 (Compatible for future boat lifts)
- o 60' lay-along slip - quantity of 1

- o 30' lay-along slips - quantity of 14

Phase 3b: Dock A – 430' of Floating Dock

Dock A - 430' of aluminum frame floating dock with two gangways and access platforms on each end. Scope to include utility pedestals to supply electricity, water and lighting along with the installation of a fire line, dock line cleats, signage and overhead LED lights. Plans show 20 lay-along slips to accommodate 20' boats, but the number of boats that can moored here will be based on vessel sizes. This dock is intended for day and transient vessels.

B. Mobilization and Demobilization

As required for the proper performance and the construction completion of the Project, mobilization shall include, but not be limited to, the following principal items:

1. Submit a detailed Schedule of Values and construction schedule acceptable to the City Engineer or designated representative.
2. Obtain all required permits.
3. Move all Contractor's plant and equipment required for the Project.
4. Arrange for and erect Contractor's lay down and storage yard and Contractor's designed vehicle parking area.
5. Post all OSHA, FDEP, Department of Labor, and all other required notices.
6. Secure construction water supply.
7. Provide on-site sanitary facilities and potable water facilities.
8. Submit a hurricane preparedness plan acceptable to the City Engineer or designated representative.
9. Erect all required Project signs.
10. Payment for Mobilization.

C. Marine Construction Standards. All work performed shall adhere to applicable marine construction standards and local codes, using marine-grade materials, with strict quality control ensuring durable, engineered workmanship. The Contractor must conform to all federal, state, and local laws and governmental regulations.

D. Inspection of Services. Inspections will be conducted by the City Engineer or designated representative to ensure compliance with the approved construction plans.

E. Responsibility of the Contractor

At the expense of the Contractor, the Contractor shall:

1. Obtain all necessary licenses and permits.
2. Provide competent supervision.
3. Take precautions necessary to protect persons or property against injury or damage and be responsible for any such damage or injury that occurs as a result of the fault or negligence of Contractor.

4. Perform the work without unnecessary interference with other Contractor's work or City activities.
5. Provide all necessary labor, equipment, materials and supervision necessary to the work as required.

F. Accept responsibility for additional costs incurred by the City for substandard performance or failure to perform satisfactorily.

STATEMENT OF QUALIFICATIONS

Bidder shall demonstrate that the Bidder has at least five (5) years of experience in marine construction.

Bidders must have consecutive and active experience of work similar in scope and magnitude to this contract as described in Section 3. Specifications of this ITB. List at least three, but no greater than five, similar projects successfully completed in the past ten (10) years by the Bidder, preferably with the same Key Personnel identified in its Bid. Attached additional sheets if necessary.

Years of Experience

Attach a letter to this form describing the Bidder's years of experience in marine construction and include your year of incorporation or formation.

Projects Similar to Section 3. Specifications

Completed Project #1

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

Project value: _____ Start date: _____ Completion date: _____
(month/year) (month/year)

Was the Bidder the ____ primary contractor or a ____ sub-contractor? (Check one)

If the Bidder was a sub-contractor, provide the name of the prime contractor and a contact person and that person's contact information: _____

Name(s) of assigned personnel:

Project manager: _____

Others:

Completed Project #2

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

Project value: _____ Start date: _____ Completion date: _____
(month/year) (month/year)

Was the Bidder the ____ primary contractor or a ____ sub-contractor? (Check one)

If the Bidder was a sub-contractor, provide the name of the prime contractor and a contact person and that person's contact information: _____

Name(s) of assigned personnel:

Project manager: _____

Others:

Completed Project #3

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

Project value: _____ Start date: _____ Completion date: _____
(month/year) (month/year)

Was the Bidder the ____ primary contractor or a ____ sub-contractor? (Check one)

If the Bidder was a sub-contractor, provide the name of the prime contractor and a contact person and that person's contact information: _____

Name(s) of assigned personnel:

Project manager: _____

Others:
