



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

## EXECUTIVE SUMMARY

**TO:** Jim Scholl, City Manager  
Jim Bouquet, Director of Engineering

**FROM:** Terrence Justice, Engineering

**DATE:** May 31, 2016

**RE:** **Mole Pier Entry Control Point Design Services.**

### ACTION STATEMENT:

This authorization will approve a Work Order from Perez Engineering and Design (Perez) in the amount of \$16,760 to prepare the design and construction documents for the Mole Pier Entry Control Point, a Navy in-kind project.

The agreement will be executed pursuant to F.S. 287.055 (CCNA), City Code 2-841, and the City's contract with Perez approved by Resolution # 12-280 and extended and amended through Resolution 15-208.

This approval will authorize necessary budget transfers and amendments.

### BACKGROUND:

In lieu of rent payments to the Navy for the use of the Mole pier, the CITY has agreed to perform certain In-Kind Projects as per the terms of Public Benefit Lease (PBL) N69450-12-RP-00166 which was approved by Resolution 14-034. This work order for Mole Pier Entry Control Point design services was requested by the Navy as indicated in the attached In-Kind request letter 11011 AM1SA/0073, issued April 20, 2016.

The proposed cost for this project submitted by Perez (refer to attached proposal dated May 5, 2016) is within the not-to-exceed budget as specified by the Navy's in-kind authorization letter.

*Key to the Caribbean – Average yearly temperature 77° F.*

**PURPOSE AND JUSTIFICATION**


This project is in conformance with the Public Benefit Lease (PBL) N69450-12-RP-00166 between the City and the U.S. Navy as approved by Resolution 14-034 and has been requested by the Navy via In-Kind Letter 11011 AM1SA/0073, issued April 20, 2016.

**FINANCIAL IMPACT:**

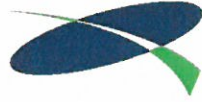
Funds in the amount of \$16,760 will be transferred from the Navy Reserves Account #602-1900-519-9800 to Navy Repairs and Maintenance Account #602-1900-519-4600 and used to fund a purchase order for project number OM19001602.

**RECOMMENDATION:**

Staff recommends that the City Manager approve the work order from Perez Engineering and Design in the amount of \$16,760 for design and preparation of construction documents for the Mole Pier Entry Control Point and authorize necessary Budget Transfers and Amendments.

  
\_\_\_\_\_  
James K. Scholl  
City Manager

14 June 2016  
Date



**PEREZ ENGINEERING**  
**& DEVELOPMENT, INC**

May 5, 2016

Mr. James Bouquet, P.E.  
Director of Engineering  
City of Key West  
31340 Flagler Avenue  
Key West, Fl. 33040

**RE: Truman Waterfront Mole Pier – Entrance Control Point**

Dear Jim:

Perez Engineering & Development, Inc. is pleased to submit this proposal to assist you with professional civil engineering services for the City and NAS Entrance Control Point to the Mole Pier. The project will provide a new automatic gate at the Mole Pier entry, metal ornamental fencing, and roadway/pavement. The project will also include underground electric, water, sewer, and communications for a future guardhouse.

**ITEM 1 – SCOPE OF SERVICES**

Our professional engineering services shall consist of the following:

***Preliminary Design Phase (50%)***

1. Prepare Preliminary Design documents consisting of final design criteria, preliminary drawings, and outline specifications.
2. These drawings shall consist of site geometry plan, paving, grading, and drainage plan, underground electric/communications, water and sewer plan and all the appropriate details. These drawings will be of presentation quality intended to reflect the final product.
3. Make available all design calculations and associated Data.
4. Furnish copies of the Preliminary Design documents and present and review them with the CLIENT.

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**Final Design Phase (100%)**

1. Prepare a final on-site Geometry Plan for location of site improvements, including:
  - Edge of pavement signature indicating curb type, edge type, etc...with supporting details.
  - Handicap parking spaces, curb, ramps and supporting details.
  - Layout data for all structures, structure spacing, setbacks, buffers, etc...
2. Prepare stormwater calculations. Prepare Grading and Drainage Plans including:
  - Delineate all drainage basins, swales, and sub-surface conveyance systems including piping, structures, injection wells, etc...
  - Provide proposed contours or spot elevations for all drainage improvements and roadways.
  - Provide proposed contours or spot elevations for all building pads, around all existing trees to remain and site finish grades.
  - Provide all inverts, pipe sizes, pipe slopes, and other data relative to sub-surface conveyance systems.
3. Prepare construction documents which shall include but not be limited to drawings and design data necessary for permitting by governmental authorities.
4. Make available all design calculations and associated Data.
5. Furnish copies of the 100% Complete Design documents and present and review them with the CLIENT for final comments and revisions.

**ITEM 2 – COMPENSATION**

Compensation shall be billed monthly as a percent complete as follows:

Preliminary Design	\$ 6,580
Final Design	<u>\$10,180</u>
<b>Total Fee</b>	<b>\$16,760</b>

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and approved as of the date written below, by their duly authorized officers and/or representatives.

**PEREZ ENGINEERING  
& DEVELOPMENT, INC.**



Allen E. Perez, P.E.  
President